

**TO:** ASJA Board of Directors  
**FROM:** W. Scott Lewis, Secretary  
**DATE:** October 6-8, 2008  
**SUBJECT:** Board of Directors Meeting Minutes

**Board of Directors (“BOARD OF DIRECTORS”) Members present: Gary Dickstein, Tamara King, Bill Fischer, Jeff Stefancic, W. Scott Lewis, Katie McGee, Lorrie Miller, Susan Baker, Jennifer Hammat, Mike Jungers, Timeka Rashid, Matthew Lopez-Phillips, Karen Boyd, Billye Potts**

*(\*Entered late and/or had to leave the meeting early or temporarily).*

**Not Present:**

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

- I. Meeting Called to order at 9:45am EDT by G. Dickstein**
- II. BOARD OF DIRECTORS Meeting Minutes – Lewis (attached)**
  - a. MOTION by Jungers: To approve September 2008 minutes as amended/submitted. Motion Seconded by McGee.**
    - i. DISCUSSION – None**
    - ii. VOTE**
    - iii. MOTION CARRIES.**
- III. 2009 Conference Update – Lopez-Phillips**
  - a. The new logo was unveiled.
  - b. Dr. Jamie Washington will keynote the conference.
  - c. There is an open session available for the Diversity, 47 programs with 13 alternates. 14 rejected.
  - d. Preconference programs are set as well. Restorative Justice, Needs Assessment, Conflict Resolution, and Case Law.
  - e. Some sustainability initiatives were discussed. Wrist bands that hold jump drives were discussed.
  - f. There was significant discussion about the format of the featured presentations. The sense of the Board of Directors was that the conference committee should attempt to reduce the likelihood of members having to choose two of three in the future, and this year as well if at all possible.
  - g. There are 133 registered as of today. This is down from last year, but level with two years ago. 2008 is not a good benchmark, as it was the anniversary year.
  - h. There was discussion about the impact of the budget crisis on the conference.
- IV. 2010 Conference Chair - Ericson**
  - a. The Core Committee will likely meet at the Tradewinds in May 2009.
  - b. The Chair and Asst. Chair (Ryan Holmes) will do a site visit in December as well.
  - c. Feedback was given to the Chair to give to the Tradewinds.
- V. Circuit Conference Programming – Baker**
  - a. There was significant discussion about whether or not ASJA Circuit Events should be required to focus on the needs of the membership, versus non-members and/or undergraduate students.

- b. The ASJA Values, Mission and Vision were reexamined to ensure that these events were consistent with the overall values of the association.
  - c. The attendance, registration costs, and ASJA fiscal and time involvement were examined. It appears to be imperative that the professional membership be served.
  - d. There was discussion as to whether or not the Education Coordinator and the Board of Directors should examine the topics for future presentation.
  - e. **McGee, Stefancic and the Education Coordinator will examine this issue and report back to the BOARD OF DIRECTORS.**
- VI. HazingPrevention.org – Dickstein**
- a. This was a continuation of the discussion regarding sponsorship opportunities for ASJA in other conferences/organizations.
  - b. **MOTION by Rashid: To allocate \$2000 to Hazing.org for a Silver Level Sponsorship with a negotiated discount for ASJA members for webinars instead of a free webinar. Motion Seconded by McGee.**
    - i. **DISCUSSION –The Treasurer and President and President Elect will find money in the budget and/or reserves to finance this endeavor. The brochures and resource kits could be made available via the web.**
    - ii. **VOTE**
    - iii. **MOTION CARRIES.**
- VII. ASJA Programs on holidays or against other ASJA events – Potts**
- a. **The sense of the Board is that ASJA should not program multiple events on the same day, if it causes members to choose benefits. Check the Calendar.**
- VIII. 2009 Election Update – Lewis/Dickstein**
- a. Secretary Lewis has been nominated for a position, and there is a potential conflict of interest in his knowledge of other candidates. President Dickstein unilaterally contacted the opposing candidates to let them know the candidate pool, in the interest of equity.
  - b. **MOTION by Lewis: That Past-President Fischer oversees the elections process for this year. Motion Seconded by Baker.**
    - i. **DISCUSSION – None**
    - ii. **VOTE**
    - iii. **MOTION CARRIES.**
  - c. In February, the Board of Directors will revisit systemically moving these responsibilities to the Past-President.
- IX. 2008 & 2009 Academy Update – Boyd**
- a. The updates are attached from Zacker’s report.
  - b. There was significant discussion regarding the financial goals of the Academy. They should be established as soon as possible to insure that fiscal goals are met. The rationale of the revenue amount was discussed. It was determined that it was initially designed to balance the budget.
  - c. The viability of the SSAO track was discussed, as were the viability and potential “self-competition” of other tracks.
  - d. The survey results were discussed at length. Food, lodging, and the attractiveness of the location were discussed.
  - e. In the short term, Utah will be utilized for the basic and mid-level tracks for 2011-2012; and the other tracks will be examined for both viability and location/timing.
  - f. There will be a clarification of what constitutes an SSAO versus an advanced participant.
  - g. A mission for the Academy will be planned as well.
- X. February Board of Directors Meeting Arrangements – Dickstein/Potts**

- a. The Board of Directors Meeting will be Monday evening through Wednesday morning (February 2-4, 2009). Newly elected members will be included in that meeting. The New Board of Directors will meet Sunday-Monday (ending at Noon), February 7-8, 2009.
- XI. NASPA/Student Voice Assessment Core Group – Potts**
- a. The project needs 8-10 individuals for assistance. Names were submitted, but additional names can be submitted to Billye Potts.
- XII. Research Committee Update and Discussion – Hammat**
- a. The process by which different research projects are vetted was discussed. NASPA and ACPA were identified as models. There was significant discussion about whether or not all projects funded by the Foundation must be vetted by the Research Committee.
  - b. The sense of the Board of Directors is that the submission rubric should be formalized by the Research Committee.
- XIII. Restructuring Task Force Update**
- a. This process will continue into 2009-2010 under the leadership of the Task Force chair and Dickstein.
  - b. The Past Presidents have the report to review as well.
  - c. The recommendation will have to go through the general membership to be enacted.
  - d. The information gathered by the Task Force may be shared with the general membership at the business meeting.
  - e. A focus group will be convened at the Annual Conference. Lunch may be provided.
  - f. Any additional comments should be forwarded to the Chairs – Anne Newman and Shawn McGuirk.
- XIV. Enough is Enough Project Update – Lewis**
- a. The Project’s initial group met in Washington, D.C. on October 1, 2008. Lewis was unable to attend, but will get the minutes and updates from the Task Force Chair. These will be shared with the Board of Directors electronically, and additional reports will be made to the Board of Directors as necessary.
- XV. THE MEETING WAS RECESSED AT 5:00PM (10/6/08)**
- XVI. THE MEETING WAS RECONVENED AT 9:06AM (10/7/08)**
- XVII. University of Louisville Proposal – Dickstein**
- a. There appeared to be three central alternatives/questions:
    - i. We move the Central Office.
    - ii. We do not move the Central Office.
    - iii. We allow the Executive Director to work remotely.
  - b. The Executive Director presented a proposal to the Board of Directors regarding her position on the above issues.
  - c. The cost prohibitive nature of moving to Washington, D.C., was discussed.
  - d. MOTION by Fischer: To move into Executive Session, with allowances made for Conference Chair Lopez-Phillips and Academy Chair Boyd to discuss the above issues. Motion Seconded by Rashid.**
    - i. DISCUSSION – None**
    - ii. VOTE**
    - iii. MOTION CARRIES.**
  - e. UL will be contacted. At this time, ASJA will not be considering a move until a task force reviews the issue and makes a determination/recommendation.
- XVIII. Executive Session was convened at 9:30am and exited at 2:30pm**
- a. Personnel matters regarding the Executive Director were discussed and resolved.**
- XIX. NCAA – Dickstein & King**

- a. The NCAA is having a strategic planning meeting with associations in higher education (see President Elect's Board report), examining the development of the student-athlete.
  - b. Dickstein and King will attend the initial meeting in December.
  - c. The sense of the Board is that this initiative should be supported.**
- XX. New ADR Text**
- a. Jennifer Schrage and Nancy Geist-Giacomini are authoring a text on conflict resolution and ADR.
    - i. They are interested in collaborating with ASJA.
    - ii. They may be contacting members to assist.
  - b. There are unresolved issues regarding this collaboration, but the authors are seeking to find ways to make this a benefit for the membership.
  - c. The Chapter titles were introduced to the Board.
  - d. As this matures, there will be a report and proposal brought back to the Board of Directors by Dickstein.**
  - e. The sense of the Board is that this initiative should be supported.**
- XXI. The Strategic Plan Update and Planning will be tabled until the November Board of Directors Meeting – Dickstein & King**
- XXII. Budget Update - Stefancic**
- a. There was a significant discussion about the budget shortfall. It will be made up from the reserves.
  - b. There was discussion about the utilization of reserves for new initiatives.
  - c. The final EOY budget will be posted in November.**
- XXIII. Update on PCI Marketing Proposal – Potts**
- a. They may be able to present the new logo, etc by the February conference.
  - b. There was discussion about reviewing and/or reusing the video that was made for the anniversary. The cost of the endeavor will be a significant factor.
  - c. Potts will examine this issue and report back to the Board of Directors in November.**
- XXIV. Questions from submitted Board Reports**
- a. There was some general discussion about the Board Reports (attached).
  - b. NASAP has not responded to our request for an MOU.
  - c. There was significant discussion about the style and manner of solicitations for the Foundation, specifically issues surrounding public recognition (including amounts donated), the use of events to solicit, and conference recognition of the individuals and the Foundation.
  - d. Past President Fischer will communicate the information provided to him to the Foundation.**
- XXV. THE MEETING WAS RECESSED AT 5:00PM (10/7/08)**
- XXVI. THE MEETING WAS RECONVENED AT 8:30AM (10/8/08)**
- XXVII. CR Summit Update and Recommendation – Dickstein**
- a. The report from the Conflict Resolution Summit (attached) was introduced and reviewed.
  - b. There were concerns expressed about infusing Social Justice Theory into all aspects of the Association, since not all members and/or their institutions utilize and/or support the theories and/or their implementation.
  - c. The Board of Directors will assist in communicating back to the membership the idea that social justice as a model is a tool to be utilized by the members and their institutions.
  - d. Bill Fischer will share the substantive changes to the CR Summit group.**
  - e. The Board will be trained more on this topic at the February Board Meeting by CR Summit members.**
  - f. The action items from the report were discussed, specifically:

- i. Provide Educational Materials and Resources
  1. *Web site – These will be referred to the new CR Committee, if/when established.*
    - a. Establish an immediate, visible presence on the ASCA website with the addition of a *Conflict Resolution Menu Choice* that links to a dedicated CR page as well as provides links to related resources and texts outside the field.
    - b. Undertake a holistic review of the present ASCA website in light of the Association’s new Vision Statement and redesign the site to be inclusive of statements and resources that reflect student conduct and Conflict Resolution as equal components of ASCA.
  2. *Assessment - These will be discussed further at a future meeting, specifically relating to timing and the design of the survey.*
    - a. Conduct an assessment of Association membership to determine a baseline of current Conflict Resolution practices at member colleges and universities and further identify the needs of the overall membership concerning CR services, resources, training and networking.
    - b. Survey and Interview data might be gathered both at the annual conference and via an online survey using emailed invitations. Providing a participant incentive such as a prize drawing is recommended.
    - c. Task a research team and provide necessary resources to complete a benchmarking study to further research and publish best practice Conflict Resolution and Social Justice efforts in higher education.
  3. *List Serv(s) migrated to an Association-wide Bulletin Board – These will be referred to the new CR Committee, if/when established.*
    - a. Create an Inclusive Online Community for the Exchange of Ideas Around Student Conduct Administration
  4. *Publications – These will be discussed at future Board Meeting*
    - a. Utilize Existing Publication (JSCA) to Expand Understanding Around the Issues of CR Pathways, the RJ Lens, and the SJ Lens
    - b. Incorporate information pertaining to conflict resolution resources and services in existing regular communications to Association leadership and members
    - c. Develop a new *Mediation Training Manual*
    - d. Find cost-effective ways to support the development of new publications (edited volumes, pathway primers, benchmark reports, etc.) that will serve to educate and inform our membership and help establish our leadership in the broader field
  5. Programs and Services
    - a. *Conference*
      - i. Have a high profile *Keynote/Plenary Speaker* on the topic of conflict resolution and/or social justice. **This has been completed.**
      - ii. Develop a future conference theme geared towards conflict resolution and social justice. **This is being worked on.**
  6. *Regional Training*

- a. Promote systematic *Regional Training and Networking Opportunities* in CR – **These will be integrated on an Association-wide level.**
7. *Network of Colleagues that facilitates best practice in student conduct administration and conflict resolution - These will be discussed at future Board Meeting*
- a. Association *Marketing and Membership* should be expanded beyond student conduct administration, to include higher education professionals with direct responsibility for and/or an interest in conflict resolution.
  - b. New member activities (i.e., *Newcomer Orientation*, etc.) should include content, goals, and outcomes geared towards conflict resolution.
  - c. New *Member Packet*, distributed to all new members, to include information about conflict resolution.
  - d. Provide outreach to new members of the Association on *Volunteer Opportunities* related to conflict resolution and encourage involvement.
8. *CR/SJ Work Should Reside in an Organizationally Central and Accountable Location – These will be discussed further at future Board Meeting.*
- a. Establish *CR Advisory Board* and *Board Liaison*; Decommission ADR Member Interest Council
  - b. *Restructure ASCA Organization* to Reflect CR/SJ Programs/Services Integration. As conflict resolution is moving to being a basis for the Association’s work, just as “conduct” is, the *MIC should no longer be a “special topic” area.*
  - c. **MOTION by Stefancic: To transform the ADR MIC into a Standing Committee on Conflict Resolution. The changes to Operating Policies and Procedures will be done accordingly. Motion Seconded by Jungers. The motion was withdrawn, and the topic was tabled until the concept can be taken to the MIC. Hammatt will bring this to an electronic vote by the November Board Meeting.**
    - i. **DISCUSSION**
    - ii. **VOTE**
    - iii. **MOTION CARRIES.**
  - d. Establish mechanisms enabling the solicitation of grants and foundation support for this work. **Fischer will communicate this back to the Foundation.**
9. *Develop and Promote Intentional Professional Development Opportunities*
- a. *Board of Directors*
    - i. Provide *Professional Development* within the Board of Directors in the form of Conflict Resolution/Mediation Training and regular sessions and readings pertaining to conflict resolution and social justice. **This will begin in February 2009.**

- ii. Include *Board Discussions* during leadership training concerning the philosophy and commitment of ASJA toward conflict resolution. **This is ongoing.**
- iii. Ensure that the values found in *Social Justice* are included and prominent in the work of the Association. **This is ongoing.**

**10. Academy - These will be shared with the Academy Planning Committee and reported back to the Board in February.**

- a. Establish a *Shared Set of CR/SJ Learning Outcomes* for all Academy participants (see Figure 3).
- b. All levels of the *Academy Curriculum* should include segments on conflict resolution and social justice.
- c. Establish a *Dedicated Budget Line* to support CR/SJ efforts in ASCA drawing from Academy profits and other sources.
- d. Incorporate insights from the 2008 *CR Specialist Program* to determine how last year's curriculum can be extended to inform a comprehensive foundation piece for all Academy participants before they move to specialized tracks of their choosing including the Judicial Training Institute, Mid-Level, Senior, Mediation, RJ, etc.
- e. Look for ways to encourage and financially *Support Leadership Attendance at Regional and Academy CR-related Training*

**XXVIII. Substance Abuse Liaison – King/Dickstein**

- a. This will be tabled until the next Board Meeting

**XXIX. The Amethyst Initiative**

- a. This will be added to the agenda for the November Board Meeting.

**XXX. The President's Notebook was passed to President Elect King**

**XXXI. MOTION by Lewis: To adjourn. Motion Seconded by McGee.**

- a. **DISCUSSION**
- b. **VOTE**
- c. **MOTION CARRIES.**

**XXXII. Meeting adjourned at 1125am (10/8/08)**

**Approved on November 6, 2008**