

**Association for Student Conduct Administration
Board of Directors Meeting
Bi-monthly Conference Call
Thursday, August 13, 2009**

Board members present: Tamara King, W. Scott Lewis (on call 30 min), Susan Baker, Jeff Stefancic (late), Jennifer Hammat, Dwayne Scott, Brent Ericson, Daniel Swinton (on call 30 min), John Jones, and Lorrie Miller (late), Katie McGee Barras (late), Karen Boyd (late)

Absent: Gary Dickstein,

Executive Director Billye Potts

Key: Red = Motions; Blue = Sense of the Board; Green = Action Items; Purple = Recess/Adjournment

I. Call to Order

King called meeting to order at 11:05 EST.

II. Approval of March 26 Meeting Minutes – Scott

Motion by Hammat: Approve BOD minutes for July 9, meeting. Motion seconded by Baker

Discussion: None

Motion carried.

III. Conference Update - Ericson

Ericson report that the committee is currently accepting pre conference and concurrent session proposals. Also, additional marketing advertisements will be released this week. Ericson asked the BOD their thoughts on Jason Laker being a speaker for one of the plenary sessions.

King stated that Laker is well respected and regarded and no one questions his work, but given the narrowness of his presentation; his topic may be better suited for a concurrent session.

Hammat stated that his quality of work is good and he has a loyal following, but not sure if his topic is broad enough for everyone. Hammat suggested that maybe others along with Laker could talk about other differential types of cases in a panel format. Ericson will take feedback to the committee.

Potts informed BOD that 29 people are registered for the 2010 annual conference.

IV. Website Update – Potts

Potts informed BOD that she will forward PCI's proposal when it is received. Potts stated she anticipates PCI's proposal being substantially higher than Schipul's.

Potts stated that she received more information that would indicate a high level of security as it pertains to Schipul's server and how ASCA's information would be stored. Potts stated that Schipul's contract requires \$395 for software updates. The price is based on the number of ASCA members and hosting. Potts stated that a major positive with using Schipul is that the organization's database is built into the website. Potts stated that ASCA does own the database information not the system. According to Potts, other providers don't have our data base built into a website which could possibly cost up to \$35,000. Potts stated that the utilization of a

Schipul template or custom website are options and the costs are based upon labor. Hammat requested having a cap put on the cost of labor and spelling out ownership of the database added to the agreement. Potts stated that Schipul will update name and logo on current website as soon as possible.

BOD will attempt to participate in a Schipul demonstration on August 27.

V. Update from first year of NASPA/Student Voice Project – Potts

Potts stated the ASCA received a payment \$2250 for 32 subscriptions for the first year. King requested that the income be reflected in ASCA's budget.

VI. Awards Committee Update – McGee Barras (see attachment)

BOD will vote on proposal August 27. BOD made suggestion to be included and submitted before next board call.

VII. Potential Partnership with IACLEA – McGee Barras & Stefancic

Stefancic reported that conversations have started to see what a partnership with IACLEA would look like. McGee Barras stated she felt it would be a good time to pursue a more proactive relationship. King stated that ASCA needed to research how we want the relationship to look, maybe cosponsoring educational workshops or other topics. King stated that she did not know how beneficial it would be for our members to attend IACLEA conference, but potentially there are some topics we could collaborate on. Potts reported that ASCA and IACLEA have collaborated with each other on a webinar pertaining to the Clery Act.

VIII. Update on a few financial items - Stefancic/Potts

Stefancic reported that ASCA had two CDs to mature, \$74,000 and \$56,000. Stefancic stated that typically the practice is to roll the CDs over. Stefancic stated the current rates at Wellsfargo are .4 (6 mo) and 1.75 (12 mo). Stefancic stated that Wellsfargo recommended Aggieland for the CDs for a better rate at 1.75 for 6 months. Stefancic stated that in an email communication from Wellsfargo indicated that their rates were low because of the current economy.

Potts stated that she is going to remove herself from ASCA's ED Insurance to her spouse's insurance career. Potts stated that savings to ASCA will be approximately \$311.97 per month and over \$4000 annually. King stated that she and Lewis felt that the BOD could pick up costs associated with being added to her spouse's insurance, especially if the difference is nominal.

IX. Update on Credit Card Costs (from June BOD Meeting) - Potts

Potts informed BOD that Wellsfargo reduced their rate per credit card (Visa, MasterCard and Discover) transaction. Potts also reported that ASCA's monthly Gateway fee was reduced. Potts reminded BOD that individual credit card companies have their own fees. Potts reported that American Express will not change their fees. Potts stated that, effective immediately ASCA will get monthly statements via web which will eliminate the cost for a paper statement.

- X. Legislative Issues Advisory Committee Update** – Stefancic (see report)
Stefancic reported that the committee continues to be aggressive in tracking legislative changes and doing a great job.
- XI. Program with ACUI Women’s Leadership Institute** – Potts (see report)
Potts reported ACUI is interested in ASCA being a partner in there December conference. According to Potts, ACPA NASPA, ACRL, and others are participating in the conference which will take place December 6-9, 2009, in Amelia Island, FL. ACUI would like for ASCA to have 8-10 participants and ASCA will receive a portion of the proceeds. However, according to Potts, if ASCA fails to have the mandated number of conference participants and other organization don’t exceed their agreed upon level of participation; ASCA would be responsible financially for the difference of our mandated participation and the actual number of participants. It was the sense of the Board this was not a risk they were willing to take during this economic time.
- XII. Update on OM/EDC Position** – King/Potts
Potts stated that she would be conducting one more phone interview today which will bring the total to four. On campus interviews will occur the week of the 24th of August with the goal of having someone in place in early September.
- XIII. Update on Economic Impact Survey** – Potts
Potts stated that the survey has been completed and Texas A&M’s Office of Student Life Studies will analyze and formulate the results. Potts reported that over 500 individuals participated in the survey.
- XIV. Motion by Scott: adjourn meeting. Motion seconded by Miller**
Discussion: None
Motion carried.
- XV. Meeting adjourned 12:31 EST**

Submitted by: *Dwayne J. Scott, Ed.D.*

Approved August 27, 2009