

ACJS Annual Board Meeting

Agenda

Friday, April 1, 2016

Denver, CO

Directors Row F

In Attendance: Lorenzo Boyd (President), Nicky Piquero (1st Vice President), Faith Lutze (2nd Vice President), Brandon Applegate (Immediate Past President), Ed Day (Treasurer), Heather Pfeifer (Secretary), Aimee Delaney (Region I Trustee), Dean Dabney (Region 2 Trustee), Camille Gibson (Region 4 Trustee), Ricky Gutierrez (Region 5 Trustee), Peter Benekos (Trustee-At-Large), Bitna Kim (Trustee-At-Large), Mary Stohr (Executive Director).

Guest: Megan Kurlychek (JQ new editor)

- I. Welcome, Congratulations to New Board Members, and Introductions (Boyd)
 - a. Board called to order at 2:04pm
 - b. Boyd welcomed all the current and new members of the Board
 - c. Introduction of new JQ Editor, Megan Kurlychek, from the School of Criminal Justice, the University of Albany. M. Stohr asked if she has already found her editorial board members, Megan noted she is in the process of recruiting. She noted that if she recruits someone who is not presently a member of ACJS, she will inform the individual that he/she will need to join. She expressed her excitement about the opportunity to serve as the new JQ Editor and to work with the Board. She noted she will be going out to Arizona with her grad student to consult with Cassia Spohn to review the submission system and identify ways to improve turnaround time for manuscripts. She also noted that her Dean reminded her that her university does have a small pool of funds to help support the running of this journal (amount not specified).
 - d. Board members asked to introduce themselves
- II. Review Agenda (Boyd)
 - a. A motion to accept the agenda was made by Day and seconded by Applegate. The motion passed unanimously (no abstentions).
- III. President's Report (Boyd)
 - a. Boyd noted he has been actively reminding the members to keep membership current and is organizing multiple meetings to start planning the 2017 Kansas City annual meeting. Boyd noted that he has

been actively using social media at this year's conference (ACJS 2016 is trending in the U.S. right now), and he will continue to use those platforms (Twitter, Facebook) to promote the 2017 meeting. People can follow him on Twitter at ACJS_Pres. He noted that he will be attending all of the Regional meetings to promote the Kansas City meeting, and he will also be contacting each of the Section Chairs to encourage them to get their members to participate in the meeting.

- b. A motion to accept the President's report was made by Benekos and seconded by Applegate. The motion passed unanimously (no abstentions).

IV. First Vice-President's Report (Piquero)

- a. Nothing substantive to report. She has been speaking with members throughout the week to solicit feedback about the conference. All reports have been excellent.
- b. A motion to accept the First Vice President's report was made by Day and seconded by Benekos. The motion passed unanimously (Piquero abstained).

V. Second Vice President's Report (Lutze)

- a. Nothing substantive to report. She has been getting feedback from members regarding this year's meeting. She is starting to think about the theme for the 2018 meeting in Baltimore, and about who she would like to recruit for her committees. Her goal is to have the committees formed by the mid-year meeting.
- b. A motion to accept the Second Vice President's report was made by Piquero and seconded by Gibson. The motion passed unanimously (Lutze abstained).

VI. Immediate Past President's Report (Applegate)

- a. Applegate reported that this year's conference has been a success, and it was the third largest conference to date with nearly 1,800 attendees. He reported he had not heard any complaints in his conversations with members. He inquired if any of the other Board members had heard anything negative. Gibson noted that she received one complaint from a member who was not happy that there were five people assigned to one panel because it did not allow enough time from discussion. A few other Board members noted that they did receive feedback that there was some confusion about the placement of the rooms for events (e.g., a little tricky to navigate), but people really didn't complain too much. Overall, Board members reported they heard positive feedback about the panels (e.g., better attendance and participation, no "no-shows"), and quality of service at the hotel (e.g., staff was friendly and helpful). Applegate reported that he also received positive feedback from the publishers who were in attendance at this year's meeting. They were happy about the volume of traffic going through the Exhibit Hall. Applegate also reported that Jim Ruiz, the chair of the Employment Exchange (EE), was pleased with the space and location for the EE, and there was a good amount

of traffic throughout the week. The one critique Applegate received about the EE was that it did not have hard copies of students' vitas available for review, just the employers' information was available. However, Applegate noted vitas could be accessed electronically at the computers that were onsite, but that members may not have been aware of that. He suggested that signage be posted throughout the EE next year to alert members that they can access students' vitas on the computers.

- b. Nominations and Elections Committee – names/document distributed
 - i. ACTION ITEM: Approve the Tellers Committee appointments.
 - ii. A motion to approve the Tellers Committee appointments pending confirmation of membership status was made by Day and seconded by Benekos. The motion passed unanimously (Applegate abstained).
- c. A motion was made to accept the Immediate Past President's report by Day and was seconded by Piquero. The motion passed unanimously.

VII. Treasurer's Report (Day)

- a. Day reported the organization is financially sound. Currently it has about \$1.8 million in assets, including real estate, and it has been banking surplus cash consistently for past 5+ years (about \$100k per year), but the amount has been trending downward because the type of investments utilized has been on the conservative side. The benefit of this financial strategy is that the surplus built would allow ACJS to cover the cost of running the organization and the annual meeting for at least one year without any additional revenue. Day noted, however that this upcoming year the organization will be operating at a deficit because of a few large expenditures (e.g., website rebuild). Despite that, Day recommends that the Board find ways to use some of the surplus funds the organization has built up to give back to the membership. Some suggestions included investing in the CJRA initiative, the Doctoral Student Summit. Boyd concurred and noted that he has been speaking with the Section chairs to encourage them to spend the maximum allotment of their surplus budget (e.g., 50%) if they have surplus funds. To help cultivate ideas on how Sections might spend these funds to support their members, Boyd stated he will be sharing a copy of the Ad Hoc report submitted by Schafer on Section Membership Benefits with each of the Section chairs.
- b. A motion to accept the Treasurer's report was made by Applegate and seconded by Gibson. The motion passed unanimously (Day abstained).

VIII. Secretary's Report (Pfeifer)

- a. Nothing to report
- b. A motion to accept the Secretary's report was made by Benekos and was seconded by Lutze. The motion passed unanimously (Pfeifer abstained).

- IX. Executive Director's Report (Stohr)
- a. Stohr reiterated the decision to partner with ASC and co-fund CJRA (see minutes from Tuesday's Board meeting). Stohr noted that Dabney has informed Laura Dugan, and Applegate is in the process of informing Nancy Lavigne.
 - b. Stohr also stated she met with Taylor & Francis to discuss the Doctoral Student Summit and the new journal proposal the Board approved on Tuesday. She stated Taylor and Francis was very interested in the Summit and exploring sponsorship options. Stohr arranged a meeting between Jackie Fernholz and Pfeifer to discuss the Summit plans for next year and to map out a potential sponsorship proposal. Pfeifer reported that the conversation with Jackie was very positive, and Taylor and Francis is very interested in helping to support the Summit. Jackie noted that she is going to put together a proposal to take back to the journal leadership that requests \$10k be given to ACJS to help offset some of the costs associated with the Summit. Pfeifer noted she will keep the Board apprised of any developments. Stohr also spoke with Taylor and Francis about the new evaluation research journal the Board approved. Taylor and Francis seemed receptive to the idea of the new journal and asked for a proposal.
 - c. Stohr also reported she met with Nancy Rodriguez from the National Institute of Justice to discuss a partnership with ACJS (and ASC). Nancy stated her goal is to build "intimate sustainability" with ACJS. Stohr stated she spoke with Nancy about the Doctoral Summit, and asked if NIJ would be interested in sponsoring the Summit. Nancy indicated for NIJ to sponsor it, they would want the Summit to focus more on research deliverables (e.g., helping Summit participants apply for NIJ Fellowships and submit grant proposals). If a sponsorship is not feasible, Nancy would like the Board to think of other ways to integrate NIJ in the conference. One possible idea is to highlight NIJ-sponsored research projects that are located in the host city/area where our upcoming conferences will be held, and invite the researchers and practitioners who are working on those projects to come present at the annual meeting. Nancy agreed to identify the projects NIJ is currently funding in the cities we are going to (Kansas City, New Orleans, etc.) and would help Board members contact the researchers and practitioners who are working on those projects. (Boyd noted that we should do this with the other major funding agencies (e.g., BJA, foundations), and ask one/more of the funding agencies to hold a workshop on how to apply for a grant.) Nancy has also agreed to come to Kansas City and address the ACJS Board at its next meeting. Stohr noted that Lutze will serve as the point of contact for setting up future meetings with NIJ because she is going to remain on the board the longest.

- d. A motion to accept the Executive Director's report was made by Applegate and was seconded by Gibson. The motion passed unanimously.
- X. Association Manager's Report (Barth)
 - a. Barth reported this year's annual meeting had the third highest attendance at 1,770 (includes doctoral students and student volunteers).
 - b. The date for the site visit for Kansas City (to be attended by the President, Executive Director, and program co-chairs), was selected. It will be held on Friday, September 30, 2016.
 - c. The date for the mid year Board meeting in Kansas City was selected. It will be held on Saturday, October 1st (8am-5pm).
 - d. Barth noted that it will be very important that members register for the conference hotel ASAP once the reservation system opens. Our annual meeting overlaps with the NCAA Sweet 16 tournament in Kansas City, so the demand for hotel rooms that week will be at a premium. Once our block sells out, there will be great difficulty to secure rooms in overflow hotels.
 - e. A motion to accept the Association Manager's report was made by Lutze and seconded by Delany. The motion passed unanimously.
- XI. Program Report on 2015 Annual Meeting (Applegate)
 - a. Nothing to report.
 - b. A motion to accept the Immediate Past President's Program Report on the 2015 Annual Meeting was made by Day and seconded by Gutierrez. The motion passed unanimously (Applegate abstained).
- XII. Old Business
 - a. CRJA Membership/Details – Applegate will notify CRJA officially about the funding from ACJS. Currently, there is no language in ACJS' by-laws that this is a standing committee. Currently, it is handled as an ad hoc committee, co-chaired by Dabney and Piquero. Therefore Dabney and Piquero shared proposed language to add this committee to the ACJS by-laws (see handout). Their proposal articulates the purpose of the committee, the expectations of the committee (e.g., reports), its membership composition (5 members) and their proposed terms of appointment (3 year terms). The length of the terms was selected in order to help maintain as much consistency as possible and provide institutional history. Given that this proposal would now have the membership of CRJA overlap with the Public Policy Committee (PPC), Dabney and Piquero stated they will speak with PPC members to see if they are willing to remain on that committee, given their new roles on the CRJA under the new policy. They will report back to the Board via email.
 - b. Public Policy Committee: Boyd reported he spoke with the chair of the PPC, Paul Elem, to adjust the charge of the committee to come up with a policy regarding the expert directory. Boyd hopes that the committee will present the Board with proposed language within next

month via email. Boyd expressed interest in changing the composition of the PPC by amending member's length of service to staggered three-year terms. Currently there are 10 people serving on the PPC. Boyd stated he has spoken with five of the members at this year's meeting, and all five agreed to the idea of staggered terms. Boyd stated he will reach out to the other five members to find out if they would be alright with the proposed change. Boyd then charged the CRJA Ad Hoc Committee (Dabney and Piquero) to draft language to amend the terms, and to email that new language to the Board.

- c. Ethics Committee: A motion was made to go into Executive Session by Piquero and seconded by Benekos. The motion passed unanimously. A motion was made to come out of Executive Session by Applegate and seconded by Gutierrez. The motion passed unanimously.
- d. ARC: Boyd provided the Board with the additional wording to Standard D.3 to certification standards (see email for proposed language). The committee is very clear that they do not want to accept credit for life experience in criminal justice programs seeking certification. The amended language infers that if the university wants to accept those credits and apply them to general education or to non-degree course credit, that is acceptable. However, for the purposes of certification, those credits can not be used to apply to the degree requirements in the CJ program.
 - i. ACTION ITEM: Review and approve ARC's amended language for Standard D.3.
 - ii. A motion was made to approve ARC's amended language for Standard D.3 and to accept that it is a mandatory standard by Lutze and was seconded by Dabney. The motion passed unanimously.

XIII. New Business

- a. Board Liaisons to Standing Committees (Boyd)
 - i. Boyd reviewed the Executive Board member assignments to each of the 2016-2017 standing committees
 1. Academic Review – Lutze (by policy)
 2. Affirmative Action – Gutierrez
 3. Assessment- Sims
 4. Awards – Schafer
 5. Budget, Finance, and Audit – N/A (Chaired by Lutze)
 6. Constitution and By-laws – Dabney
 7. Ethics –Applegate (by policy)
 8. Membership – Gibson
 9. National Criminal Justice Month – Delaney
 10. Nominations and Elections – N/A (Chaired by Applegate)
 11. Program – Boyd
 12. Public Policy – Day
 13. Publications – Kim

14. Student Affairs - Benekos

- ii. Continuation of 2015-2016 Ad Hoc Committees (Boyd)
 - 1. Boyd noted that Jim Ruiz and Jonathan Lee have agreed to continue to co-chair the Employment Exchange.
- iii. Formation of Doctoral Summit Standing Committee (Boyd)
 - 1. Boyd proposed that a new Ad Hoc committee be created for the Doctoral Student Summit. Boyd confirmed that Pfeifer, Deanna Button, and Cherie Carter have all agreed to continue coordinating the Summit. Boyd appointed Pfeifer as Chair of the Ad Hoc Committee, and added Applegate as a fourth member to the committee. Would like to see a doctoral program purchase advertisement sponsorship.
- iv. Formation of Editor Search Committees (Boyd)
 - 1. Boyd confirmed that there will be two searches conducted this year for new editors for the Journal of Criminal Justice and ACJS Today. Based on ACJS Policy, Boyd noted the following individuals would be responsible for chairing each of the search committees:
 - a. *Journal of Criminal Justice Education* – Lutze
 - b. *ACJS Today* – Pfeifer

XIV. Adjourn

- a. A motion to adjourn was made by Day and was seconded by Lutze. The motion passed unanimously.
- b. Meeting adjourned at 4:55pm

Respectfully submitted by Heather Pfeifer