

## ASC EXECUTIVE BOARD MEETING MINUTES

Tuesday, November 3, 2009  
Philadelphia Marriott Hotel

Board Members attending: Robert Agnew, Joanne Belknap, Todd Clear, Karen Heimer, Jody Miller, Cheryl Maxson, Wayne Osgood, Alex Piquero, Richard Rosenfeld, Cassia Spohn, Pat VanVoorhis, David Weisburd.

Also in attendance: Steven Messner, Eric Baumer, Mike Benson, Bonnie Fisher, Jim Lynch, Eric Stewart, and Chris Eskridge.

The meeting was called to order by ASC President Todd Clear at 3:10 pm, November 3, 2009.

1. President's Report:

- a. Todd provided an update with respect to the lobby initiatives being undertaken in conjunction with the Raben Group.
- b. Todd provided an update with respect to the Philadelphia meetings.

2. The Executive Director's report was presented. The Board approved a 3% pay raise for the Columbus office staff.

3. The Treasurer's report was presented and the state of the ASC financial affairs was reviewed.

4. The Ad Hoc Fiscal Committee report was presented and discussed at some length. The size of the financial reserve was a topic of particular focus. There was a motion to establish a standing Finance Committee consisting of the President, the President-Elect, the President Elect-Elect, the Treasurer, and a member of the ASC Board (to serve a two year term). The Finance Committee will be chaired by the seated President and will oversee ASC budgetary and fiscal policy matters, as well as the audits of our financial records. The motion passed 10 – 0.

5. The Board received and accepted reports from:

- a. Mentoring Sub-Committee
- b. Membership Committee
- c. COSSA Liaison
- d. CPP Editor

6. The Undergraduate Minority Fellowship survey results were presented to the Board. After significant discussion, there was a motion to discontinue the Undergraduate Minority Fellowship. The Minority Affairs Committee will be asked to review means and methods of enhancing minority student enrollment in graduate criminology/criminal justice programs. The motion passed 10 – 0.

7. The Nominations Committee report and election slate was approved by the Board by a vote of 10 – 0.

8. The Ad Hoc Awards Committee report was presented. A number of amendments to the report were made. It was moved to accept the amended recommendations as policy (see below). The motion passed 10 – 0.

The meeting adjourned at 7 pm.

Chris Eskridge, Recorder

## **THE ASC AWARDS COMMITTEES GUIDELINES**

### **I. Procedures for Identifying Award Committee Members and Chairs**

#### **A. Fellows Committee**

At least one-third of the committee members will be current fellows and the remainder will be comprised of individuals who are non-student members of ASC.

#### **B. Other (non-Fellows) Committees**

Awards committees will include at least one previous winner, but also include at least one non-winner of the award. No committee member can self-nominate to receive the award.

#### **C. Continuity of Award Committees Membership/Practices**

The chair of each committee must have served on that committee the previous year.

### **II. Procedures to Identify Awards Recipients**

*Any questions that cannot be resolved by the committee membership should be referred to the ASC President and ASC Executive Director.*

#### **A. Solicitation Process**

Solicitation for ASC Awards will be advertised on the ASC website and in *The Criminologist*. Both self- and member-nominations are encouraged and will be considered as long as they do not violate other guidelines (e.g., the nominee is a member of the awards committee). Committee members are encouraged to submit nominations.

#### **B. Selection Process**

Every candidate nominated will be considered (regardless of whether the individual is self-nominated or nominated by an ASC member) as long as the submission guidelines for the particular award are satisfied. For example, all of the appropriate materials are submitted on time, each nominee meets eligibility criteria, and the nominee is not a member of the current awards committee or the current ASC Board.

#### **C. Specifying Committee Deliberations**

The chair must clearly communicate the awards criteria to all committee members, and discuss them with committee members if necessary. A ranking process will be identified by each awards committee. The chair of the committee must communicate with committee members on procedures and outcomes. If more than one iteration in the

ranking process occurs, the results will be communicated to the committee members at each stage. Each committee must have at least one phone meeting to deliberate the outcome. The final report to the ASC Executive Board must include a *detailed* description of the ranking procedures and decision-making process, along with the final outcome.

**D. Conflicts of Interest**

Awards committee members are allowed to vote on candidates who are former or current students, previous or current mentors, and departmental colleagues. However, they also should recuse themselves if they feel they cannot be objective.

**III. Standardized Reporting Procedures of Awards Committees to the ASC Board**

*Each Awards Committee Chair is required to submit a report to the ASC Board at least one week prior to the Board Spring Meeting. The report must include:*

- A. The list of members and note if any of the members did not fulfill their duties.
- B. The number of individuals nominated by others *and* the number self-nominated.
- C. A detailed discussion of the ranking and decision-making procedures (refer to II. C above).
- D. Identification of the winners and justification of the committee decision (e.g. statement of merits of the winning recipient, book or article).
- E. Any other information that the chair would like to provide, including any advice for future committees.