

**Association for Student Conduct Administration
Board of Directors Meeting
June 2-3, 2009**

Board members present: Tamara King, W. Scott Lewis, Susan Baker, Dwayne Scott, Daniel Swinton, Brent Ericson, John Jones, Gary Dickstein, Lorrie Miller, Karen Boyd, Jeff Stefancic, and Jennifer Hammat

Absent: Katie McGee

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 8:30 a.m. Cntl.

II. Approval of May 14 Meeting Minutes – Scott

- III. Motion by Stefancic: Approve BOD minutes for May 14, meeting. Motion seconded by Lewis**
Discussion: None
Motion carried.

IV. Update on LRP from Bill Fisher

King stated that LRP counter-offered Bill Fisher's proposal of \$3,000 for rights to the ADR book with \$3,500. King stated that the appropriate attorney fees will be allocated from the operational budget to review proposal and make sure ASCA will obtain sole possession of the ADR book. Dickstein will discuss with Olshak parameters pertaining to usage of the ADR book.

- V. Motion by Stefancic: allocate \$3,500 to buy back the rights to the ADR book from LRP. Motion seconded by Dickstein**
Discussion: None
Motion carried.

VI. Legislative Advisory Committee Update – Stefancic

Stefancic stated that Brian Glick and Chris Schmidt are doing a great job with the committee. Stefancic stated that the committee would like to conduct a presentation as a concurrent session on the legislative process during the ASCA Conference. Stefancic requested from Ericson that the committee be provided a time slot during the conference to present and Ericson agreed. Additionally, according to Stefancic, the committee requested guidance from the BOD regarding BOD expectations and what direction does the BOD feel the committee should work toward.

Stefancic also stated that the BOD needed to discuss further the role of the committee. Stefancic inquired about potential communication ability among committee members. Potts stated that all committees have access to group discussion boards. Hammat recommend changing forum to listserv for familiarity purposes. Hammat will send out to leadership team how to access forums from the website.

VII. Email Mailboxes – Lewis/Potts

Lewis stated that a better way to communicate with ASCA’s membership will be through the utilization of organizational mailboxes. Specifically, each BOD will have an email address that incorporates ASCA’s name. For example, the President of ASCA address would be President@ASCA.tamu.org. Lewis listed the following pros: historical record, incoming BOD members would have the capability to review past email traffic of an outgoing officer (real value to looking at emails the previous officer had), ease of communication with memberships, transparency, consistent and continuity.

Listserv continuity – outgoing officers would not have to be removed from account, their status would only need to be changed. Lewis stated that the only con would be that BOD would have an additional email account to check and respond.

King, Stefancic, Miller, Jones, Ericson and Lewis will serve in the pilot program with the ASCA email accounts, effective Potts’ ability to have the appropriate changes made by TAMU. Pilot will continue until the conference.

VIII. 2011 Conference Chair Appointment –Lewis

Lewis recommended Ryan Holmes as the 2011 conference chair. Holmes is currently the assistant conference chair for 2010.

VII. Motion by Hammat: Appoint Ryan Holmes as 2011 ASCA Conference Chair.

Motion seconded by Jones

Discussion: None

Motion carried

VIII. Motion by Lewis: Recess meeting

Motion seconded by Dickstein

Discussion: None

Motion carried

IX. Meeting recessed Monday, June 1, at 5:45 p.m. cntl.

X. Meeting reconvened Tuesday, June 2 at 8:40 a.m. cntl

XI. Credit Card Fees – Potts

Potts covered monthly credit charges with BOD. Specifically, Potts identified credit card surcharges associated with conference registration, Gehring Academy, shirts, etc. Potts provided the fixed rates that are currently being charged. Potts stated that if ASCA decides to leave Wells Fargo, the association could purchase its own gateway for \$199.00 (one time cost) and for a \$20.00 a month fee. Potts stated that ASCA is paying approximately \$18, 000.00 annually for members who use credit or debit cards to purchase various items and/or services from ASCA.

The BOD participated in a conference call with Brian Gibbs of Chase Paymentech. Mr. Gibbs was provided with two monthly credit card statements of ASCA to gain a better understanding of how much and what type business ASCA members are doing with the association through utilization of credit cards. According to Mr. Gibbs, he could offer ASCA 3.1 percent per credit card transaction, which would be the highest possible rate. According to Gibbs, ASCA is currently paying 3.3 to 3.4 with Wells Fargo. According to Gibbs, ASCA would save \$11.00/month and .20 per transactions with Visa, MasterCard, and Discover credit cards. Gibbs also stated that currently, ASCA is paying .27 per transaction with American Express card users, however with his company ASCA would pay .15. Gibbs also stated that ASCA could potentially receive additional income for referring other organization and/or companies who choose to utilize the services of his company.

Lewis developed a Chase Paymentech versus Wells Fargo scenario that the BOD reviewed. See scenario below:

<u>Internet</u>	<u>Visa/MC/Disc/internet</u>	<u>Internet AVS</u>	<u>American Express</u>	<u>overall trans</u>
Chase	\$20/mo/.10 per trans 199.00 1 time fee	0	.15/47.35 a mo	1947
Wells	\$31 mo/.30 per trans	\$30 mo	.27/13.23 mo	2450
-11/mo 132	=100/mo 1200	=30/mo 360	=6/mo 72	=503

After the BOD reviewed the above scenario, it was determined that Chase would save ASCA approximately 20% annually on charges associated with credit card usage. BOD felt that since ASCA has had a long relationship and other financial resources with Wells Fargo it would be appropriate to give the company an opportunity to respond and/or match Chase’s offer. Potts stated that she would talk with other organizational executive directors who utilize Chase. Potts will discuss with Wells Fargo about matching Chase’s offer.

XII. Liaison Duties Update – Lewis

Lewis asked BOD to classify ASCA relationship with other professional organizations. Specifically, Lewis wanted the BOD to consider the following before finalizing the liaison list: what is the current relationship, what it should be and has the organization been contacted, if so by whom. Lewis requested that BOD use the following to categories relationships with other organizations:
Integrated - we intentionally reach out/they have information we need and we will provide the same (conference representation, tightly coupled, mission critical, conference presentation, co sponsored programs, MOU exists)
Associated - periodic conference attendance, contact is on an as needed basis
Friends - if you need us call us and vice versa. They should know who we are. If there is something we can do, they should feel free to call us and vice versa.

Lewis stated once the information is provided utilizing the above criteria, he will finalize the BOD liaison list.

XIII. Funding for Circuits Proposal – Jones

Tabled for a future board meeting

XIV. Membership Restructuring Task Force Report – Dickstein

Dickstein stated that the committee had done a tremendous amount of research. According to Dickstein, essentially the circuits would remain in place, but would create sub circuits. According to Dickstein, the creation of sub-circuits would provide leadership opportunities for 20 additional members of ASCA. Dickstein reported that circuit and state reps were surveyed concerning the potential restructure.

Hammat stated that she didn’t know if the recommended structure addressed the equity situation regarding the number of institutions per circuit. BOD significantly vetted the restructure proposal. Sense of the Board was to solicit feedback from circuit and state reps regarding the report. Directors-at-large will pair up circuits to solicit feedback via conference calls or however they deem appropriate to obtain feedback. Directors will be responsible for disseminating the proposal to circuit and state reps.

XV. **Graduate Student Opportunities – King/Hammat**

King discussed an email she received from an ASCA member pertaining to the organization's lack of opportunities for graduate assistantships with the association. According to King, the member encouraged her to discuss with the BOD the possibility of providing graduate assistant a more involved experience with the Association.

Hammat provided the BOD with a verbal overview of the Oklahoma State University Student Personnel program, regarding the role graduate assistants have in the schools disciplinary process. Hammat stated it would be an opportunity for ASCA to increase the number of conduct administrators in our field by listing on ASCA's website graduate programs where assistantships provide students with the opportunity to work in the field of conduct administration. [Sense of the Board is to establish a task force to look at developing graduate internships with ASCA and the possibility of listing graduate programs and/or assistantships where conduct administration is part of the job description on the association's website.](#)

Ericson, Hammat, Jones, Miller, Stefancic, and Swinton agreed to serve on the task force.

XVI. **2009 Academy Update – Boyd**

Potts reported on the current enrollment for the Academy. Specifically, according to Potts, enrollment at this point is as follows: Training Institute 83; Mid Level Manager Seminar 30; Restorative Justice 30; Conflict Competencies 70 (4 of 70 participants will participate in the competencies only)

Boyd reported that the Gehring Academy has a balanced budget and no money will have to come from ASCA's reserves. Boyd reiterated that faculty for the Gehring Academy have taken pay cuts and in some cases will not receive any compensation for their services. Boyd encouraged BOD to contact faculty and thank them for their contributions. Boyd stated that the only incomplete process with the Academy is the sponsorship package which will be resolved shortly.

XVII. **2010 Conference Update – Ericson**

Ericson stated the conference planning committee meeting went well and the hotel staff at TradeWinds Resort was very accommodating. Ericson informed the BOD that the conference committee has adjusted the time of the concurrent sessions. Specifically, according to Ericson, some concurrent sessions will be cut from 90 to 75 minutes. However, Ericson stated that some concurrent session may be extended to 90 minutes because of the relevance of the topic and the number of proposals received. Ericson reported that provisions had been taken to ensure that circuit, MICs and state reps will have the opportunity to meet.

BOD discussed extensively putting all conference materials on the website so conference attendees could download and print if they choose. Ericson stated that speakers and presenters will be placed on the website as they are confirmed. Ericson also stated that the conference committee is looking at sponsorship opportunities with the conference disc. Specifically, companies could shop their products via commercial, banners, flyers, etc. Ericson stated that the banquet has been moved to Friday rather than Saturday in an attempt to increase attendance. Ericson stated that newcomers, presenters, speakers, BOD will have some sort of identifier pertaining to their role with the conference and/or ASCA. [Sense of the Board was to recognize new comers and leadership in some manner.](#) Ericson discussed the possibility of having a preconference workshop that focused on new professionals. Stefancic recommended that the pre conference workshops take place in the afternoon so participants could avoid an extra day of hotel.

XVIII. **Future Sponsorships – Boyd/Ericson/Potts**

Boyd presented a disclaimer statement to the BOD to be included in future Academy information that outlines ASCA' non endorsement position of any sponsor product(s). [Sense of the Board was to accept the disclaimer.](#) Potts suggested adding the statement to ASCA's policies and procedures.

Potts sought input from the BOD regarding what type of sponsorship ASCA would be willing to accept. As a result of this inquiry by Potts, [King charged Dickstein, Hammat, and Ericson to work on protocols for sponsorship](#) (types of businesses).

XIX. **Motion by Stefancic: incorporate disclaimer statement on endorsement and solicitation pertaining to sponsor product(s) to Gerhing Academy information as amended and add statement to ASCA policies and procedures.**

Motion seconded by Swinton

Discussion: None

Motion carried

XX. **Motion by Lewis: Recess**

Motion seconded by Swinton

Discussion: None

Motion carried

XXI. **Meeting recessed Tuesday, June 2, at 5:45 p.m**

XXII. **Meeting reconvened Wednesday, June 3, 8:40 am**

XXIII. **Future Board Meetings – Lewis**

October Board meeting will take place at TradeWinds Resort on October 5-8.

Board dinner on 10/5 will be optional. Meeting will start Tuesday, October 6, at 8 am.

Lewis informed BOD that in an effort to curb finances and create more functional BOD for the association, transition of the old and new Board members will occur prior to the opening of the conference. Lewis provided the following outline for the pre and post conference BOD meetings in February: Sunday, January 31, 2 pm board meeting; Monday, February 1 – Board transition (old to new) and meeting; Tuesday, February 2 – Board meeting (optional for outgoing board members); Wednesday, February 3, BOD training; Sunday, February 7, circuit and state reps, MICs, and BOD training ending by 12:00.

Hammat expressed her reservation for the new schedule regarding the number of days she would be away from work. Hammat expressed her preference for meeting during the conference to eliminate additional time out of office.

BOD is considering moving to one board meeting in person as opposed to two outside the conference. BODS also debated having the 2010 summer board meeting in June or July and eliminate the October board meeting. Lewis stated that if we held the board meeting during the summer King could host it on her campus (hotel) at a lower cost to the association. BOD debated dates in June and July and developed a consensus among BOD that meeting in June 2010 on a Sunday through Tuesday (TBA) would be better. [Sense of the board is to eliminate the October 2010 board meeting.](#)

Baker reminded BOD to keep in mind for the June 2010 board meeting that community colleges often have their graduation ceremonies during that time frame.

XXIV. **Concerns from individual members re: President-Elect – King**

King informed BOD that she received several inquiries regarding Lewis's eligibility to hold an office and conflict of interest regarding his involvement with NCHERM. King stated that when inquiries were first raised by association members concerning Lewis was when he was elected to his current position. According to King, many of the inquiries about eligibility centered on Lewis' transition in employment from South Carolina to St. Mary's College. Subsequently, according to King, after the BOD reviewed ASCA's policies and procedures related to membership and eligibility and consulted with an attorney, the BOD voted in October 2008 that Lewis was eligible to hold office.

As a result of the inquiries Lewis stated that he will send an open letter to ASCA's membership addressing his employment status and conflict of interest.

XXV. **Budget/Financial Update – Stefancic/Potts**

BOD recommended adding notes for explaining line items on the interim budget, especially as it relates to staff salary increases, government liaison, etc. [Sense of the Board was to add notes to the interim budget.](#) BOD discussed the travel of officers especially the president. King stated that in order to create a national presence we have to attend other organizational conferences. King recommended that BOD and the Executive Director and office staff document in-kind services provided to ASCA such as long distance calls, travel expenses, and other miscellaneous items in an effort to demonstrate savings to the association.

Potts stated that there will be no raises for office staff this year. Potts also stated that the Investment account is up at this time. According to Potts, approximately 90% of the account is tied up in CD's.

XXVI. **OM/EDC Position Update/CO Staff Update – Stefancic/Potts**

Stefancic stated that the initial review of applications has been completed and as a result there are 8 viable candidates who have emerged from an applicant pool of 59. Stefancic stated he anticipates a recommendation for hire to the BOD by July 1, 2009.

XXVII. **Executive Director Update – Potts**

Potts attended both SAHEC and CHEMA meetings and feels that ASCA's representation during these types of meetings is very beneficial because ASCA has established great relationships, discussed collaborations with other executive directors, as well as a variety of other issues. Potts also discussed the following topics:

- **PCI Marketing Plan & Style Guide**

Potts stated the style guide dictates how ASCA's logo can and cannot be used; Potts emphasized making sure circuits are using it correctly. Potts stated that PCI is sending all templates (letterhead, envelopes, etc) to her very soon. Potts stated that all website updates will be sent to Schipul soon. [King or Potts will follow-up with Donna Height on 20th Anniversary video that BOD paid students from SCAD to complete.](#)

- **The Placement Exchange Update**

Potts stated the Placement exchange was different this year because of the recession. Specifically, there were fewer participants on both sides this year. Potts will know more information once the surveys return. According to Potts, it does not cost the association anything to participate in the placement exchange.

- **NASPA/Student Voice Update**

NASPA participated in our conference sending out questionnaires to about 40 campuses; over 250 ASCA members were sent the survey yielding approximately 100 respondents. Potts stated that ASCA

will receive \$3,000 as a result of the organization's participation in the survey. According to Potts, ASCA will receive a full benchmarking.

- **Economic Survey**

Potts stated she is working with Darby Roberts at TAMU on an economic survey regarding ASCA membership. Potts stated that the survey will consist of 12-15 questions. Potts stated she is hoping the survey will be up by the end of the month and be able to provide results in August no later than the October board meeting.

XXVIII. **National Dialogue (NCD)**

King read a letter requesting our endorsement of NCD's core values and/or principles. King will send information about organization to BOD electronically. King expressed concern with the core values statement from NCD that it might be political because the letter mentions President Obama.

XXIX. **Board Reports/Questions**

King stated that the Membership Committee will receive the proposal pertaining to circuit structure for their review.

Stefancic mentioned solicitation for participation in the Hearing officer training and jobs opening advertisements in circuits 1 and 2 as potentially being a conflict with ASCA.

Sense of the Board is that circuits cannot have their own logo. Sense of the Board is that circuits will not advertise job postings. Sense of the Board is that circuits can do RD training.

King informed the BOD that the Research Committee Chair position is vacant.

XXX. **Foundation** - Dickstein

Dickstein reported that Don Gehring communicated his frustration with the lack of participation in the foundation efforts. Dickstein will talk with Gehring again and follow up with BOD.

XXXI. **Motion by Lewis: adjourn meeting. Motion seconded by Swinton**
Discussion: None
Motion carried.

XXXII. **Meeting adjourned 11:25 central**

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

Approved July 9, 2009