

**TJCSGA Summer Executive Board Meeting  
Austin Marriott at the Capital  
June 23-24, 2006**

I. Call To Order

President Damian Tovar (El Paso Community College) called the June TJCSGA Summer Executive meeting to order at 7:59 p.m.

II. Orders of the Day

Parliamentarian Jami Bright (Tyler Junior College) read the orders of the day.

III. Invocation

A. Question was posed if Invocation should be changed to Moment of Silence. Discussion followed. A vote was called and the motion passed. Jerry Martinez, Vice President (Kingwood Community College) made a motion to make the change to the agenda. Jami Bright, Parliamentarian (Tyler Junior College) seconded the motion. Motion carried.

IV. Roll Call

A. Secretary Tyneesia Reynolds (Navarro College Waxahachie) called role.

President – Damian Tovar (El Paso Community College) and Advisor Arvis Jones  
Vice President – Jerry Martinez (Kingwood Community College) and advisor Vida Davoudi  
Secretary – Tyneesia Reynolds (Navarro College Waxahachie) and advisor Nicole Mansell  
Treasurer – Brett Clayton (Amarillo College) and advisor April Sessler  
Parliamentarian – Jami Bright (Tyler Junior College) and advisor Scott Nalley  
Bulletin – Shayne Gregory (Hill College-Johnson County) and advisor Bill Gilker  
Host – Shayna Spencer (Blinn College – Bryan) and advisor Brandon Franke  
Advisor – Patty Kuhl (Western Texas College)  
Advisor-Elect – Nicole Mansell (Navarro College Waxahachie)

All officers were present and a quorum was established.

V. Reading of the Minutes (previous Executive Board Meeting)

A. Jerry Martinez, Vice President (Kingwood Community College) made a motion to dispense with the reading of the minutes and approve them as written. Shane Gregory, Bulletin School (Hill College- Johnson County) seconded the motion. Motion carried.

VI. Officer Reports

President – Damien Tovar (El Paso Community College) thanked the group for making the trip to Austin. He mentioned that we have a lot of work ahead of us, but if that we work together we can achieve our goals for the year.

Vice President - Jerry Martinez (Kingwood Community College) discussed parliamentary procedure and suggested that we break the ice and support one another by not correcting each other, but teaching each other.

Secretary – Tyneesia Reynolds (Navarro College Waxahachie) let the group know that she was excited to be a part of such a great team and looked forward to serving with them.

Treasurer – Brett Clayton (Amarillo College) looks forward to a good year and that the former treasurer has already signed over the checkbook and appropriate papers.

Parliamentarian – Jami Bright (Tyler Junior College) is excited to be a part of this group and has made updates to the uniformity book.

Bulletin School – Shane Gregory (Hill College-Johnson County) was glad to meet everyone and glad that everyone arrived safely.

Host School – Shayna Spencer (Blinn College-Bryan) said she looked forward to a great year and mentioned that we need to stay unified as an executive board so we will eliminate conflicts.

Advisor – Patty Kuhl (Western Texas College) said that we will do a great job as the executive board that we have a lot of work ahead of us.

Advisor-Elect – Nicole Mansell (Navarro College Waxahachie) said that she excited to serve in her capacity and that the key to being successful this year was communication.

## VII. Old Business

None

## VIII. New Business

A. TJCSGA Convention 2007, Austin Marriott on the Capital

Brandon Franke, Advisor (Blinn College-Bryan) reviewed the hotel layout and the rooms that would be available to us during the 2006-2007 convention.

### 1. Budget

#### a. Meals

There will be a total of five meals at the 2006-2007 convention.

#### b. Registration

Must have a minimum of 325 delegates to meet hotel contract obligations

The host school will provide a list of lunch and dinner choices for the Executive Board to decide upon. Discussion as to whether or not to have early registration and also to allow a longer period of time for early registration.

Motion made by Jerry Martinez, Vice President (Kingwood Community College) that March 1<sup>st</sup> be the last day of early registration. Jami Bright, Parliamentarian (Tyler Junior College) seconded the motion. Motion carried.

#### Possible Registration Time Line

December 1<sup>st</sup> - March 1<sup>st</sup> - Early Registration

March 2<sup>nd</sup> - April 1<sup>st</sup> Regular Registration

Late/Onsite Registration - April 2<sup>nd</sup> until convention;

Include disclosure that those registering late and on-site at convention will not receive a t'shirt.

Motion made by Jerry Martinez, Vice President (Kingwood Community College) to accept the dates of the registration timeline. Motion seconded by Shayna Spencer, Host School (Blinn College, Bryan). Motion carried.

Brandon Franke has created a program for online registration. This will aid in with registration. Online registration will be available through April 1<sup>st</sup>.

Jerry Martinez, Vice President (Kingwood Community College) made a motion to approve the use of the online registration software to reduce errors and improve efficiency in registration making the last day of online registration April 10<sup>th</sup> for printing purposes. Shayna Spencer, Host (Blinn College-Bryan) seconded the motion. Motion carried.

#### c. Rooms

Shane Gregory, Bulletin (Hill College-Johnson County) moved to table the discussion on rooms and discuss them at the November meeting. Motion seconded by Jerry Martinez, Vice President (Kingwood College). Motion carried.

#### d. Entertainment

Discussion begin as to what entertainment venues would we like to offer at the 2006-2007 state convention. It was discussed that we limit the number of speakers to two or three.

Damian Tovar brought up the possibility of working with APCA for entertainment venues and breakout workshops. Discussed possibly asking advisors within TJCSGA to give workshops. Workshops could possibly focus on business etiquette, dining etiquette. Another idea was to offer excursion packages to various historical sites in Austin.

#### e. T-shirts

Motion was made by Shane Gregory, Bulletin (Hill College – Johnson County) to table the t-shirt discussion until November. Motion seconded by Jerry Martinez, Vice President (Kingwood Community College). Motion Carried.

f. Approval of Use of Hotel

Motion was made by Jerry Martinez, Vice President (Kingwood Community College) that we approve the use of the Austin Marriott at the Capital for the 2006-2007 state convention. Motion seconded by Shayna Spencer, Host (Blinn College-Bryan) Motion carried.

2. Theme

Damian Tovar, President (El Paso Community College)- “Together We Can . . . Leadership Round Up”

Jerry Kingwood, Vice President (Kingwood Community College) - “Acing Education”

Tyneesia Reynolds, Secretary (Navarro College Waxahachie) - “Takin’ it to the Next Level”

Shayna Spencer, Host (Blinn College - Bryan) - “Looking at the Big Picture”

Shayna Spencer, Host (Blinn College- Bryan) - “007 License To Lead”

Motion was made by Shayna Spencer, Host (Blinn College- Brian) to accept the theme as “007 License to Lead”. Motion was seconded by Brett Clayton, Treasurer (Amarillo College). Motion carried.

Motion made by Jerry Martinez, Vice President (Kingwood College) to recess the meeting until tomorrow at 9:00 a.m. Motion seconded by Shayna Spencer, Host (Blinn College, Brian). Motion carried.

Meeting recessed by Damian Tovar, President (El Paso Community College) at 10:24 p.m.

The meeting reconvened at 9:30 a.m.

Damien Tovar, President (El Paso Community College) recalled the meeting to order at 9:30 a.m. Correction was made to the agenda under section B, subsection 1. This subsection would now be called “Proposed Budget” and everything would move down one number.

Jerry Martinez, Vice President (Kingwood Community College) made a motion to approve the agenda as amended. Shayna Spencer, Host (Blinn College –Brian) seconded the motion. Motion carried.

3. Sponsorship Letter

Community College Day will be held on February 22, 2007 in Austin, Texas. President Damien Tovar (El Paso Community College) began by discussing Community College Day sponsorships to ensure that the TJCSGA budget would not be used for Community College Day expenses. One suggestion is that sponsors purchase ad space for programs.

Scott Nalley (Tyler Junior College, Advisor) mentioned that a budget for such an event will cost approximately \$40,000 based on the Community College Day that was held in 2005.

Damian Tovar, President (El Paso Community College) stated that we will need to work closely with TCCTA (Texas Community College Teachers Association) in planning and budgeting for this event.

We would need to draft up a professional letter for sponsorships that schools can utilize to gain sponsorships.

Patty Kuhl, State Advisor (Western Texas College) reinforced the idea that board members will need to communicate effectively with each other so as not to approach the same business/organization twice.

The question was posed by Arvis Johnson, (El Paso Community College, Advisor) as to what sponsors would receive for their donations.

#### Possible Sponsorship Levels

Bronze - \$500

Silver - \$750

Gold - \$1,000

Platinum - \$5,000

Brandon Franke (Blinn College -Bryan, Advisor) recommended that the Executive Board set a goal of raising \$10,000 to go towards Community College Day.

Motion was made by Jerry Martinez (Kingwood College) to allow Damain Tovar, TJCSGA President to draft a letter for TJCSGA schools to send out to potential Community College Day sponsors utilizing sponsorship levels mentioned above. Brett Clayton, Treasurer (Amarillo College) seconded the motion. Motion carried.

#### 4. Dress Code

Discussion began as to rules regarding the dress code for the TJCSGA state convention in Austin. It was suggested that not every day be designated as “professional dress” due to lack of funding for college students to acquire proper attire; however, attire will also depend on speakers at the sessions.

Motion was made by Jami Bright, Parliamentarian (Tyler Junior College) to table the dress code discussion until the November Executive Meeting. Motion seconded by Shane Gregory, Bulletin School (Hill College, Johnson County). Motion carried.

## B. TJCSGA Budget

### 1. Proposed Budget

Brett Clayton, Treasurer (Amarillo College) reviewed the tentative TJCSGA budget for 2006-2007. Registration fees were discussed for early, regular and late registration.

Early Student Registration = \$115  
Early Advisors Registration = \$125

Regular Student Registration = \$145  
Regular Advisor Registration = \$155

Late Student Registration = \$165  
Late Advisor Registration = \$175

Silent Auction - The TJCSGA Executive Board would like to beef up the silent auction items with more trendy items college students would enjoy.

Damian Tovar, President (El Paso Community College) requested that a line item of \$500 be added to the 2006-2007 budget for a President's reception at the state convention.

Brandon Franke (Blinn College- Bryan, Advisor) mentioned that the two representatives from the APCA (Association of Professionals for Campus Activities) were not given the hotel rate specified at the 2005-2006 state convention in Ft. Worth. It was suggested that we reimburse them for the difference of \$120.

Motion was made by Jerry Martinez, Vice President (Kingwood Community College) to issue a refund check to APCA. Shane Gregory, Bulletin School (Hill College, Johnson County) seconded the motion. Motion carried.

Motion made by Brett Clayton, Treasurer (Amarillo College) to accept the proposed 2006-2007 TJCSGA budget. Motion seconded by Jami Bright, Parliamentarian (Tyler Junior College). Motion carried.

The meeting recessed for ten minutes at 10:25 a.m.  
Meeting reconvened at 10:39 a.m.

## 2. Lone Star Pins

Discussion arose as to where to obtain the "Lone Star" pins for the TJCSGA 2007 convention as well as establishing the history, significance and tradition of the pin.

Motion was made by Jami Bright, Parliamentarian (Tyler Junior College) to bring potential pin designs and propose suggestions to the Executive Board at the November Executive Board meeting. Motion seconded by Shayna Spencer, Host School (Blinn College, Bryan). Motion carried.

## 3. Executive Polos

Discussion began regarding the color of Executive Polo's and what the board would like embroidered on the shirts.

Motion made by Jerry Martinez, Vice President (Kingwood Community College) to choose black as the color for the Executive Polo's and have the Parliamentarian School and Host School to research the style of polo. Motion seconded by Brett Clayton, Treasurer (Amarillo College). Motion carried.

#### 4. Regional Attendance

President Damian Tovar (El Paso Community College) requested that he be able to attend the Region II and Region VI meetings since they do not have representation on the Executive Board. If the president is unable to attend these two region meetings, then another Executive Board member will be delegated to attend.

Motion was made by Jerry Martinez, Vice President (Kingwood Community College) to allow Damian Tovar to travel to the regions that are not represented. Motion seconded by Shayna Spencer, Host (Blinn College- Bryan). Motion carried.

Recess to order Lunch at 12:30 p.m.  
Meeting reconvened at 12:52 p.m.

#### 4. Name Tags

Discussion began as to the color, size and lettering to appear on the name tags for the Executive Board.

Shayna Spencer (Blinn College- Bryan) made a motion to have El Paso Community College take care of the Executive Board Name Tags and bring them to the November Executive Board Meeting in Austin, Texas. Motion seconded by Brett Clayton, Treasurer (Amarillo College). Motion carried.

#### 5. Savings Account

Scott Nalley (Tyler Junior College, Advisor) encouraged the Executive Board to continue with the association's certificate of deposit but suggested that we roll additional funds in the CD to gain additional interest rates. The CD will mature in six months. At the present time \$3,255 is located in the CD. To increase this amount to \$5,000, an additional \$1283 will need to be transferred to the CD with the addition of the \$462 received from the silent auction at the 2006 state convention.

Motion was made by Brett Clayton, Treasurer (Amarillo College) to transfer \$1283 to the association's certificate of deposit as well as apply the \$462 received from the silent auction to bring the CD total to \$5,000. Motion seconded by Jami Bright, Parliamentarian (Tyler Junior College). Motion carried.

### C. Uniformity Book

Many of the forms located in the Uniformity Book are now located online. In order to save on printing costs and gain additional exposure for the web site, these forms could be removed.

Page 70 - A letter is not required from your region president if in fact, he/she has already signed off on the submission form.

Page 38 - Strike Cassette Tape on the Score Card and replace with CD.

Page 33 - Song needs to be presented on CD and not cassette tape (same concept as above)

Suggestion was made that the number of copies to be submitted for essay, event, chapter, student and advisor should be one original plus five copies. The chair of these committees should retain the original and then be in charge of returning the original to the owner.

Scrapbook - Page 33 Strike the word square and replace with total.

Media Competition Page 32 - Strike Standard VHS tape and replace with DVD.

Page 35 - Strike Standard VHS Tape and replace with DVD on the score card.

Page 34 - The Farthest Travel award will now be replaced by a Community Service Project award.

Motion made by Jami Bright, Parliamentarian (Tyler Junior College) to create a new award entitled "Community Service Project" award to replace the Farthest Traveled award. Motion seconded by Shayna Spencer, Host (Blinn College-Bryan). Motion carried.

Criteria for the award will be established at the November Executive Board Meeting.

Page 28, Number 22 - Strike "treat" and place with threat.

Page 28, Number 23 - Strike complete statement.

Page 29 - Strike Number 21, 22 & 23 change Number 15 by adding while engaging in any TJCSGA activity.

Page 28 - Strike Misuse and change to Activities.

Motion made by Shane (Hill College) that E Board members not be nominated for the "Student of the Year" award. Motion seconded by Brett (Amarillo College). Motion carried.

Motion made by Jami Bright, Parliamentarian (Tyler Junior College) to establish criteria with regards to TJCSGA Honorary Membership. Motion seconded by Shayna Spencer, Host (Blinn College-Bryan). Motion carried.

Parliamentarian school will work with State Advisor and State Advisor-Elect on establishing criteria to be presented at the November Executive Board Meeting.

Page 66 - Deadlines to Submit Information for the Bulletin

July 31<sup>st</sup>

October 2<sup>nd</sup> - Executive Bio's must be submitted by this date.

November 16<sup>th</sup>

January 15<sup>th</sup>

March 1<sup>st</sup>

April 13<sup>th</sup> by 10:00 a.m. for the Convention Bulletin

The bulletin submission form will now be located on line.

Meeting recessed at 3:10 p.m.

Meeting reconvened at 3:30 p.m.

Motion made by Tyneesia Reynolds, Secretary (Navarro College Waxahachie Campus) to accept the changes to the Uniformity Book as recommended. Motion seconded by Shayna Spencer, Host (Blinn College- Bryan). Motion carried.

#### D. Website

President Damian Tovar reported that we need to encourage TJCSGA members to utilize the website more frequently. It is a resource that is available to assist our members with current updates.

### IX. Community College Day

#### 1. Date

Community College Day is set for February 22, 2006 at the capital in Austin.

#### 2. Agenda

President Damian Tovar suggested that we keep the agenda to a minimum with regard to speakers. He also proposed that we contact our local newspapers when the "Back To School" issue is released to help kick off the textbook campaign.

President Tovar will also be putting together a packet for us to present to our local legislators.

- a. Campaign Slogan Tyneesia Reynolds, Secretary (Navarro College Waxahachie)  
"Be a Keeper, Come out Cheaper"

Motion made by Tyneesia Reynolds, Secretary (Navarro College Waxahachie) to adopt the campaign slogan "Be A Keeper, Come out Cheaper" for the TJCSGA textbook campaign. Motion seconded by Jami Bright, Parliamentarian (Tyler Junior College). Motion carried.

#### 3. Sponsors - Discussed during Friday's meeting.

#### 4. Legislative Presentations

5. Programs - Programs that were utilized at the 2005 Community College Day will be updated to reflect the 2007 program.

#### X. Announcements

Brandon Franke mentioned that if you send an email to [eboard@tjcsqa.org](mailto:eboard@tjcsqa.org) it will send an email to everyone on the executive board and their advisors.

#### XI. Adjournment

Motion to adjourn the meeting by Damian Tovar, President (El Paso Community College).  
The meeting adjourned at 4:45 p.m.