



ASJA Board of Directors Meeting Minutes

TO: ASJA Board of Directors
FROM: W. Scott Lewis, Secretary
DATE: February 4-5, 2008
SUBJECT: BOD Meeting Minutes, Annual Conference

Meeting called to order at 8:45 AM

Members present: Bill Fischer, Mary Beth Mackin, Gary Dickstein, W. Scott Lewis, Jeff Stefancic, Shawn McGuirk, Susan Trageser, Annie Nebeker-Christensen, Tamara King, Mike Jungers, Lorrie Miller, Timeka Rashid*, John Zacker, Joyce Ester, Billye Potts, and the Conference Interns (Pete Meagher, Lauren Scott – Presidential Interns; Tiffany Harvey and Andy Wells – Conference Interns)
*(*Entered late and/or had to leave the meeting early or temporarily)*

Not Present: None

- I. **Introductions (Fischer)**
- II. **Review of Agenda (Fischer)**
- III. **Strategic Plan Update (Fischer)**
 - a. **The updated version is also attached as a document.**
 - b. **Item #9** - Propose constitutional revisions related to organizational structure (if required) by fall board meeting 2005 – **G. Dickstein will appoint a committee under S. McGuirk to work on this in the 2008-2009 year.** This will be revisited in June, and a proposal will be considered at the Fall BOD meeting. Diversity Strategic Plan Review (King)
 - c. **Items #34-36, 67** – changed to “Establish a Committee to determine how to market the CAS standards and the implementation of those standards”
 - i. John Zacker and Lowery were contacted. This item will be placed on hold until a complete committee can be convened.
 - d. **Item #46** - President mailed letters to institution President’s.
 - i. This was changed to “NASPA/ACPA voting delegates” and “ongoing;” and we are waiting for the list from NASPA/ACPA.
 - e. **Item #50** - Ongoing member research to address needs –
 - i. This is ongoing under the leadership of G. Dickstein. **Studies timetable: First by June 2008, Second by October 2008, Third by February 2009. This will be assessed for frequency each year.** ASJA will utilize TAMU to assist in this endeavor.
 - f. **Item #60** – Develop strong member retention plan

- i. The discussion moved toward recruitment. Some discussion was centered on recruiting underrepresented groups (e.g., community colleges) as well as unrepresented groups. It appears that we do not lose significant membership due to dissatisfaction. A senior person will be identified to lead this initiative. There was significant discussion about potentially hiring an outside agency to assist the Central Office with recruitment.
 - ii. **Dickstein, Anne Newman and Potts will examine data on non-renewals and recruitment and report with a comprehensive program to the BOD in JUNE 2008.**
- g. **Item #68** – Explore conference career/placement opportunities that may lead to resource generation by conference board meeting 2007.
 - i. This report was completed by J. Inabinet. There needs to be continued assessment of the current structure.
 - ii. We are partnering with NASPA, ACUHOI, NACA, and NODA for The Placement Exchange at the NASPA Conference in March.
 - iii. The next step will be assessment of the services by Inabinet with assistance of Potts. **Report back by APRIL 2008.**
- h. **Item #69** – Seek out and develop relationship/sponsorships with technology-based companies that support judicial affairs or student affairs (databases, Alcohol 101, Student Voice, etc.)
 - i. This was deferred.
- i. **Items #73-74** – Revisit Association’s financial strategic plan and update for the future.
 - i. This will be moved forward to the 2008-2009 Finance Committee under Tuttle.
 - ii. **A conference call with the appropriate parties will be arranged and there will be a report back to the BOD by JUNE 2008.**
- j. **Items #79-80** – Update current white papers and market as a source income as soon as practicable. Develop additional white paper topics and make available as a source of income by conference board meeting 2006.
 - i. **Fischer and Nebeker will meet with the Publications Board at the 2008 Conference to report back to the BOD.**

IV. Diversity Strategic Plan review (King)

- a. The report is attached with notes from the BOD discussion.

V. 2008 Academy Update (Zacker)

- a. The updates are part of the Chair’s Report.
- b. There was discussion about:
 - i. The Senior Seminar may move locations and/or dates.
 - ii. The planning of future Academy dates.
 - iii. There was concern about the “faculty live-in” model not offering “down time” for faculty.

VI. President’s Report

- a. The ASJA relationship with G. Pavela regarding the report was discussed. A proposal for a 3 year agreement will be reached as soon as possible.
- b. Executive Director Job Description was distributed and discussed. (Attached)
- c. The Annual Report was reviewed.

VII. Treasurer’s Report

- a. The budget and investments were reviewed. (Attached)

VIII. ADR Task Force (Trageser)

- a. The Report of the ADR Task Force was presented. (Attached)

- b. Fischer will meet with select Task Force members to move forward with this initiative.**
- IX. NASPA Fall 07 Webinar Update (Mackin)**
 - a. 165 Sites registered and over \$8,000 was realized.
 - b. A partnership with NACUA will enhance these opportunities in the future.
- X. Silent Auction (Mackin)**
 - a. Over 60 items have been donated to date, and more are anticipated.
- XI. Publications Board Update (Fischer)**
 - a. An online journal (The Journal of Student Conduct Administration).will be published twice a year. **First due in April 2008.**
 - b. 11 manuscripts were reviewed.
 - c. White papers and monographs were reviewed over the summer.
 - d. We are in discussions with TAMU to obtain a professional technical editor.
 - e. Other items are posted in the Annual Report (Attached)
- XII. Honorary Member Resolution Review (Fischer)**
 - a. The resolution has been crafted for the Conference
- XIII. Vermont Conference (Dickstein)**
 - a. The UVM Conference is interested in increasing the partnership with ASJA.
 - b. G. Dickstein, B. Potts and the BOD will continue to work on this.**
- XIV. Meeting Recessed at 3:56pm**
- XV. Board reconvened and called to order at 9:05am after recess to review policies and procedures.**
- XVI. Conference Update (Ester)**
 - a. 856 are pre-registered. There are 17 exhibitors. 14 more registrants coming to register on site.
- XVII. Board Polices and Procedures review (Attached)**
- XVIII. Board Assessment Discussion (Fischer)**
 - a. There was a substantive discussion regarding the results of the Board Assessment. There appears to be a need for a more intentional transition or training for new Board members.
- XIX. President Elect Report**
 - a. The Foundation has set meeting times and will meet during the Annual Conference.
 - b. Returning Board Members should have read the assigned text prior to the Board meeting on Sunday.
- XX. Executive Director Report**
 - a. New Database information on membership was distributed.
 - b. Commercial general liability insurance was purchased for the Annual Conference at a cost of \$2,500. This was done in consultation with the Association's attorney.
 - c. MOTION (ST) To accept the recommendation of the Executive Director regarding insurance any Association sponsored events. Motion Seconded (SM).**
 - i. Discussion - In the future, this should be attributed to each event's budget.**
 - ii. VOTE**
 - iii. MOTION CARRIES**
 - d. Sponsorships. Continuing discussion regarding whether the association should consider allowing sponsorships for events. Discussion deferred to new Board of Directors for further study and review.
 - e. Placement Exchange (NASPA/ASJA/NODA/NACA/ACUHO-I). There are 832 candidates, and 334 employers. This has been a positive partnership for ASJA.

- f. We have been invited to be a part of SAHEC, a consortium of six higher education associations (NSAPA ACPA, ACIU, ACUHO-I, NIRSA, NACA) with certain conditions (attachment).
- g. **MOTION (GD) To join SAHEC and reevaluate the membership in February 2009. Motion Seconded (SM).**
 - i. Discussion
 - ii. VOTE
 - iii. MOTION CARRIES
- h. **It is the sense of the Board that a Sustainability plan should be pursued.**
- i. **MOTION (SL) To adjourn. Motion Seconded (TK).**
 - i. Discussion
 - ii. VOTE
 - iii. MOTION CARRIES
- j. Meeting adjourned at 4:51pm.

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

Approved April 3, 2008