

**Association for Student Conduct Administration  
Board of Directors Meeting  
Bi-monthly Conference Call  
Thursday, April 9, 2009**

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

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 11:08 EST.

**II. Approval of March 26 Meeting Minutes – Scott**

Motion by McGee: Approve BOD minutes for March 26 meeting. Motion seconded by Lewis  
Discussion: None  
Motion carried.

**III. Finalize Association Budget – King/Stefancic/Potts**

Motion by McGee: Approve ASCA's budget. Motion seconded by Lewis  
Discussion: None  
Motion carried.

**IV. Finalize 2009 Academy Budget – Boyd**

Boyd stated that the budget reflects major cuts from previous years in an effort to save money. According to Boyd, current enrollment reflects a 25% decrease in participants as compared to last year at the same time. Boyd also stated that another 56 registrants is needed in order for the academy to break even. Boyd stated that she will send BOD an excerpt that can be used to solicit participants for the academy.

Motion by Stefancic: Approve Academy Budget. Motion seconded by McGee  
Discussion: None  
Motion carried.

**Finalize 2010 Conference Budget – Ericson**

Ericson stated that he has sent audio visual needs and schedule to company and waiting on a response. Ericson also stated the he is currently in the process of getting additional options on ribbons and badges. Ericson stated that the Conference Planning meeting will be held at the conference site May 17-20

Motion by Hammat: Approve conference budget. Motion seconded by Lewis  
Discussion: Jones noted the increased costs for audio visual equipment. Ericson stated that the costs for audio and video equipment are reflected at the higher number. However, Ericson stated that he anticipates the costs to go down after negotiations are complete.  
Motion carried.

**V. MOU with TAMU/ASCA – Potts**

Potts reported that there were no substantive changes to this year’s MOU as compared to last year. However, Potts noted changes in MOU included background and hiring practices. Potts and King will obtain further clarification from Parrot on the conditions for hiring ASCA’s Office Supervisor.

Motion by Lewis: Approve MOU. Motion seconded by McGee

Discussion: Jones stated that further clarification should be provided in the MOU regarding the rationale for hiring an office manager.

Motion carried with the necessary additions.

**VI. PCI Communications Update - Potts**

Potts stated that PCI has completed its contracted work for ASCA. Potts stated that she was in possession of the marketing plan and website suggestions from PCI. Potts stated that PCI’s recommended plan would be discussed at the BOD meeting in June. Potts will send BOD copies of PCI recommendations to review prior to the June meeting.

**Update on Office Manager Position – Stefancic**

Stefancic stated that he is waiting on input pertaining to the ranking of applicants and clarification of Texas A&M’s Human Resources hiring plans. Stefancic also stated that he and Heather are in the process of hiring two student workers for ASCA’s office.

**VII. Professional Development Calendar (from Heather) – Potts**

King suggested expanding the calendar to provide more professional development opportunities by talking with liaisons regarding potential webinars. Potts and Heather had discussions with ACUHO-I regarding webinar in the future.

**VIII. Updates to Leadership Roster – King**

King and Potts will review and clarify before being final copy is sent to BOD

**IX. Update on National Summit on Black & Hispanic Greek Letter Organizations - Stefancic**

No update

**X. Reminder: June Meeting Logistics**

Driving/Flying

Residence Hall/Hotel

Potts requested travel and accommodations from BOD for June meeting

Motion by Lewis: adjourn meeting. Motion seconded by Stefancic

Discussion: None

Motion carried.

**XI. Meeting adjourned 12:37 EST**

Submitted by: *Dwayne J. Scott Ed. D.*

**Approved May 14, 2009**