

ASSOCIATION FOR STUDENT JUDICIAL AFFAIRS



Annual Report to the Association 2007-08

Submitted by **Bill Fischer**
President, ASJA

2007-08 ASJA Leadership

Board of Directors

Bill Fischer, President
Johnson & Wales University

Gary Dickstein, President-Elect
Wright State University

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Timeka Rashid, Director, Circuits 3 & 6
Columbus State Community College

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Tamara King, Director, Circuits 5 & 10
Washington University in St. Louis

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University of Utah

Lorrie Miller, Director, Circuits 9 & Intl
Arizona State University-Downtown

Joyce Ester, Conference Chair
California State University-Fresno

John Zacker, 2007 Gehring Academy Chair
University of Maryland

Billye Potts, Executive Director

Ethan Logan, Parliamentarian
Texas Tech University

Circuit Representatives

1	Tanner Chesney	2	Joseph DeGearo
3	Gary Miller & Joseph Puzycki	4	Tammy Saunders
5	Drew Canham	6	Chris Taylor
7	Anne Newman	8	Gail Cywinski
9	Dan Schwab	10	Chris Schmidt
11	Katie McGee	Canada/Intl	Deborah Eerkes

Committee Chairs

Awards	Brian Farber
Elections	Annamaria Wenner
IT Advisory	Dail Neely & Peggy Scott
Membership	Barbara Fienman
Resolutions	Linda Rowe
MICs	Ethan Logan & Michael Zajac
Publications	Brent Paterson
Diversity Action	Kim Ferguson
Finance	Donna Hight
Research	Carol Binzer
CAS Representative	John Zacker
Substance Abuse Liaison	Katsura Kurita-Belz

THE 2007-2008 “YEAR IN REVIEW”

SIGNIFICANT ACCOMPLISHMENTS

Constitution and Bylaws Review and Revision

Over the past eighteen months, the Board of Directors (hereinafter, “the Board”) provided leadership and direction for a comprehensive review of the Association’s governing documents and operating policies and procedures as set forth in its constitution and bylaws. A constitution review committee was constituted to undertake this initiative. This year, the Board continued with the review and revision process to completion. On January 31, 2008, the revised document was sent to the membership for their review and vote of approval. The voting period concludes on March 30, 2008.

Some critical highlights of the revised document include:

- Substituting the name “bylaws” for constitution, consistent with best practices in the operation and management of professional associations, and in alignment with other student affairs professional associations.
- A proposed new name for the Association, as well as a revised vision, mission and core values statements. These statements have been revised to be intentional in including conflict resolution as part of the administration of student conduct systems.
- Revision of membership categories, based on review/recommendations received from the membership committee, as well as research of other professional associations’ membership classes.
- A new fiscal year cycle to assist in a more streamlined and centralized budget.
- Revision of job duties and descriptions for positions in the Association to reflect current practices.
- Inclusion of the Executive Director position along with a description of its responsibilities and duties.
- Accurate reflection of the number of Board of Directors meetings held annually, again, in line with current practice.
- A conflict of interest policy to affirm our commitment to conduct business with the highest level of ethical standards and in compliance with local, state and federal laws and regulations.

Association Dues Increase

In January 2008, the membership voted in favor of a dues increase as proposed by the Board of Directors. Effective February 15, 2008, professional membership rates are \$95, and student membership rates are \$40.

By way of background, dues had not been increased since February 2004 despite recommendations to do so modestly for a few years since the last increase. Preparation of the

annual budget over the past 2 years was extremely challenging. In carefully examining the association's overall financial position, the Board concluded that an increase was necessary to sustain, enhance and increase member services along with implementation of new initiatives. Factors taken into consideration included (1) an increase in our operating costs to maintain our central office at Texas A @ M University; (2) increasing our administrative assistant position from ¾ time to full time; (3) creating a new "Educational Development Coordinator" position to serve the association's increasing needs for additional education and professional development programs for our members; and (4) periodic needs for funding new and/or special initiatives.

The Board of Directors anticipates that this increase will sustain the fiscal health of the association for at least the next three years.

Diversity Initiatives

Under the leadership of Kimberly Ferguson, the Diversity Action Committee submitted a comprehensive set of recommendations to the Board of Directors for consideration relating to enhancing the association's commitment to diversity through an extensive list of programs, services and initiatives. In response, at the President's request, the Board approved the creation of a diversity task force to further study the recommendations.

The association retained an experienced and accomplished external consultant to facilitate a summit with the task force, held in September, 2007 and hosted by board member Tamara King at Washington University in St. Louis, MO. The summit yielded an extensive report outlining recommendations for continuation and enhancement of the Association's progress relative to its diversity initiatives. The Board carefully studied the report at its fall board meeting, and developed a three year strategic plan for accomplishing specific goals and objectives to further support the Association's commitment to diversity in all aspects of its practice and operations.

Importantly, the Board created and approved a revised "Statement of Diversity" as drafted and recommended by the diversity task force, identifying diversity as one of ASJA's core values, and its commitment to strengthening diversity through intentional development and implementation of strategic goals to (1) increase membership, participation and leadership opportunities for underrepresented populations in ASJA; and (2) promote an appreciation of diversity in all aspects of the association's policies, practices, programs and services. The statement and entire ASJA diversity strategic plan can be accessed online at <http://asjaonline.org>.

New Position: Educational Development Coordinator

In response to growing needs from the membership and in further accomplishment of the association's strategic plan, the Board approved the addition of a part-time professional staff position in the Central Office, the Educational Development Coordinator. Position responsibilities include coordination of the design, development and implementation of ASJA educational programs and initiatives to serve the needs of its members, to include seminars, webinars, and collaboration with other associations in development of educational materials and

programs to benefit our members. Heather Turner has recently been appointed to the position and is already actively engaged in fulfilling the position responsibilities.

Alternative Dispute Resolution Initiatives

ASJA has been committed to incorporating mediation and other conflict resolution mechanisms into our work in student conduct administration, as evidenced by a resolution adapted in 1994, and including it as part of the Academy curriculum starting in 1997. This year the Board of Directors affirmed this commitment by incorporating it into the association's proposed mission and vision statements, boldly pronouncing ASJA to be the "premier authority in student conduct administration and conflict resolution." To successfully achieve this goal, the President created a task force to review the association's current progress with conflict resolution programs and services, and examine future desired accomplishments. The group submitted a preliminary report with initial recommendations for the Board to consider in sustaining, enhancing, and improving its services for the members regarding all forms of conflict resolution programs. The Board supports these initial recommendations and the task force will continue its work this year to move these recommendations to action items.

Academy Chair Dr. John Zacker has appointed Dr. Nancy Geist Giacomini, Past President of ASJA, to serve as the lead faculty coordinator for this year's summer academy to shape the mediation and conflict resolution curriculum. Dr. Giacomini has extensive experience both inside and outside higher education in this field.

ASJA Annual Conference Site Relocation

With the growth of the membership in ASJA and conference attendance over recent years, the association began to experience increasing challenges in its ability to meet conference needs, particularly regarding meeting space and lodging rooms. While the Sheraton's management team has worked along side of us to address these issues, along with the Marriott Hotel providing assistance with meeting space and lodging rooms, it is still not sufficient to meet these growing needs.

In response to this challenge, board members Gary Dickstein and Susan Trageser were appointed to conduct a search for a potential conference site relocation. With the assistance of Experient, a meeting and event planning service company, a number of properties were identified for consideration. After careful review, the Board selected the TradeWinds Island Grand Resort in St. Petersburg, Florida as the new site for the annual conference. The TradeWinds is located on the island of St. Pete Beach and is conveniently located just 30 minutes west of Tampa. It is served by both the Tampa International and St. Petersburg/Clearwater airports. It contains over 700 rooms and suites, 13 dining and entertainment venues, and 37,000 square feet of combined meeting and function space

In considering this particular location, the Board determined that it meets our current and projected future meeting space and lodging room needs, and provides for all conference events

and lodging rooms to be under “one roof.” Additional considerations included cost effectiveness along with ease of site transfer/transition issues and accessibility to and from major airports. The TradeWinds will host the annual conference for five years, through February 2014.

New Professional Partnerships

This year ASJA was successful in establishing new professional partnerships with the University Risk Management and Insurance Association (URMIA) and the National Association of College and University Attorneys (NACUA).

The specifics of the relationship with URMIA include providing complimentary registrations for each association’s annual conference, as well as mutual marketing assistance for the conferences; co-sponsoring programs at each other’s conferences; jointly authoring articles for publication as well as collaborating on research grants specific to common interests of both organizations; and identifying an annual strategic goal to advance collaboration among practitioners in the fields of risk management and student affairs.

The specifics of the relationship with NACUA include providing complimentary registrations for each association’s annual conference; co-sponsorship of educational programs; and informing ASJA members about NACUA publications along with reduced rate offerings for NACUA member institutions. A jointly sponsored spring webinar is currently being designed by ASJA and NACUA.

This year, ASJA was invited to join NASPA, ACUHO-I, NACA, and NODA in sponsoring The Placement Exchange, which will be held during the three days prior to the NASPA Conference, March 6-9, 2008. The Placement Exchange will be a stand-alone conference focusing exclusively on career services and will feature separate semi-private interview spaces, free wireless access and a host of other amenities. ASJA will have an exhibitor space in The Placement Exchange as well as an opportunity to present two (2) 20 minute sessions on working in the field of student conduct/conflict resolution.

ASJA 20th Anniversary Celebration

This year is ASJA’s 20th conference, and the 2008-2009 year serves as a celebratory year to recognize ASJA’s 20 year history. The President constituted a 20th anniversary celebration committee, and Donna Hight served as chair. The committee’s purpose was to provide specific recommendations regarding programs and initiatives for implementation to mark this significant occasion. Based on the committee’s recommendations, the Board of Directors approved a number of activities and initiatives which have or are currently being implemented. Highlights include:

- A “20th anniversary” intern has been appointed to assist with implementing the initiatives.
- 20th Conference: a 20th anniversary pin was created and distributed to all conference attendees; the anniversary theme was incorporated into the conference events; all

individuals considered founders, charter members and early leaders were invited to attend this year's conference, and a "legacy" reception was hosted to honor their dedication and contribution to ASJA.

- A 20th anniversary logo was created, thanks to Laura Bennett.
- A silent auction program was designed and implemented at the conference to raise money for ASJA's educational fund.
- An ASJA "Post-It" educational program/campaign has been initiated to provide historical information about the association.
- A 20th anniversary video is currently being designed to serve as a marketing tool for the association. Production is expected to be completed by the end of the 2008 calendar year.

New Publication: *Contemporary Administration of Student Conduct and Ethical Development on College Campuses*, edited by Drs. Diane Waryold and Jim Lancaster

In honor of ASJA's 20th year, Drs. Jim Lancaster and Daisy Waryold created a new publication for an in depth exploration of contemporary issues relating to the administration of student conduct systems. Its purpose is also to serve as an update from a similar publication/compendium published 10 years ago by ASJA members Brent Paterson and Bill Kibler. The goal was to complete the work so as to be available at the 20th conference.

Thanks to the hard work and dedication of Jim and Daisy, the goal has been accomplished and the book is now available for our members! The work provides a compendium of best practices and important topical considerations for administration of student conduct and conflict resolution systems at the current time. It also highlights some essential competencies needed to be effective in practice, as well as exploring critical contemporary issues impacting the field. The publication provides a significant education and professional development benefit for the membership.

OTHER IMPORTANT HIGHLIGHTS

ASJA 2008 International Conference

“Honoring Our Past, Embracing Our Present, Empowering our Future”

This year’s conference theme provides an opportunity to embrace our past by celebrating 20 years of ASJA history, in addition to taking hold of the present and looking toward our future. The conference committee, under the leadership of Conference Chair Joyce Ester, worked collaboratively with the 20th anniversary committee to make this conference a special occasion in celebrating the life of ASJA and at the same time providing quality education sessions to support and enhance our member’s professional development.

This year’s plenary speakers are quite remarkable. We are honored to have Robert Bickel, Professor at Stetson University College of Law join us as well as William Kaplin and Barbara Lee, authors of *the Law of Higher Education*, now in its fourth edition.

Some unique features of this conference include a shift for the Senior Student Affairs Officers program to a one-day “pre-conference” style; the addition of a cd-rom containing documents and information for the sessions and to reduce the voluminous size of the binder; and an assessment company to coordinate general conference evaluations.

A silent auction has been added as a feature to this year’s conference as part of the activities for the 20th anniversary. All proceeds from the auction will be donated to ASJA’s educational fund. Past-President Mary Beth Mackin chaired the silent auction committee. ASJA member Beth Esposito also assisted in coordinating the event. ASJA plans to host the silent auction activity yearly at its annual conference.

This year’s conference had approximately 850 registrants, approximately 100 more than last year.

Donald D. Gehring Academy for Student Conduct Administration

Formerly the “Donald D. Gehring Campus Judicial Affairs Training Institute,” The 2007 Donald D. Gehring Academy for Student Conduct Administration was held on the campus of the University of Utah in Salt Lake City, Utah, June 18-24, 2007. The planning team commenced in early September of 2006 with the creation of a planning group comprised of the following two teams and the appointment of an assistant director.

Assistant Director

Christopher Dukes, Central Connecticut State University

Logistics Team

Lori McDonald, University of Utah

George Lindsey, University of Utah
Billye Potts, ASJA Executive Director

Curriculum Team

Jim Lancaster, Appalachian State University
Annie Nebeker-Christiansen, University of Utah
Daisy Waryold, Appalachian State University
Rick Olshak, Illinois State University.

The Training Institute, Advanced Seminar and Mediation program were well-received by the participants who rated both the curriculum and faculty very high.

The 2008 planning team has instituted two new programs – a Mid-Level Managers Program, intended to bridge the professional “gap” between the Training Institute and the Senior Seminar (formerly Advanced Seminar) and a Conflict Resolution program to augment the Mediation Program. In addition, the Senior Seminar will be moved to a full-service hotel near the Utah campus and billed as an exclusive policy seminar.

The Academy was very successful in meeting its goals of providing exceptional professional development and returning \$38,000 to the Association.

Publications Board

The Publications Board was created early in 2007. Members of the board were selected for the 2007-2008 year. They are:

Tom Baker, University of Iowa
Patricia Gottschalk, Michigan Technological University
Mary Holloway, Midland Technical College
Haeryon Kim, Fort Lewis College
Steve Janosik, Virginia Tech University
Robert Kelly, Seattle University
John Lowery, Oklahoma State University
Diane Waryold, Appalachian State University

Members of the Board met at the annual conference in February 2007. The Board determined that its purpose was to promote scholarly research by ASJA members and to provide ASJA members with a place to publish their research, thoughts, and best practices. It was decided to develop an ASJA online journal to be published twice a year and develop a process to solicit and review monograph ideas for publication by ASJA.

The following goals and initiatives were accomplished this year:

- An on-line journal naming contest yielded a winner: “Journal of Student Conduct Administration.”
- Manuscript guidelines were developed for research based articles, book/CD reviews and best practice pieces. Manuscripts were solicited for review and consideration for the

journal. As of January 1, 2008, the Board received and reviewed 11 manuscripts. The first edition is scheduled to be published in March 2008.

- During the summer of 2008, the Board developed guidelines for submitting “white paper” and monograph proposals for review and approval. A monograph proposal has already been approved: “Research in Student Conduct Administration: An Annotated Bibliography.”
- Publications Board member Tom Baker conducted an on-line survey of ASJA members on the processing of academic integrity complaints. The results will be included in a manuscript to be written for publication in the journal.
- Publications Board Chair Brent Paterson recommended that an experienced technical editor review and edit manuscripts prior to publication. The Executive Director is currently searching for a qualified individual in College Station, TX to serve in this capacity.

Association Membership: Recruitment, Retention and Marketing Efforts

As of January 25, 2008, there are 1801 members in the association. Over the past three year period (2005, 2006, 2007) there has been an average increase of 182 members, which meets the Executive Director’s goal of increasing membership 3-5%, based on a three year average.

In March 2007, the central office conducted a member outreach campaign for those individuals who did not renew their memberships. 193 individuals responded, and 148 renewed their memberships. The central office will continue this outreach on an annual basis, since most memberships expire at the end of February.

This year’s marketing efforts included a mass mailing to Historically Black Colleges and Universities (HBCU), Tribal Colleges and Hispanic-representing colleges and universities (new this year). The goal was to be intentional in marketing efforts with higher education institutions representing traditionally underrepresented populations, to increase diversity in our membership base.

This year an exit survey is being designed to be distributed to non-renewing members to assess reasons why individuals do not continue with membership in ASJA. As a point of reference, those that responded to our renewal outreach indicated that they did not renew due to job changes, leaving the field, and retirements.

Central Office/Executive Director Highlights

Executive Director Billye Potts has provided exemplary leadership and excellence in the management and administration of the association’s programs and operations, the central office, and working closely with the board of directors and all other leadership positions in achieving the association’s mission and goals. Additional highlights of accomplishments not already reflected in this report include:

- The Educational Development Coordinator position has been filled by Heather Turner. She is a member of the central office team, reporting to Executive Director Billye Potts.
- Administrative Assistant Cindy Zawieja resigned her position. Lori Carpenter was appointed to fill the position and is working actively to provide administrative support for the central office.
- The Executive Director will serve as an ex-officio member of the ASJA Foundation Exploratory Committee, recently created under the direction of President-Elect Gary Dickstein.
- This year the Executive Director has assisted the President with providing the Board of Directors ongoing professional development/training in their positions to enhance effectiveness in the performance of their positions. A full day training session was facilitated by an external consultant designed to teach board members best practices in association governance, the role of the board of directors and how to work effectively in serving the association as a governing body. Monthly articles of interest are provided to board members to enhance performance and development in their roles.
- The Executive Director attended the ASAE CEO Symposium with President-Elect Gary Dickstein in November 2007 held in Baltimore, MD.
- The Executive Director attended the fall CHEMA meeting in Washington, DC, and was elected by the CHEMA membership to serve on the Steering Committee for a two-year term.

Additional Revenue Sources

- This year, 58 job postings were placed on the Career Center website which provided net revenue to the Association of \$10,135.75.
- ASJA's continued partnership with ResLife.Net to provide educational programs for our members provided net revenue in the amount of \$3869.00
- Several members continue to contribute royalties from their books to ASJA, totaling \$572.41 for this year. Those include:
 - *The First Amendment on Campus: A Handbook for College and University Administrators* by Lee E. Bird, Mary Beth Mackin and Sandra K. Schuster
 - *Exercising Power with Wisdom: Bridging Legal & Ethical Practice with Intention* by James Lancaster and Associates
 - *Judicial Complaint Resolution Models for Higher Education; An Administrator's Reference Guide* by Thomas Baker
 - *Mastering Mediation: A Guide for Training Mediators in a College and University Setting* by Rich Olshak
- The joint ASJA/NASPA webinar held in October 2007 generated net revenue to ASJA in the amount of approximately \$8000.00 This was a significant increase from last year's income received from the ASJA/NASPA webinar (approximately \$1000)

Member Education Programs (in addition to ASJA's conference and academy)

- ASJA and NASPA co-sponsored a fall webinar held in October 2007 on the topic of "Responding to Troubled and At-Risk Students." 162 sites registered for the conference.
- A workshop called "Lawsuits & Liability: Should I Be Losing Sleep?" was co-sponsored by ASJA, ACPA, ACUHO-I, ACUI, AFA, NACA, NASPA, NIRSA, and NACUA in November 2007
- ResLife.Net Programs and ASJA coordinated the following member education programs:
 - Writing Learning Outcomes for Student Conduct & Intervention Programs (March 2007)
 - Preventing Litigation: The Basics for Judicial Affairs Practitioners (April 2007)
 - College Student Suicide: Prevention & Intervention (May/June 2007)
 - Palsgraf v. Blackacre College: A Legal Stimulation (October/November 2007)
 - Creating & Implementing Effective Conduct Board Training (November/December 2007)
 - Lessons from Virginia Tech: The Changing Landscape in Higher Education (January 2008)
- ASJA was a contributing sponsor for the NASPA/Stetson Student Affairs Law & Policy Conference (December 2007)
- The following program was made free of charge to our members:
Campus Outreach Services
 - "Sexual Assault Response Training: Interactive Mock Trial on Campus Sexual Misconduct" (November 2007)
- ASJA co-sponsored the following programs with CLHE
 - Membership Restrictions in Christian Student Groups: Legal & Practical Challenges for Colleges & Universities (March 2007)
 - Facebook & Other Social Networking Sites (April 2007)
 - Disability Law: A Primer for College & University Administrators (May 2007)
 - Identity Theft: Addressing the Problem from Prevention to Containment (November 07)
 - The Latest on FERPA (December 2007)

Election Results, 2008-2009

Under the leadership of Annamaria Wenner, the Elections Committee once again did an outstanding job in soliciting nominations and conducting the annual election. This year, the Association experienced its first ever tie vote for the position of President. Two of the three candidates received an equal number of the highest votes. Consequently, a run-off election was held for that position.

The newly elected members for their respective Board positions are:

- President Elect: Tamara King
- Treasurer: Jeff Stefancic
- Director, Circuits 1 & 2: Susan Baker

- Director, Circuits 4 & 11: Katie McGee
- Director, Circuits 5 & 10: Jennifer Hammat

ASJA member Michael Jungers has been appointed to serve the remaining term for Tamara King as Director for Circuits 7 & 8, since Tamara has been elected President-Elect.

Miscellaneous Circuit/Committee Activities

Circuit activity this year was active and consistent with that of prior years. The circuits conducted one day conferences, hosted regional social receptions with discussion topics, and co-sponsored events with regional sections of other national professional associations.

The circuits have expanded and improved communication with their members utilizing technology, including electronic newsletters and web pages. Larger circuits – those containing states with a significant geographical span – are continually challenged with effective communication, partnership collaboration and opportunities to connect for professional development and social activities. As a result, a number of circuits have identified state representatives to serve the needs of those members in that particular state.

The Member Interest Councils worked effectively this year. Topic area leaders were identified and collaborated through phone conferences to identify how best to meet member needs in each topical area. This year the Councils worked diligently to create and submit program proposals for the various topical areas. Four program proposals were accepted, including a pre-conference workshop.

Our Canadian colleagues have decided to formalize a relationship with CACUSS (Canadian Association of College and University Student Services) and have officially become a division of that organization. The division is called “Canadian Academic Integrity and Student Judicial Affairs). Therefore, ASJA’s “Canadian Circuit” is no longer in existence.