



TO: ASJA Board of Directors
FROM: W. Scott Lewis, Secretary
DATE: March 6, 2008
SUBJECT: Board of Directors Meeting Minutes

Board of Directors (“BOD”) Members present: Tamara King, Jeff Stefancic, Mike Jungers, Lorie Miller, Susan Baker, Katie McGee, Jennifer Hammat, John Zacker*, Billye Potts*, W. Scott Lewis*, Heather Turner*, Bill Fischer*, Timeka Rashid* (*Entered late and/or had to leave the meeting early or temporarily).

Not Present: Gary Dickstein, Matthew Lopez-Phillips

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

- I. Meeting Called to order at 11:06am EDT by Tamara King
- II. February Board Minutes (2 sets) – Lewis
 - a. All corrections should be emailed to Scott as soon as possible.
- III. Proofreader for ASJA Journal – Potts
 - a. Discussion regarding who should edit.
 - b. MOTION by Mike Jungers: To accept the recommendation by Billye Potts to hire a professional proofreader for the publications for the ASJA Journal at a negotiated rate. Motion Seconded by Susan Baker.**
 - i. DISCUSSION – Regarding the rate.**
 - ii. VOTE**
 - iii. MOTION CARRIES.**
- IV. Update on June Board Meeting – Potts
 - a. The meeting will be June 2-5, 2008. BOD members should arrive by 6pm on Monday. We will complete business by Noon on Thursday. Contact B. Potts regarding travel reservations.
- V. Donation Request of Archives – Potts
 - a. The ASJA archives is at Bowling Green State University.
 - b. MOTION by Mike Jungers: To accept the recommendation by Billye Potts to donate \$500 to Bowling Green University to pay for the archiving services provided by them to the Association. Motion Seconded by Susan Baker.**
 - i. DISCUSSION – Regarding the rate.**
 - ii. VOTE**
 - iii. MOTION CARRIES.**

- c. **MOTION by Mike Jungers: To accept the recommendation by Billye Potts to donate \$500 to Bowling Green University to pay for the archiving services provided by them to the Association.**
 - i. **DISCUSSION: To build this into future budgets.**
 - ii. **VOTE**
 - iii. **MOTION CARRIES**
- VI. Foundation Donations – Potts
 - a. Reminder to board members to please make donation ASAP – Potts
- VII. National Assessment on Student Conduct Adjudication – Fischer
 - a. ASJA will look to potential partnership opportunities
- VIII. Foundation Update –
 - a. Addition of Ed Stoner, Larry Bolles and Barbara Fienman to the board
 - b. Don Gehring is seeking additional donations to the foundation.
- IX. Operating Policies & Procedures Update – King
 - a. BOD members should review the operating procedures ASAP and get comments back to Tamara. Pay particular attention to the areas of responsibility.
- X. Diversity Strategic Plan Update – King
 - a. BOD members should communicate the the diversity strategic plan to their leadership liaisons so they are implementing the goals and objectives for their areas of responsibility
- XI. Educational Development Coor. Updates – Turner
 - a. Threat Assessment Training – There was discussion about working with Andy Luptak and at other groups beside the Secret Service to do this training. Wisconsin @ Concordia should be considered for the training academy. There was considerable discussion about focus and scope and cost from the entire board to ensure we are targeting the right people for the right training at the right level.
- XII. NACUA
 - a. There is a tentative May 1, 2008 webinar on Search & Seizure (Daryl Lapp from MIT is their representative).
 - b. This is a series for community colleges (6 part series) specific for webinars – BOD members should get survey to Heather & board and Tamara has CC information she will send to Heather as well
- XIII. Academy Update - Zacker
 - a. The Website is live as of this Monday, and almost 1/3 of the spot are filled.
- XIV. MOTION by J. Zacker: To adjourn. Motion Seconded by L. Miller.**
 - a. **DISCUSSION**
 - b. **VOTE**
 - c. **MOTION CARRIES.**
- XV. Meeting adjourned at 11:29am.**

Approved 5/1/08