

**ACJS BEGINNING-YEAR BOARD MEETING  
MINUTES  
March 18, 2022**

**Time: 2:00 PM PST**

**IN ATTENDANCE:** Denise Paquette Boots (President), Anthony Peguero (1<sup>st</sup> Vice-President), Bitna Kim, (2<sup>nd</sup> Vice-President), Heather Pfeifer (Immediate Past President), Aimée “May” Delaney (Secretary), Jodi Lane (Trustee-At-Large), Robert Bing (Trustee-At-Large) – via telephone, Cathy Marcum (Trustee-At-Large), Michele Bratina (Region 1 Trustee), Chad Posick (Region 2 Trustee), Melissa Burek (Region 3 Trustee), Brie Diamond (Region 4 Trustee), John Worrall (Executive Director), Letiscia Perrin (Association Manager)

**NOT IN ATTENDANCE:** Marlyn Jones (Treasurer), Alison Burke (Region 5 Trustee)

**I. Welcome, Congratulations to New Board Members/Introductions and Review of the Agenda**

- President Paquette Boots called the meeting to order at 2:05pm and welcomed the new Board members:
  - 2<sup>nd</sup> Vice-President – Bitna Kim
  - Secretary – Aimée “May” Delaney
  - Trustee-at-Large – Jodi Lane
  - Region One Trustee- Michele Bratina
  - Region Five Trustee - Alison Burke
- A motion to approve the agenda was made by Pfeifer and seconded by Burek. The motion carried unanimously with no abstentions.

**II. CJRA presentation (Woods/Kizielewicz)**

- Woods/Kizielewicz joined the meeting.
- Woods discussed history of Criminal Justice Research Alliance (CJRA).
- He discussed collaboration between ASC and ACJS on this project, but ASC is no longer involved. CJRA reached out to the ACJS affiliated Regional organizations to solicit membership, particularly ones with journals, as well as several international organizations with the intention of seeking additional funding. There was a question about the benefits of joining CJRA, particularly for the Regional organizations. He explained that CJRA is promoting the products of the organization (e.g., research), offering workshops, and helping organizations conduct policy briefings. He shared, for example, Rick Rosenfeld will be offering a briefing on the impact of the COVID pandemic on crime and criminal behavior.
- Kizielewicz reported on the success of the workshops offered at the 2022 annual meeting. There was feedback offered by the ACJS member attendees and CJRA will consider all comments/input moving forward.
- After they left the meeting, there was discussion about the future of CJRA and the sustainability of this organization after ASC did not renew their contract.

- There was discussion of the value of CJRA to ACJS. This includes promotion of journals, workshops offered at the annual meetings,
  - All ACJS affiliated Regional organizations associated with ACJS were solicited to join CRJA. Region I is the only region still considering the possibility of joining membership with CJRA; the other Regions turned down membership.
  - Kizielewicz is contracted to be paid \$45,000 (through December 2022) and is reimbursed for the cost of travel to the annual meeting. Woods is reimbursed for travel to ACJS annual meeting. The total cost to ACJS is about \$50,000. There was discussion of potential concerns about the financial stability of ACJS retaining membership with CJRA. One option is to reduce Kizielewicz's contract to 50% during 2023. Another option is to not renew Kizielewicz's contract for 2023.
    - **TABLED:** There will be more discussion on this matter at the ACJS mid-year Board meeting.
  - There was discussion about offering more services to the membership ("value for the investment"), such as virtual based workshops and expanding media liaison to member institutions.
- Discussion about how to work with Kizielewicz potentially taking family leave during summer 2022. One option may be to ask her to conduct workshops at 2023 annual meeting for free.

### III. President's Report (Paquette Boots)

- Paquette Boots updated the Board on the fee increase for membership (voted on previously) and the reasoning for this fee increase.
- The Board discussed whether or not to continue the CJRA/Kizcomm contract and how to possibly replace some of the work completed within that contract through committee work.
  - **ACTION ITEM:** Paquette Boots to charge the CJRA committee (for ACJS) with exploring the option of creating a 'digital library' (i.e., digital catalog). The goal is to present options for future ACJS Presidents to consider. Report to be submitted at the ACJS mid-year Board meeting

Perrin informed that Ráchael Powers has incorporated video in to the ACJS today newsletter and recommended people send links directly to her for inclusion.
- She reported to the Board her efforts in reviewing policies and creating a legacy document with worksheets and information on several topics and areas to assist future presidents. She created a drop box
  - **ACTION ITEM:** Paquette Boots to add amended "officer responsibility" document to the drop box, with a copy to Perrin, which was created at the beginning of the annual meeting. She will also work on a timeline to be included in these legacy documents.
- She updated the Board on the conference arrangements for 2023. Her theme is "Civil Rights, Crime, and Social Justice." Her goal is to offer more sensitivity to diversity. There was suggestion to email a link to the video showcasing the 2023 annual meeting venue (video was shown at the ACJS awards ceremony earlier today. There are 71 topic areas. She is planning the keynote speaker to be Chad Houser, Ex Chef at Cafe Momentum, a non-profit organization that serves youth at high risk for CJ involvement in Dallas, TX providing youth opportunity, hope, education, and skills. She will update the Board at mid-year meeting. She is requesting the promotion of collaborative receptions amongst Regions and Sections, to be more

resourceful with increasing costs at conferences, and she encourages more opportunities for these receptions to involve students. She expressed gratitude to her program chairs

- **ACTION ITEM:** Perrin to email the video link for the 2023 annual meeting venue shown at the ACJS awards ceremony.

- She updated the Board on her efforts on recruitment within ASC into ACJS membership, particularly for volunteers within her program.
- The mid-year meeting is scheduled for October 1, 2022. Travel arrival will be on Friday September 30, 2022, with the recommendation of flying into Regan International Airport, and departure will be Sunday October 2, 2022.

#### IV. 1<sup>st</sup> Vice President's Report (Peguero)

- Peguero updated the Board on his efforts to plan the program for 2024.

#### V. 2<sup>nd</sup> Vice President's Report (Kim)

- No report. Kim expressed her gratitude to the Board for their assistance and support transitioning her into the position.

#### VI. Immediate Past President's Report (Pfeifer)

- Pfeifer updated the Board on the feedback from the 2022 annual meeting. Members appeared to enjoy the conference, with some concerns about the hotel. She also updated on the activities of the Annual Meeting. The final registration numbers, with pre- and onsite registration, is 1,331 (paid), with 1,258 in attendance and a total of 1,508 attendees including the volunteers.
- She is holding a reception later this evening in the Wine Cellar 8pm-9pm (Western) and all Board members are invited.
- She updated the Board on the Doctoral Summit. There is a dinner tonight and all Board members are invited.
- She reported to the Board on her efforts as a liaison with the Ethics Committee and as Chair of the Nominations and Elections Committee.

#### VII. Treasurer's Report (Jones)

- Paquette Boots and Worrall reported on behalf of Jones. They informed the Board that ACJS is financially healthy.
- The Budget, Finance, and Audit (BFA) committee met on Monday to review the budget and all financial documents. The committee also included former presidents Piquero and Unnithan.

#### VIII. Secretary's Report (Delaney)

- No report.

#### IX. Executive Director's Report (Worrall)

- No changes since Tuesday meeting. Final information about 2022 conference will be provided at mid-year meeting.

- X. Association Manager's Report (Perrin)
- She reported that conference went well.

A motion to approve all Board member oral reports was made by Burek and seconded by Marcum. The motion carried, with each Board member abstaining from approving their respective report.

XI. New Business

- Paquette Boots formed an AdHoc Committee for Continuing Education Units (CEU) Training at 2023 Annual Meeting. Discussion on days during the conference to offer trainings, and she decided the trainings will be offered on Tuesday and Wednesday of the conference. Pfeifer will serve as chair of the committee with Burek and Bratina also serving on this committee.
  - **ACTION ITEM:** Boots will charge the committee with establishing a fee structure, attendance guidelines (to plan for spacing), topic areas of training, and explore specific areas of marketing for types of CEU credits. Committee to report at mid-year meeting.
- Paquette Boots created the committee for the new "Academy Criminal Justice Agency or Non-Profit Organization Leadership and Innovation Award." Proposed language and location requirement were voted on at Tuesday Board meeting earlier this week. This reads as:  
"Criminal justice agencies and non-profit organizations include agencies such as corrections, police, victim services, juvenile justice, case management and treatment, drug/alcohol and mental health services, and community coalitions, as well as research, government, or public service, along with related and ancillary programs, and services.

This award will be given in recognition of a criminal justice agency or non-profit organization whose work has had a direct, positive, and significant effect on the criminal justice system, with a commitment to improving the criminal justice system. These contributions may include community outreach, program development, policy implementation, education, training, direct services, research, and legislative action.

To be eligible for this award, the candidate shall have:

1. Been an outstanding agency or non-profit organization and innovator in or related to the criminal justice system.
2. Demonstrated commitment to improving the criminal justice system.
3. Contributed to criminal justice or related programs, relevant policies, or community development.
4. Provided exemplary service to its community.

Nominees need not be institutional ACJS members. Regional Organizations affiliated with ACJS and ACJS members may nominate a criminal justice agency or non-profit organization for this award by submitting a letter of nomination. The nomination letters shall include the nominees' full contact information and rationale for the nomination. The winner of this award is expected to send an agency or organizational representative to the ACJS Annual Meeting and will receive a \$600 travel stipend."

The award is geared for non-profits or agencies working in the CJ field, and is to be given to an organization within the region in which the conference occurs. This committee will be chaired by Cassandra Reyes (former Region 1 Trustee).

- **ACTION ITEM:** Paquette Boots to name other members of committee, if not already completed.
- Perrin discussed SAGE reducing the number of award recipients for the Junior Faculty Professional Development Teaching Award from 10 to up to 4. The cost this year was \$700 per person.
  - **ACTION TIME:** Paquette Boots to name Joshua Perigo from SAGE as a member of this award committee and update the awards committee list with Claire Renzetti, Awards Chair.
- Pfeifer discussed her development of an Ad Hoc Committee on Social Media. Paquette Boots will continue with charging this committee during 2022-2023. Chad Posick will serve as chair of this committee, with Cassandra Reyes and Brie Diamond as the other members. There were suggestions on what may serve as potential duties for these “Ambassadors” (e.g., taking photos at the conference, updating the social media sites). There was also a suggestion for an application process for student volunteers. Paquette Boots discussed CJRA presence on social media, and suggested that perhaps this committee explore how to replace this should ACJS reduce involvement (via contract) with CJRA. There was a suggestion to create podcast for ACJS (such as interviewing ACJS members).
  - **ACTION ITEM:** Boots will charge the committee with reviewing the ACJS social media platforms (e.g., how social media is being used), create ideas on how to leverage the ACJS social media platforms to engage membership, and explore how to leverage ACJS social media to recruit new members. The committee will also explore how to recruit student members for next year’s meeting to serve as “Social Media Ambassadors.” The committee will also establish brand standards and professionalism in representing ACJS (e.g., how to take photos, words to use in posting on social media), how to educate these student volunteers about issues associated with intellectual property, and perhaps exploring the signing of “talent releases.” Report to be completed for mid-year meeting.
  - **ACTION ITEM:** Posick will recruit and name members from the Student Affairs, Assessment, and Membership committees to serve on this AdHoc committee, as each of these committees has expressed interest in expanding the use of social media.
- Paquette Boots discussed the development of an AdHoc “Mentoring” Committee (approved previously at the Tuesday Board meeting). She allocated money in her Presidential budget for meetings between Mentors and Mentees at the 2023 conference. This committee will last for 2 years. Stephanie Mizrahi will serve as chair of the committee, with the Executive Board liaison being Pfeifer and other committee member being Bing. There was suggestion to add one of the 2022 mentoring award winners to this committee.
  - **ACTION ITEM:** Paquette Boots will charge this committee will exploring a structured process to link established members with new members to introduce them to ACJS, full professors with associate professors for promotion/ career mentoring, and bridge academics with practitioners who are interested in entering academia. The committee will also explore offering mentoring activities for the ACJS membership. Report for mid-year meeting on priorities for the vision of this committee.
- Worrall discussed the issue of staff Support in national office. There is a request the approval of \$60,000 to hire additional support at the National Office to support Perrin. There was discussion about the duties and responsibilities for the ACJS Manager and the need for on-going support. A motion was made by Pfeifer to offer up to \$60,000 to fund for staff

support at the national office. Motion was seconded by Bratina. The vote passed unanimously with no abstentions.

- Paquette Boots informed the Board that Jeet Singh was hired as Assistant to the Presidency under President Pfeifer and will continue under future Presidents. This was voted on previously at the Tuesday Board meeting. This continues until Singh provides notice of resignation and there will be a 1-year transition period between Singh and the new Assistant to the Presidency.
- Worrall discussed the status of ACJS Certification from the roundtables held at the 2022 annual meeting. He discussed history of program and informed that the ACJS standards are posted on website. He explained how the Board voted in 2018 to no longer offer program certification. He discussed the results of the roundtables: there is no desire to resurrect ACJS certification. Instead, the ARC wants to review current standards to see if there needs to be amendments to these standards to make the standards less restrictive. There is a request for the standards to then be provided to the membership. There is also a request to increase the number of ACJS members who are qualified to conduct program review, with a list of qualified ACJS program reviewers provided on the ACJS member website. Jay Albanese has offered to conduct a training to the ACJS membership during the 2023 annual meeting on becoming ACJS program reviewers. This workshop would occur in addition to the ACJS assessment workshop. There is a request to have diversity among the ACJS program reviewers that align with the different demographics of higher education institutions that are home to criminal justice programs. It was noted that the institutions/criminal justice programs wanting external review were to negotiate directly with the qualified ACJS program reviewer, and there would no direct involvement with ACJS during that stage of the process. The expectation from ACJS was that at least one reviewer of the institution/criminal justice program needed to be an ACJS trained reviewer in order for the criminal justice department at the higher education institution to apply for the ACJS “seal of approval.” The proposed process then would be that, if the qualified ACJS program reviewer determined that the criminal justice program meets or exceeds the standards, then the ACJS program reviewer may send their final report to the ARC chair for approval. If the ARC chair agrees with the qualified ACJS program reviewer’s report and determination, then ACJS will accept the report as the criminal justice program meeting the ACJS standards and the criminal justice program can advertise that ACJS approval. The ARC chair offers final approval to the program. The ARC chair will email the ACJS Manager requesting a ACJS “seal of approval” be stamped on a certificate that is then provided to the criminal justice program. There would be no monetary charge from ACJS for this “Seal of Approval.” The criminal justice program will be recognized at the annual meeting award ceremony as receiving the ACJS “Seal of Approval.” The ACJS program reviewers will also be recognized at the annual meeting award ceremony
  - **ACTION ITEM:** Paquette Boots will inform her program chairs of the need to include recognition of the ACJS program reviewers and any criminal justice program that received the “Seal of Approval” at the annual meeting award ceremony.
  - **ACTION ITEM:** Paquette Boots to charge the ARC to review the current standards, alter standards as deemed necessary to reduce restrictiveness, and provide report on the final list of standards, included the amended standards. The committee will also be charged with creating a directory of current qualified ACJS program reviewers for website.

- **ACTION ITEM:** Paquette Boots to charge the ARC with revising the ACJS policy manual to alter language related to certification making all language consistent with any changes related to ACJS certification. ARC will also be charged with contacting the Constitution and By-Laws committee chair to ensure all language is consistent with any changes related to ACJS certification.
- **ACTION ITEM:** Paquette Boots to charge the ARC with establishing a workshop at the 2023 annual meeting for qualifying ACJS program reviewers.
- **ACTION ITEM:** At the mid-year meeting, the ACJS Board needs to create language about the qualified ACJS program reviewers discussed above and provide clarification that ACJS is completely separate from the process, making clear that this is a membership benefit.

There was discussion with some of the membership expressing concern about the elimination of ACJS certification, and the justifications for the ACJS Board voting to eliminate the certification program. There was also confusion among some members about certification versus accreditation. ACJS is not involved in accreditation. There was discussion about a statement emailed to all members during 2021 about revisions made to the ACJS standards. There was suggestion to send multiple emails over a period of time to inform membership of changes to the ACJS standards.

- Paquette Boots made the following assignments of Board Liaisons to Standing Committees for 2022 – 2023:

- Academic Review – Bitna Kim (by policy)
- Affirmative Action – Alison Burke
- Assessment – Aimée “May” Delaney
- Awards – Cathy Marcum
- Budget, Finance, and Audit – Bitna Kim (by policy)
- Constitution and By-Laws – Brie Diamond
- Doctoral Summit – Heather Pfeifer
- Ethics – Heather Pfeifer (by policy)
- Membership – Melissa Burek
- National Criminal Justice Month - Michele Bratina
- Nominations and Elections/Tellers – Heather Pfeifer (by policy)
- Program Committee – Robert Bing
- Public Policy – Chad Posick
- Student Affairs – Brie Diamond
- Crime and Justice Research Alliance – Jodi Lane
- Employment Exchange – Michele Bratina

- Paquette Boots made the following assignments of Board Liaisons to continuing Ad Hoc Committees for 2022 – 2023:

- Sage Professional Development Workshop Committee – Chad Posick
- 2022 United Nations Congress Selection Committee - Michele Bratina
- Mentoring Committee – Heather Pfeifer
- Social Media- Chad Posick
- Continuing Education Units- Heather Pfeifer

- She notified the Board that the Committee on History Mini Grants was abolished at the Tuesday Board meeting.

XII. Old Business  
No old business.

XIII. Adjourn

- A motion to adjourn the meeting was made by Burek and seconded by Posick. The motion carried unanimously, with no abstentions. Paquette Boots adjourned the meeting at 4:32pm.