



**Board of Directors Conference Call Meeting  
Thursday, September 9, 2010**

Board of Directors present: W. Scott Lewis, Dwayne Scott, Chris Loschiavo, Jane Tuttle, Tamara King, James Neumeister (non-voting), Lorrie Miller, Marc Shook, Marlin Nabors, Donna Hight, Kellie Brennan, Daniel Swinton, Jeremy Inabinet, and Ryan Holmes.

Absent: None

Executive Director: Billye Potts

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

**I. Call to Order:**

II. Swinton called meeting to order Thursday, September 9, 2010, at 3:33 P.M. EST

**III. Motion by Scott: Approve August 12, Board Meeting Minutes**

**Second: Miller**

**Discussion: None.**

**Motion carried**

**IV. Finance Committee/Budget Update – Tuttle**

Tuttle reported that the Association's current revenue is \$72,260.78 and expenses are \$96,951.41. Tuttle reiterated that the current financial status is consistent with previous budgets during a similar time frame and emphasized again that the bulk of the Association's income is generated by the annual conference. Potts reported that the Association would receive in the near future income from webinars. Potts also reported that Association membership numbers are similar to last year during the same time frame. Potts reported that conference registration will begin September 17, and that currently there are 30 registrants for the annual conference.

**V. CLHE Editorial Board & First Monograph Topic – Potts**

Potts reported that the BOD needed to submit names of five (5) Association members for consideration to serve on the CLHE Editorial Board. Potts requested that the BOD send Editorial Board nominations to her attention ASAP. Potts reported that the first monograph is scheduled for completion in mid January followed by a 2<sup>nd</sup> monograph potentially completed sometime in April of 2011. Potts submitted potential topics for the monograph for review by the BOD. Potts received the suggested topics monograph topics from Daren Bast of CLHE. Potts also requested that the BOD send suggested monograph topics to her by the end of the day on September 10, 2010. Listed below are the suggested topics from CLHE for the first monograph:

- 1) Students and Social Networking: Legal and Policy Challenges for Administrators
- 2) What All Campus Administrators Need to Know About Campus Safety
- 3) Should Institutions Ask Students About Prior Criminal Acts on College Applications?

Sense of the Board is that What All Campus Administrators Need to Know About Campus Safety should be included in the first monograph.

Potts will send out a general call through the ASCA website and email seeking members of the Editorial Board for the monograph series.

**VI. 2011 Conference Committee Update – Holmes**

Holmes reported that exhibitor and sponsor solicitation is going well. Holmes also reported that he has received ample volunteers to review concurrent session programs proposals, currently the Conference Committee has received 25 concurrent proposals, and that there are only two (2) slots left for preconference workshops. Holmes informed the BOD that conference post cards will be sent to the membership pertaining to the Conference. Holmes reported that the Conference t-shirt will be available in the near future. Additionally, Holmes reported that Gwen Dungy and Larry Roper will be working with the SSAO Track. Potts reported that the annual conference currently has 30 registrants.

**VII. 2011 Gehring Academy Update – Hight**

Hight reported that the BOD will review proposals of the following during the October board meeting: Academy budget, list of faculty and alternates, along with a tentative schedule. Hight reported that the Logistics Committee will meet later today.

**VIII. Update on Central Office Position (Office Associate) – Potts**

Potts reported that 59 applications were received for the Office Associate position which was narrowed to five (5) candidates by Becky McNair and Potts. Potts reported that four (4) telephone interviews have been conducted and two candidates will be interviewing in person for the Office Associate position Friday, September 10, and Monday, September 13. Potts reported that she anticipates the selected candidate will start October 1.

**IX. NASPA Proposal for Law & Policy Seminar (December 9-11, 2010 in Austin, TX) – Potts/Lewis**

NASPA has requested that ASCA serve as a contributing sponsor in the amount of \$2,000 for the Law and Policy Seminar Conference on December 9-11. As a Conference Sponsor, ASCA members will receive the NASPA Member rate, one free conference registrant, ASCA insignia on conference advertising materials, etc. Lewis reported that prior to agreeing to submit the proposal for the BODs consideration, NASPA will provide presentations generic enough for our membership.

**X. Motion by Loschiavo: Support NASPA conference as a contributing sponsor in the amount of \$2,000**

**Second: Brennan**

**Discussion: Tuttle requested that in the future this event should be a budgeted item.**

**Opposed: one**

**Motion carried**

**Sense of the BOD is that all corporate sponsorships should be placed in the budget for future considerations.**

**XI. Announcements**

**Nominating and Campaigning**

Board of Directors Nominations will be sent to the Association membership Monday, September 13, identifying the following positions as available:

President-Elect, Secretary, DALs 3 & 6, 7 & 8, and 9 & International

Candidates will be notified regarding their nominations September 29 through October 4.

Candidates have until October 25, to submit candidate information.

Voting is November 1-11.

Lewis reiterated that the BOD should not campaign on the behalf of any individual, but will encourage board members to nominate ASCA members.

**October Board Meeting Logistics – Potts**

Potts reported that all flight arrangements have been confirmed. Potts reported that additional occupants to member rooms will cost \$30.00 per person (since this meeting Potts discovered she was incorrect it will only be \$30 per person if there are more than 4 people in the room) and board members will be responsible for paying the difference in costs at check-out. Potts reported that the board meeting will occur at the hotel and additional logistical information will be sent in the near future. Potts also stated that any agenda items should be sent to her by September 17 and that Board Reports are due the same day.

**XII. Adjournment**

**XIII. Motion by Shook : Adjourn meeting**  
**Second: Nabors**  
**Discussion: None**  
**Motion carried.**

**XIV. Meeting adjourned at 4:30 p.m. EST**

Submitted by: *Dwayne J. Scott*

**Approved October 3, 2010**