

Association for Student Conduct Administration
Board of Directors Meeting
June 10-12, 2010

Board of Directors present: W. Scott Lewis, Marlin Nabors, Chris Loschiavo, Jane Tuttle, Jeremy Inabinet, Tamara King, Ryan Holmes, Kellie Brennan, Lorrie Miller, Dwayne Scott, Daniel Swinton, and Donna Hight

Absent: Marc Shook and Karen Boyd

Executive Director: Billye Potts

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

I. Call to Order

Lewis called meeting to order June 10, 2010 at 3:05 p.m. EST

II. Welcome, Introductions, and Housekeeping Items - Lewis/Potts

Dr. Tom Jackson, Vice President for Student Affairs and Dr. Michael Mardis, Associate Vice President for Student Affairs/Dean of Students from the University of Louisville welcomed the board to the campus. Dr. Jackson presented the board with business card holders and thanked the association for being present on campus in particular regarding the history the institution has as it relates to Dr. Don Gehring and the Academy.

III. Approval of May 13 & 27, 2010 Conference Call Meeting Minutes - Scott

IV. Motion by Scott: Approve May 13 & 26, 2010 Conference Call Meeting Minutes with the necessary changes

Second: King

Discussion: None

Motion carried

V. Membership Task Force Report – Lewis

Lewis discussed the Membership Task forces' charge pertaining to potential recommended changes to the current membership classifications. The Task force focused on developing membership classifications that would maximize benefits to the association's membership, potential revenue generation, and ways to make membership in the association more inclusive among higher education professionals and graduate students.

The task force developed the following categories of membership classifications along with a targeted audience, identification of benefits for each classification, and costs associated with each classification. The following classifications were developed by the taskforce: Professional Member, Professional Limited Member, Students, Housing, Campus Partner, Faculty Partner, Retiree, Honorary, Business Partner, Association Affiliation Partner, and an Institutional membership.

The Task force determined that in an effort to diversify the association's membership community colleges and institutions with predominantly underrepresented student populations will be offered an institutional membership at an introductory rate. King emphasized that ASCA needs to have programming in place to attract and maintain participation, and resources for the groups.

Lewis reiterated that this is not a good economic time to raise dues, but the BOD will provide information to members concerning the savings they receive, i.e. books, webinars, and other programs at discounted rates.

VI. Membership Restructuring Taskforce – Lewis

Lewis reported that the taskforce will reconvene prior to the fall board meeting to determine and recommend viable options to the membership concerning restructuring the make-up of the Association. The task force will meet October 2-3, 2010.

VII. Update on Pavela LPR Contract – Lewis

Lewis reported that the contract with Gary Pavela terminates this September. Lewis reported that Gary Pavela will renew his contract with the association for three (3) years without an increase in cost to the publication. Pavela has requested that the association identify authors/contributors to submit articles for 10 to 12 of the 30 LPR publications. However, according to Lewis, Pavela will maintain editorial control. Lewis reported that the Association should receive the 1st publication of this LPR contract in January of 2011.

VIII. Security on Campus (SOC) Letter – Lewis

Lewis provided the BOD with an overview of SOC's campaign to reform federal guidelines pertaining to sexual assault on college campuses. Specifically, the BOD reviewed a letter written by S. Daniel Carter on SOC's Listserv. Lewis solicited feedback from the BOD concerning how or if ASCA should respond to the proposed Campus Sexual Assault Free Environment (SAFE) Blueprint 2010.

King stated that this is an opportunity to review how other professional organizations are responding as well as ASCA's Legislative Liaison. King suggested that Lewis should contact SOC to determine if they are willing to have ASCA as a partner in this discussion, if not ASCA can develop a taskforce to respond.

Sense of the board is that ASCA should contact S. Daniel Carter to determine ASCA's role, if any in the discussion forum and/or proposal moving forward.

Lewis will set up a conference call with Carter, Swinton, and himself within 30 days to determine ASCA's potential involvement and/or response and submit recommendations to the BOD for approval.

Potts will contact Carol Holladay, Governmental Consortium liaison to determine the status of the proposal.

For more information on the proposal go to: <http://tiny.cc/l6fj1>

IX. Treasurer's Report – Tuttle

Tuttle disseminated quarterly budget report to BOD for March 1 to May 31. According to the report ASCA has generated the current fiscal year \$33,000.86 in revenue and \$50,844.11 in expenses.

Tuttle reported that ASCA must do a thorough job in communicating to ASCA's membership financial concerns and/or problems. Specifically, Tuttle stated that expenditures should accurately reflect that the ASCA is carrying out its mission statement. Tuttle reported that the Finance Committee will not meet during the month of June. Tuttle reported that she will provide more detailed quarterly budget reports that encompass current information compared to the previous fiscal year.

X. Restorative Justice Training Proposal – Hight/Swinton/Brennan

Swinton provided background information pertaining to ASCA hosting regional training institutes during a 6-12 month time frame. Specifically, the regional institutes would potentially serve as supplements to the Gerhing Academy.

BOD discussed the impact of the regional institutes on the Academy, particularly, registration for participants, honorariums for faculty, locations, topics, length of the program, number of participants needed for the institutes to be fiscally sound, how the move from Utah to Louisville could impact the Academy and the regional institutes, limited to no data to support regional institutes, etc.

Sense of the board is that the Restorative Justice Training Proposal should be tabled until the Academy moves to Louisville and BOD is able to obtain supporting data concerning the financial impact.

Holmes, Loschiavo, King, Miller, and Inabinet will develop a letter from the BOD explaining that various models of adjudication can be utilized. The letter will be submitted to the BOD for approval by August 15, 2010

XI. 2010/2011 Academy Update – Hight/Potts

Potts reported enrollment numbers for the 2010 Academy as the following: Training Institute 83; Mid-Level/Senior Institute 47; Mediation 22.

Hight reported that the 2011 Gehring Academy will take place July 17-23, and the advertisement will be available during the annual conference. Hight submitted the following Track Coordinators to the BOD for approval: John Lowery-Basic; Tamara King-Mid Managers; Saunie Schuster 3 or 4 day SSAO; Bill Fischer-CR and CR one (1) day; and Scott Lewis-How to Conduct a Hearing Basics one (1) day.

XII. Motion by Swinton: Approve Track Coordinators for the 2011 Gehring Academy

Second: Tuttle

Discussion: None

Motion carried

Hight will submit for approval the complete list of faculty during the October 2010 board meeting.

Lewis reported that he has requested from 2011 Track Coordinators nomination for 2012 Academy Track Coordinators. Lewis stated this is an opportunity to develop a more diverse pool of experts within the organization. Lewis also requested that all communication pertaining to input, issues and/or concerns with the 2011 Academy be directed to Hight.

King raised the possibility of offering Academy participants a discount based on multiple attendees.

Hight will review the Academy roster to determine multiple participants to ascertain the need to offer discounts.

BOD discussed utilizing faculty in a more effective manner through allowing faculty who only teach one (1) course to be present for the duration of the conference to assist in multiple capacities.

Tuttle reemphasized the importance of mainlining small group sessions for the Mid Level/Senior track Institute.

XIII. Meeting recessed Thursday, June 10, 2010, at 6:35 p.m. EST.

XIV. Meeting reconvened Friday, June 11, 2010, at 8:55 a.m. EST.

XV. State Coordinator Roles & Responsibilities – Lewis

Lewis requested that DAL's in conjunction with current circuit and state representatives develop job descriptions/and or list of expectations. DAL's will also develop Committee and MICs job descriptions and/or expectations. Miller and Loschiavo will co-chair the process. The first draft for job descriptions and/or expectations will be submitted to the BOD by September 15, 2010, for review and approval for the October BOD meeting.

XVI. Request from The National Study on Student Hazing – Lewis

BOD reviewed request of \$6,000 in funding over a three (3) period by StopHazing.org regarding a study on hazing. Potts reported that ASCA funded the first study in the amount of \$5,000.

Swinton asked the BOD what benefit ASCA received regarding the previous research. Potts stated that the associations' name was mentioned as a contributor to the study.

Sense of the BOD is not to fund the study.

XVII. 2011 Conference Committee Update – Holmes

Holmes reported that the 2011 Conference Committee met last weekend and was able to complete a significant portion of planning for the conference. Holmes reported that based on 2010 pre conference evaluations the 2011 preconference sessions will feature academic integrity and sexual misconduct. Holmes reported that concurrent sessions will resemble last year's schedule and length. Holmes stated that the Committee has begun the process of identifying presenters for high priority sessions and requesting that they submit proposals. Holmes also reported that the Committee will be contacting underrepresented groups (HBCU, Tribal, community college).

Lewis encouraged BOD to submit proposals where a need has been identified or nominate someone who they feel could fulfill a programming need.

King reported that Marc Shook, Dorothy Gregory and she are reviewing the possibility of submitting a preconference proposal regarding academic integrity.

King proposed to Holmes delineation for the target audience within the program booklet (beginners, intermediate, diversity, community college, etc).

Holmes reported that Larry Roper, Oregon State will serve as faculty for the SSAO and possibly closing speaker. Holmes reported that Gwen Dungy, Executive Director NASPA will be a keynote speaker and facilitator for a SSAO session. Potts reported that Gwen Dungy has done research on trends in student affairs and how that will impact the student conduct profession.

Holmes reported that the Committee is considering conducting "speed meetings" with the MICs and Committees which would create opportunities to learn more about the various roles involved with each one. Holmes reported the Committee is considering combining the Connection Carnival with the Opening Reception to take advantage of the high participation among the membership and having a featured speaker during the Banquet.

Holmes reported that the Committee is giving serious consideration to developing another format for the Newcomers event. Holmes stated the Committee will attempt to establish cost effective transportation for the membership utilizing the TradeWinds shuttle service.

Sense of the board was to purchase their own conference shirts.

A letter from the association will be sent to membership from BOD concerning the various adjudication models will be put on the website.

Holmes report that a panel session will take place involving several presidents of other professional organizations during the conference and they also could be involved in the SSAO track.

XVIII. TAMU Update - King/Potts

Potts reported that she received an email from TAMU that Ann Reber, Interim Director of Student life will be ASCA's a new liaison, effective immediately.

XIX. Conference Committee Restructure - Swinton

Swinton identified Laura Bennett as his selection as the 2012 Conference Chair. Swinton reported that after observing Bennett and discussing her qualifications with board members and others he felt she would be an ideal candidate for the position. Swinton went on to add that Bennett has served on the Conference Planning Committee for the past three (3) years in numerous capacities.

XX. **Motion by King: Approve Laura Bennett as 2012 Conference Chair**
Second: Miller
Discussion: None
Motion carried

XXI. Board Election Timeline & New Ideas – Scott/Potts
Scott submitted the proposed timeline for elections by Bill Fischer: Monday, 9/13/10-call for nominations begins; Wednesday, 9/29/10-call for nominations end; Thursday, 9/30/10-Monday, 10/4/10-notification to nominees; Monday, 10/25/10-deadline for submission of candidate information; Friday, 10/29/10-ballot verified by President; Monday, 11/1/10-voting begins; Friday, 11/19/10-voting ends; Monday, 11/22/10-election results confirmed and President notified; Monday, 11/29/10- notification to candidates - President notifies successful candidates, Elections Chair notifies unsuccessful candidates; Friday, 12/10/10-notification to membership.

XXII. Motion by Scott: Approve proposed ASCA Elections timeline submitted by Bill Fischer for 2010-2011
Second: Brennan
Discussion: None
Motion carried

Lewis reiterated that the BOD should not campaign for candidates. King strongly suggested that the BOD should nominate members who we feel are good candidates.

XXIII. Council on Law in Higher Education (CLHE) Monograph Proposal - Potts
Potts reported that CLHE is interested in partnering with ASCA on a biannual monograph series tentatively titled "New Challenges in Student Affairs Law and Policy." Potts reported that ASCA's participation is at no cost to the association, but ASCA would receive 15% of the profits. However, ASCA would have some responsibility for promotion to ASCA's membership.

XXIV. Motion by Brennan: Accept the MOU, but request a greater percentage from CLHE
Second: Loschiavo
Discussion: None
Motion carried
Abstention: Inabinet

XXV. Old Listservs & Facebook Pages – Potts
BOD discussed listservs that were unauthorized by ASCA, but using the association's name and what should be done to rectify the situation. Lori Burrell, Central Office Administrative Assistant reported her investigation found that there are 18 unauthorized listservs that use ASCA's name. Potts stated that the various listservs may have been started by circuit or state representative, MICS, or Committees as a means of communication.

Lori Burrell will contact the moderators of the unauthorized listservs and request termination of all activity.

Sense of the Board concerning future listserv is that the central office will request the identification of the moderator(s) and administrative access.

XXVI. February 2011 Leadership Training – Swinton
Swinton suggested the development of training materials for review by the October board meeting.

King suggested that training start in January with phone calls centered around position expectations/responsibly.

Tuttle suggested informing individuals earlier than our current notification process so participants can make appropriate accommodations.

Brennan, Scott, Tuttle are interested in serving on committee. Loschiavo will serve as a training resource.

Miller and King will draft a template for DAL's to use as a training guide and submit to Nabors by August 1.

Swinton requested written feedback by June 25, from those who participated in last year's training.

Potts reported that she has requested access to AFA's online training to get ideas.

XXVII. Special Welcome and Introductions

The BOD met in the Boardroom of the Louisville CVB, Jennifer Barnett, Minerva Garcia, and Casey Allen welcomed BOD to Louisville and provided an update on changes in the city.

XXVIII. Strategic Plan Update and Discussion – Board Members

The BOD reviewed the plan's goals, objective and action items attempting to determine if any changes were necessary in terms of language, time constraints, etc.

The BOD engaged in a vigorous philosophical discussion on intellectual property. Specifically, the BOD discussed and debated the role ASCA should have in the development and ownership of intellectual property. There was a strong sentiment among the BOD that as leadership of ASCA, the board should be actively engaged in the development of intellectual property through books, whitepapers, training manuals, etc. The development of intellectual property could provide members of the association with resources that will assist them in their jobs along with professional development opportunities in research and presentations, as well as generate revenue for the association through avenues other than membership, the Academy, and the annual Conference, webinars, etc.

Sense of the board is to solicit a diverse pool of people who can create intellectual property.

King, Nabors, and Lewis will identify five (5) individuals who can develop a sanctioning guide within the next 12 months. King will identify individuals and vet through Nabors and Lewis. The book should be done by April 1, 2011.

BOD will identify individuals who can develop an alcohol and sanctioning guide (20 pages).

Nabors and Miller will submit topics for potential research by the next board meeting.

XXIX. Update on The Placement Exchange – Potts

Potts reported that the Placement Exchange was going well and recommended that we continue our participation. Lewis reiterated that the Placement Exchange is a good program and it enhances the profile of ASCA.

XXX. Women's Leadership Institute/update from ACUI/NACUBO – Potts

Potts reported that rather than requiring a financial obligation for a minimum number of attendees, ACUI/NACUBO will provide an incentive. Potts stated that as an advertised partner, if ASCA attracts seven or more attendees, ASCA will receive a proportional share of the net revenue, but will not be penalized for failing to have 7 or more attendees. Potts also reported that there are several other Higher Education Associations that are partners in this project.

Potts will send out an email blast to membership concerning the Women's Leadership Institute after receiving the advertisement from ACUI/NACUBO.

XXXI. Membership numbers – Potts

Potts provided BOD with membership numbers for 2009 and 2010. Potts provided the following breakdown for membership numbers by year and month:

January 2009 – 1348
February 2009 – 1468
March 2009 – 1500
April 2009 – 1483
May 2009 – 1493

January 2010 – 1366
February 2010 – 1491
March 2010 – 1512
April 2010 – 1527
May 2010 - 1535

XXXII. Student Organization Institute – Potts

Potts reported the institute has 60 participants registered.

King reported the Institute has met its goal (60 participants).

XXXIII. Update & Questions for Board Reports

Board reviewed all submitted reports.

XXXIV. Meeting recessed Friday, June 11, 2010, at 5:03 p.m. EST

XXXV. Meeting reconvened Saturday, June 12, 2010 at 8:45 a.m. EST

XXXVI. Strategic Plan Update and Discussion continued

In an effort to improve communication with individuals who express an interest in Volunteer opportunities and leadership, Lewis recommended that all Volunteer Development Interest Forms received in the central office should be forwarded to appropriate DALs to contact.

XXXVII. Academic Integrity Website - Lewis

BOD discussed the instructional website. Lewis reported the website offers individually reviewed and evaluated ethical development seminars for college and graduate/professional students. Lewis reported that ASCA would receive 10% of each seminar conducted at an institution referred to the company by the Association.

Lewis requested that the BOD vote on participation in the program during the next board call.

XXXVIII. Adjournment

XXXIX. Motion by Inabinet,: Adjourn board meeting
Second: Nabors
Discussion: None
Motion carried

XXXVII. Meeting adjourned Saturday, June 12, 2010 at 11:59 a.m. EST

Submitted by: *Drayne J. Scott*