

ACJS 2023-2024 MIDYEAR BOARD MEETING
Minutes

Saturday, September 23, 2023
8:00am CST

IN ATTENDANCE: Anthony Peguero (President), Bitna Kim (1st Vice-President), Stephanie Mizrahi (2nd Vice-President), Denise Paquette Boots (Immediate Past President), Leah Daigle (Treasurer), Aimée “May” Delaney (Secretary), Melissa Burek (Trustee-At-Large), Robert Bing (Trustee-At-Large), Jodi Lane (Trustee-At-Large), Michele P. Bratina (Region 1 Trustee), John Stogner (Region 2 Trustee), Ming-Li Hsieh (Region 3 Trustee), Brie Diamond (Region 4 Trustee), Alison Burke (Region 5 Trustee), John Worrall (Executive Director), Letiscia Perrin (Association Manager)

ABSENT: none

I. Welcome, Congratulations to New Board Members/Introductions

- President Peguero called the meeting to order at 8:00am CST.
- Peguero thanked everyone for their support, service, and patience, particularly Executive Director Worrall, Immediate Past President Boots, and Secretary Delaney.

II. Review Agenda

A motion to approve the agenda was made by Boots and seconded by Mizrahi. The motion carried unanimously with no abstentions.

III. Approval of past meetings' minutes

- Minutes Annual Board Meeting, Tuesday–March 14, 2023
 - Corrections need to be made on page 3, VI.: there is an “a” added.; page 10, last Action Item needs to change to Student Affairs.
- Minutes General Business Meeting, Thursday –March 16, 2023
- Minutes Annual Board Meeting, Friday –March 17, 2023

A motion to approve the minutes, pending revisions, was made by Burek and seconded by Hsieh. The motion carried unanimously with Delaney abstaining.

A motion to accept all Officer reports was made by Diamond and seconded by Bing. The motion carried with each officer abstaining from their respective report.

IV. President’s Report (Peguero)

- Peguero expressed appreciation to his team, Campie, McCoy and Iwama. He added the local arrangements as part of the program team, and thanks them as well.
- Peguero highlighted a few items from report:
 - He engaged the use of EShow for working on program and thanked Perrin and Mizrahi for their support.

- The program planning is going well. Here are some previews. There are 3 books being showcased: Rue, Garcia-Hallett, Arriaga. Working on tours (possible Chicago Bears tour, local arrangements Perez is working on Mobster tour) and he will attempt to have live music, all cost dependent. The program will highlight minority owned businesses in the city. He is inviting BJS and NIJ Directors as keynote speakers. All other areas are in progress.
- He expressed appreciation to Bratina and Diamond for representing him at regional conferences.
- There was discussion around Paquette Boots and Peguero granting 2024 Presidential awards to Drs. Brian Payne and Janice Joseph at the annual meeting in Chicago. Both request this information remain confidential amongst the ACJS EB so that Brian and Janice can be surprised.

ACTION ITEM: Boots will inform Payne and Peguero will inform Joseph of their respective Presidential Commendation for Exceptional Service to the Academy awards. Then Peguero will notify Armstrong to add this to the awards list.

- V. Program Chairs Report on 2024 Annual Meeting (McCoy, Iwama, Campie)
- Peguero highlighted the “police-immigration” workshop as a new offering at the annual meeting, trivia night, and karaoke (from the report). There was a question about whether or not the assessment workshop will be held, which he confirmed.

VI. 1st Vice President’s Report (Kim)

- Kim highlighted the change in committee chair for National Criminal Justice Month: Gover.

A motion to approve this change in National Criminal Justice Month chair was made by Diamond and seconded by Boots. The motion carried unanimously.

ACTION ITEM: Kim will inform Gover she has been approved as National Criminal Justice Month chair for 2025.

- She highlighted some potential topic chairs for the 2025 program.
- She discussed the possibility of having an invitation only reception for Tuesday night as “opening ceremony” with up to 100 people in attendance sponsored by University of Denver (off site) during 2025 annual meeting. There was discussion about the logistics of having this type of event during the week. A suggestion was made to make this a preconference event and invite all preconference attendances and presenters, Board members, and BFA committee members. Other suggestions were Monday evening, Friday evening, or partner with ACJS for Presidential Reception on Thursday evening. Advice was given that this reception cannot occur before 7pm, if on Tuesday.

ACTION ITEM: Kim to send Perrin all details regarding the potential University of Denver reception proposal for 2025 so that logistics may be discussed.

- There was discussion on a proposal to create an ad hoc committee dedicated to designing and drafting a comprehensive plan for an Academic Leadership Summit. The summit will be presented at the ACJS conference in 2025, but given its success, it may become a regular event. There was a question about current leaders or people wanting to aspire to leadership positions, and

discussion about how this would play out for different positions/roles for those positions. There was discussion about the scaling of what to include with ACJS mentoring program and slowing including different levels. There was discussion about administrative leadership training and mentoring (academic leadership within administration). There was a suggestion to have mentoring committee partner with this proposed leadership committee. Suggestions were made about to secure funding (sponsors, university donations, etc.).

A motion to establish an Ad Hoc Committee to explore this idea of an Academic Leadership Summit was made by Bratina and seconded by Mizrahi. The motion carried unanimously with no abstentions.

ACTION ITEM: Kim and Peguero to discuss the members of the Academic Leadership Summit Ad Hoc Committee.

- There was discussion on a proposal to draft a comprehensive mission statement for the **Employment Exchange** and **Doctoral Summit** standing committees and incorporating these into Policy 300.01 II. There was discussion about what has already been written regarding policy informally and what needs to be transferred to the policy manual. Recommendation for the Committees to review policy 300.01 for other mission statements. There was question about the reason the Doctoral Summit does not have call for volunteers, and this was discussed as being an invite only committee which must be written into the policy. There was discussion about the nuances for drafting these policies and then presenting to the Board for approval.

A motion to draft a mission statement for each of the **Employment Exchange** and **Doctoral Summit** was made by Stogner and seconded by Burke. The motion carried unanimously with no abstentions.

ACTION ITEM: Peguero to task Lee and Pfeifer to draft policies for their respective committees.

VII. 2nd Vice President's Report (Mizrahi)

- She mentioned her theme: *Crises Across the Justice Landscape: The Nexus of Governance and Responsibility in Criminal Justice*. The theme will focus on the role criminal justice plays in dealing with crises around the world with a highlight on the 25th anniversary of 9/11. She highlighted some of the members of her proposed program co-chairs and committee members. She also highlighted desire for government officials but cannot act on such guest speakers until after 2024 election. Requests for topic chairs, etc. to come after 2024 annual meeting. She will be offering past presidents Gala dinner at the 2026 annual meeting instead of awards luncheon on Friday night; the logistics are being worked out. There is also the idea of having a past presidents' award open to anyone in organization at the choice of the past presidents. Mizrahi will speak with current succession of presidents and past presidents more about this idea.

A motion to accept all appointed committee chairs was made by Bratina and seconded by Hsieh. The motion carried with Mizrahi and Delaney abstaining.

ACTION ITEM: Mizrahi to inform all program and committee chairs of their approval.

- She highlighted her work with the UN over the past 6 months and the people she has worked with (see report). The discussion on creating an Ad Hoc Committee

was moved to Executive Director Worrall's report.

- to use the ACJS website (or perhaps our LinkedIn account) to link ACJS researchers with NGOs looking for help with program or process evaluation research (similar to how we link employers and those on the job market). The purpose is to link/network groups with ACJS and increase ACJS visibility. Her action item on an Ad Hoc Committee was moved to the Executive Director's report.
- There was discussion on clarifying ACJS Policy 205.01: remove III B. and add instead "The Committee must include the sitting Treasurer. In addition, the Second Vice President shall appoint two members: one past President or past Treasurer, and one at-large member of the Academy. The First Vice President, the Executive Director, and the Association Manager must attend the BFA meeting as *ex-officio* members. The President and Immediate Past President will also be invited to attend as an *ex-officio* members." A point was made about the importance of institutional history as reason to make this change.

A motion to alter ACJS policy 205.01 as written above in red was made by Burke and seconded by Lane. The motion carried with Mizrahi abstaining.

ACTION ITEM: Worrall to make these changes to ACJS Policy 205.01. Mizrahi to advise Perrin to update the BFA committee list on website by adding Boots (*ex-officio* member).

- She highlighted the flyer that was disseminated advertising conference.

VIII. Immediate Past President's Report (Boots)

- She provided a verbal summary of her report.
- She highlighted the nominations for the 2024 election. There was concern raised about the possibility of service fatigue, particularly coming off of COVID-19 pandemic. Boots thanked all for their support.

A motion to approve the slate of nominees for the 2023/2024 election was made by Diamond and seconded by Burek. The motion carried with Boots abstaining.

ACTION ITEM: Boots to send slate of candidates to Perrin.

- Boots highlighted the research she is conducting with Kim, and requests that all complete the survey they will be sent.
- Boots thanked all for their support over the past 4 years.

IX. Treasurer's Report (Daigle)

- Daigle provided a verbal summary of report

A motion to enter into Executive Session was made by Bratina and seconded by Diamond. The motion carried unanimously. The Board went into Executive Session at 9:37am to discuss personnel action (the annual evaluation of the ACJS Executive Director Worrall). Worrall and Perrin left the room. The Board came out of executive session at 9:41am, with Worrall and Perrin re-entering room.

Peguero announced the annual review was approved and thanked Worrall for his service.

X. Secretary's Report (May)

- No report at this time. Minutes will be presented at the annual meeting.

A motion to approve all Officer reports was made by Mizrahi and seconded by Bratina. The motion carried unanimously, with each Board member abstaining from approving their respective report(s).

A motion to accept ACJS staff reports was made by Diamond and seconded by Bing. The motion carried unanimously with no abstentions.

XI. Executive Director's Report (Worrall)

- There was discussion on altering Policy 205.01. The following changes are proposed: Under "Duties of the BFA Committee:"
 - C. Conduct internal audit of all financial accounts. At a minimum, this will include the following:
 1. ~~Selecting all monthly expenditures/payments exceeding \$5,000.~~ Review all payments made for the fiscal year exceeding \$5,000 with relevant documentation of the expenditures (provided by the Association Manager).
 2. ~~Selecting at least two (2) additional expenditures/payments per month.~~ Review a selection of vendor transactions. To assist in the review, the Association Manager will provide the BFA Chair with a full list of transactions, either processed online or by paper check, then the BFA Chair will select transactions from the list and inform the Association Manager of the selections. The Association Manager will then furnish the BFA Chair with all relevant documentation for the transactions (i.e., invoices, contracts, email requests for funds, etc.) in order for the BFA Committee to review them.
 3. Reconciling 1 & 2 against ~~the canceled check and~~ the official invoice for the product or service.

A motion to make the proposed changes to Policy 205.01 (as noted in red above) was made by Burke and seconded by Lane. The motion carried unanimously with no abstentions.

ACTION ITEM: Worrall to update ACJS policy manual with the above noted changes in red.

- There was discussion on Constitution/bylaws officer responsibility changes:
 1. **ARTICLE IV**, Section 1. The officers of the Academy shall be a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, Immediate Past President, the Regional Trustees and Trustees-at-Large. These officers shall perform the duties prescribed by this Constitution and Bylaws and by the parliamentary authority adopted by the Academy, as prescribed in Article IX. No officer or member of the ACJS Executive Board may serve concurrently as an officer or member on the executive board president of another national or international criminal justice organization.
 2. Section 9. The Secretary shall record the minutes of all Executive Board meetings and the annual Business Meeting of the ACJS membership; forward such minutes to the Association Manager for distribution to the Executive Board; prepare a summary of the Executive Board minutes and

Business Meeting minutes for publication in ACJS Today; contact all criminal justice/criminology doctoral programs to obtain a list of the year's graduates, contact the graduates and offer them a one-year free membership in ACJS; prepare a midyear and annual report of this activity for the Executive Board; transmit any policy changes to the Association Manager; prepare the ballot for constitutional amendments; when the balloting does not coincide with regular elections, convene a Teller's Committee to verify the voting results for constitutional amendments/revisions and report the outcome of the vote to the Executive Board; chair the ACJS Today Editor Search Committee when necessary; serve as board liaison to committees as necessary; and perform all duties outlined in the Policies.

3. Section 10. The Treasurer shall receive, transfer, and disperse all monies; maintain fiscal records for the Academy and all Sections; and provide periodic financial reports at times to be determined by the Executive Board; evaluate the Executive Director; and perform all duties outlined in the Policies. The Treasurer shall prepare and submit all yearly tax statements, as well as a written report at the Business Meeting during the Annual Meeting. The Treasurer shall provide oversight to the operations of the Secretariat, including evaluation of Secretariat personnel.
4. Section 11. The Trustees shall prepare for, attend, and participate in all Executive Board meetings and Academy functions; provide communication to/from the membership; serve as board liaison to committees as necessary; recruit new members; assist in Academy operations as necessary; and perform all duties outlined in the Policies
5. **ARTICLE VIII.** Section 8. Doctoral students can serve on the National Criminal Justice Month, Membership, and Student Affairs committees. Members of Any member of any other Standing Committee Academy of Criminal Justice Sciences committee must be a regular Regular, Lifetime, or Senior members member of the Academy.

A motion to submit the proposed changes to Constitution/bylaws officer responsibility (as noted in highlights and red above), as noted above, to the membership for a vote (thus placing this item on the ballot for the 2024 election) was made by Stogner and seconded by Boots. The motion carried unanimously with no abstentions.

ACTION ITEM: Worrall to draft summary of reasons for Executive Board to make these changes which will then be presented to Perrin to place on ballot.

- There are some changes to the original report as situations have changed since submission of report.
- There was information provided about sources/locations for future conferences with the costs for conferences at hotel exorbitantly expensive, so the best options are becoming convention centers. The potential options may be:
 - 2030: Albuquerque (NM) – there may be issues with hotel availability for all attendees, so one hotel may be a shuttle ride away from center.
 - 2031: Portland (OR), Louisville (KY), or Anatole (TX) – a concern was raised about there is no entertainment/restaurants in the Antole area
 - 2032: Hilton - New Orleans (1 week after Mardi Gras)

- 2033: the location not chosen in 2031

There was discussion about changing the location by area, rather than keeping the conference in same area. Worrall recommends waiting on decisions until the costs are known. There is also concern for having the conference within a unionized location, as this can cost as high as \$75,000 additional cost for the union representative to be present. Question about San Antonio, Santa Fe locations. Worrall informed that the costs and room availability are issues in preventing certain locations, including the mentioned 2 locations. There was a point raised about limited funding for member travel from their institutions and possible restrictions on travel.

- Worrall raised a proposal made by ACJS member Dmello to add a 6th regional representative to the ACJS Board as an international representative. He raised the point that there is the International Section, regions are connected but self-sustaining, and this will cause radical changes to the Constitution and Bylaws as well as costs associated with supporting this newly proposed region representative (e.g., travel to mid-year meeting). There was discussion about the issues with adding such a position as well as the opportunities for international members to be involved (e.g., run for Executive Board office, join International Section, etc.). Dmello was commended for his ideas and the Board appreciates his enthusiasm for being more inclusive of international membership. Overall consensus of the Board is that the creation of a Region VI representative would be not feasible at this time.

ACTION ITEM: Worrall to send an email to Dmello commending him for his ideas, express Board appreciation for his enthusiasm for being more inclusive of international membership, and that the Board will encourage current and incoming presidents to increase international visibility while supporting the expansion of our international membership.

- There was discussion on a proposed CrimRxiv partnership (<https://www.crimrxiv.com/>). This is an open access archive for criminal justice and criminology research/articles. He was approached by Scott Jaques to partner with this organization. He spoke with Taylor & Francis and they supported this partnership provided there is compliance with the boundaries of the T&F contract. There was discussion about how would work and what this means for ACJS to partner with this organization. Worrall advised there would be an ACJS page with links to all articles published through ACJS journals. Information provided that ASC does not want to partner with this organization – this partnership does not match that organization’s expectation for disseminating knowledge. There was discussion about the benefits of partnering: availability of research to those not part of academia (e.g., general public). Worrall confirmed that there is no specific request about this partnership, other than using the ACJS brand with no cost to ACJS - this could be a temporary agreement on a trial basis to be reviewed in the future. There is a request for more information about the organization, such as mission statement and goals. Worrall provided a visual presentation of what the ACJS page would look like on CrimRxiv. Worrall confirmed that this was not a permanent contract, and ACJS could terminate involvement at any time. There was discussion about others who have done

something similar, but there is no one. The University of Manchester is the first known.

A motion to partner with CrimRxvi to produce ACJS journal publications open access content webpage was made by Burke and seconded by Daigle. The motion carried with 9 in favor, 2 opposed, and 3 abstaining.

ACTION ITEM: Worrall to contact CrimRxvi to inform that ACJS will partner, but this is not a contract and ACJS may terminate partnership at any time.

- Worrall was approached by non-profit MegaFund advertising company. He spoke with other organizations that use this entity (e.g., National Academy of Forensics) who raved about this use of this company for advertising. ACJS would earn up to \$10,000 month in google advertising grants for up to \$7,000 annual contract. There was discussion on increasing the advertising budget from \$1,000 to \$10,000 retroactively. There was a question about receiving annual reports with statistics - yes. There was a question about how the current advertising budget was used – minimally, such as UN. There was a question about how the money was earned and when the \$10,000 threshold was met would the ad turn off – Worrall found that most other organization did not meet the \$10,000/month yet. There was discussion of the benefits of this partnership: increase membership, annual meeting registration, and journal promotion.

A motion to increase the advertising budget to \$10,000 retroactively was made by Boots and seconded by Bratina. The motion carried unanimously with no abstentions.

ACTION ITEM: Worrall will contract with MegaFund for one year and work with this company on promoting ACJS.

- Worrall introduced the presentation on the University of Cincinnati Directory Project, and information about continuing with Project Directory (to be discussed after presentation). The Executive Director's report was interrupted to have the research team present to the Board on their ideas to present the Directory Project at the annual meeting.

At 11:03am, John Sloan, Bonnie Fisher, and Tim Engle joined the meeting remotely. They presented a power point presentation to the Executive Board the team's work on the national directory of all criminal justice, criminology, and justice related programs (including computer related programs such as forensics and cybersecurity) across the United States. They collected information from 2,346 programs at 1,673 institutions (public and private, 2-4+ year programs). They produced 2 white papers: methodology and programs characteristics. Both these papers are posted on the ACJS website. Sloan presented at the SCJA annual meeting on the results of this project. Sloan and Fisher will be guest editing in the *JCJE* on special issues on criminal justice education, which will include contributions from invited authors. They expressed gratitude to Marcum, editor of *JCJE*. They will be presenting a round table at the ACJS Annual meeting on the results of the ACJS directory. They created a "dashboard" that will facilitate searching the directory (by members, students, and companies interested in our discipline) with space provided for advertisements/licensing arrangements that can create revenue. They propose that the directory can have charged fees for membership tiers.

This dashboard is proposed to be administered by ACJS, who will be responsible for maintaining and sustaining the directory dashboard. The team then demonstrated the dashboard, including the publicly available home page, an interactive map representing all programs across the United States (click on for access to the programs' home page), area "tracks" that provide information about the area, university rankings, exporting information from the directory, and type of reports that can be generated from this dashboard (e.g., number of faculty at programs). Engel presented on the user friendliness of ad spaces: click on the ad. The following answers were provided during the Q&A session:

- Directory includes homeland security and emergency management programs.
- Data being updated is still a work in progress. The goal is to update every other year, accessing points of contact via survey or seeking information directly themselves.
- The mechanism to test for accuracy of information is being created, such as form to be submitted that will update or correct information as needed. They are still working on this aspect.
- The programs include Associate, Bachelors, Masters, Doctoral. There are currently 65 Doctoral programs.
- The proposed budget by the team does not include updating the directory or maintenance of the dashboard, and they will ask for more funds under an annual service contract for these items. These are 2 different budgets. However, they do not foresee needing to revisit all data, unless an update was requested. They discussed the potential for advertising revenue from the advertisements and this was be self-funding if the maintenance team was the same as the people for the advertisement team. They suggested software programming for advertisements, such a audio/video instead of banners, which would be a higher rate. They draw the analog of a "booth at the conference" to the advertisements which would be placed on the dashboard.

The Board thanked the team for their presentation. The team is open to receive emails if there are further questions.

- There was discussion on the next steps to take in the Directory Project. The concerns raised were financial commitment, complications of maintaining this website dashboard. The Board authorized \$25,000 previously to have this dashboard and it will be posted under member only website. Worrall provided history on the costs of this dashboard and the reasons the Board previously approved it. Worrall raised concerns about selling the advertisements, and others addressed the concerns about the public availability of advertisements. There was a suggestion that the website dashboard is vaguely shown but then paid membership is needed to access the full dashboard. Concerns were raised about the consistent changes within academic programs and how often the dashboard would be updated. Oct. 2023-May 2024, the team will continue with the Directory under the guidelines:
 1. Minor Editorial Changes
 - Implement updates to the underlying computer programming language (syntax) to facilitate minor editorial changes.
 2. Dashboard Formatting Changes

- Implement updates to underlying computer programming language (syntax) to facilitate dashboard formatting changes.
3. Secure Database
 - Prevent data from manipulation by unauthorized users.
 - Ensure data privacy is maintained.
 - Implement a password system for access to the Directory.
 - Create an access portal for end users.
 - Develop a database to store end user login credentials.
 - Hash user passwords for security (hashing is an industry standard of using a one-way cryptographic function to securely store end user login credentials).
 4. Institution Website Corrections
 - Clean website URLs to remove trailing "/" at the end of URLs for website embed compatibility.
 - Create consistent labeling format of postsecondary institutions (PSIs), justice-related degree program (JRDP), etc. within the Directory.
 5. Define Hosting Service of Directory
 - Collaborate with John Worrall to determine hosting solution, associated costs, and logistics.
 - Coordinate with ACJS website/server team for Directory team access and dashboard development discussions.
 6. Further User Interface Development
 - Test functionality of formatting.
 - Identify areas for improvement in color, layout, and navigation.
 7. Merge Current Institutional Member Database and Directory Database
 - Perform data cleaning and alignment in institutional member database.
 - Merge institutional member database and Directory database.
 - Integrate membership data into graphical representation and include overlay option for it in existing Dashboard map.
 8. Progress Report
 - Send John Worrall a four-month progress report on January 31, 2024.
 - Send John Worrall a final report on May 31, 2024.

The future direction being sought by the committee is **Deliverable #2: Creation of Portals (12 months, Jan 2024 – Dec 2024) with a cost of \$25,000 (Negotiable) and the following tasks completed:**

1. Develop Correction/Update Request Portal
 - Create basic “request for correction” and “request for update” form for postsecondary institutions (PSIs) already in Directory database.
 - Build a Qualtrics questionnaire to collect relevant information from the point-of- contact for each JRDP
 - Align survey questions with existing structure of current database (e.g., the same item is in column 61 of both databases).
 - Test and validate the portal.
 - Develop access restriction protocol for unauthorized users.

- Design portal for authorized user access.
 - Design buttons for end user access (e.g., size, color, functionality).
 - Test linkage functionality (i.e., button properly executes task).
 - Design and test access prohibition protocol for non-authorized users.
 - Embed portal into the Power BI file.
 - Test questionnaire content integration.
 - Perform testing on user interface for ease of usage including layout, color, contrast, etc.
2. Develop Portal for New Program Addition to Directory
- Create basic “request to add new program” form.
 - Construct a Qualtrics questionnaire for program point of contact to enter new program information.
 - Ensure alignment of Qualtrics questionnaire with existing program criteria.
 - Validate questionnaire structure.
 - Design access restrictions for users and non-users.
 - Develop user protocol for accessing the portal.
 - Develop a user-access button for new program addition.
 - Test access linkage.
 - Test access denial protocol for non-authorized users.
 - Embed the new portal into the Power BI file.
 - Validate questionnaire responses integration.
 - Perform testing on user interface for ease of usage.

3. Progress Report

- Send John Worrall a quarterly progress report starting on March 31, 2024.
- Send John Worrall a final report on December 31, 2024.

The other future direction being sought by the committee is Deliverable #3: Annual Service Contract (12 months; Renewal to be negotiated annually) with a cost of \$75/hr. and the following tasks:

1. Ad Placement
 - Receive ad placement instructions from ACJS advertisement representative.
2. Ad Integration
 - Ensure ad placement location is available.
 - Dependent upon the complexity of the requested ad’s function (e.g., Click-Through Logo, Pop-Up Video, User-History Integration, “Smart” Ad) ensure dashboard compatibility.
 - Ensure ad function properly as requested.
3. Analytics of Ad Traffic
 - Evaluate the “cost-per-1,000” of each ad.
 - Evaluate the demographic of ad audience.
4. Premium Program Options for Institutional Members

- Develop distinguishing feature(s) for institutional members within the dashboard.
 - Assign institutional members to “featured program” spot.
 - Design “Spotlight Program” space.
5. Exportability for Advertising Houses
 - Develop tool for ACJS advertisement representative to derive contact report.
 6. Conduct Updates to ACJS Directory
 - Conduct updates to ACJS Directory based upon requests from JRDP points of contact.

There was continued discussion about concerns and benefits of this project. There was a suggestion of paying the team based on commission, and Worrall informed they are not interested in anything other than direct payment. There was a request for Worrall to negotiate a lower price for deliverable #2, as well as the reasoning for \$25,000.

TABLED: This item will be revisited once Worrall receives more information about the negotiated prices.

ACTION ITEM: Worrall to contact the University of Cincinnati team to relay Board decision to continue with project under the proposed deliverable #1, and negotiate prices for deliverables #2 and #3.

- There was discussion of the updated budget. Worrall shared that the budget is not 100% accurate as there have been issues with the accounting agency (see report). Reserves are solid, but there are concerns about the rising costs and ACJS needing to use these reserves in the future if changes are not made to the current budgets (not currently sustainable). There was discussion on the Doctoral Summit costs: changing from 3 nights to 4 nights being a \$50,000 increase (originally NIJ had presented a partnering of funding, but this funding can only be for research). There was discussion on membership dues increase, increases for job ads/ads in *ACJS Today*, rental of member list, altering Doctorial Summit funding, and added “conference use” type of fee to cover fees from union-based cities. There was a question about having outside vendors at conference – yes, but there are fees associated with this. NOTE: the next 2 annual conferences are within unionized cities, and there will be higher costs for these 2 conferences. There was discussion about the specific costs associated with annual meetings (e.g., food, electrical, internet access). Worrall presented the membership dues proposal, which is a short term solution and will need to be revisited in a few years. There was a question on the reason there is no proposed increase for institutional memberships, and Worrall explained that these members received benefits that favor ACJS so he does not want to alter at this time. There was concern raised about the unsustainability and the need for change or possibly cancelling future annual meetings. Worrall presented the bottom line that ACJS needs to “break even” each year and not use the reserves unless an emergency.

A motion to increase membership dues (\$125 regular, \$80 senior, \$60 student, \$3000* lifetime, no change in institutional memberships) was made by Diamond and seconded by Lane. The motion carried unanimously with no abstentions.

*For current members in the process of lifetime membership installment will be honored at the price they originally were quoted. This is for only new lifetime membership applicants.

ACTION ITEM: Perrin to update website with membership dues.

- There was discussion about the lack of incentive to become ACJS member because the cost of membership and annual meeting registration is more than cost of non-member annual meeting registration. There was proposal to increase non-member annual meeting registration (both regular and students) by \$25.00 beginning in 2025.

A motion to increase conference registration for all categories of non-members by \$25.00 beginning in 2025 was made by Burke and seconded by Lane. The motion carried unanimously with no abstentions.

ACTION ITEM: Perrin to update website with registration dues in 2025. Worrall to re-address registration fees at 2024 mid-year meeting.

- Worrall was presented with idea by Scott Jaques to connect ACJS members with NGO members via his entity CrimInc. Mizrahi's action items brought up here: work with the NGO's via creating a user-friendly way to use the ACJS website (or perhaps our LinkedIn account) to link ACJS researchers with NGOs looking for help with program or process evaluation research (similar to how we link employers and those on the job market). The purpose is to link/network groups with ACJS and increase ACJS visibility. The NGO's/other entities would fund criminologists for research. There was discussion about CJRA, and Worrall provided clarification that this was media only. Worrall suggested an entity that connects ACJS and NGO's, in which ACJS sells database to this entity to make these connections (i.e., sharing membership list for fee) with a portion of the revenue provided to ACJS. Mizrahi clarified that her proposal was not intended to be monetized, rather a means to share the research of ACJS members via the website with a focus on grass roots evaluation. Mizrahi proposed that this is a membership only access to ACJS membership list, whether as ACJS member or other type of approved "member." This would be similar to the Expert Directory. Perrin suggests a "forum" based webpage where people connect directly.

A motion to establish an Ad Hoc Committee to explore the idea of an NGO-ACJS matching structure was made by Burke and seconded by Diamond. The motion carried unanimously with no abstentions.

ACTION ITEM: Mizrahi to contact Perrin to establish the committee. If there will be other members, Mizrahi will work with Peguero to establish committee members.

Lunch break at 12:21pm. After the lunch break, there was a tour of the hotel space that will be used for the 2024 annual meeting. The Board meeting reconvened at 2:18pm.

A motion to enter into Executive Session was made by Mizrahi and seconded by Burke. The motion carried unanimously. The Board went into Executive Session at 2:38pm to discuss personnel action (the annual evaluation of the ACJS Executive Manager Perrin).

Perrin left the room. The Board came out of executive session at 2:41pm, with Perrin re-entering room.

Worrall announced the annual review was approved, thanked Perrin for her service, and advised a pay increase of 7%.

XII. Association Manager's Report (Perrin)

- Perrin provided an oral overview/summary of her report. She advised there have not been reported issues with submission and to date about 400 abstracts were submitted.
- She highlighted the need to move away from the current membership database, and recommends the Growth Zone. This company offers multiple combined services (e.g., website, membership database) and options that are not currently offered (e.g., autorenew of membership, including section membership). She believes, in addition to the upgraded features, this system is more modern. However, there will be a cost to migrate website to their system but the maintenance cost is same as present costs from EShow. But, there would be cost savings from eliminated EShow (because everything online would be Growth Zone only).

ACTION ITEM: Worrall and Perrin to vet a new membership database provider, such as Growth Zone, to replace the current system, YourMembership.

- Membership numbers as of today: 2140.

A motion to approve the ACJS Executive Director and Manager's report was made by Boots and seconded by Burke. The motion carried unanimously with no abstentions.

There was a question about the investments and returns. Worrall advised that the investments are conservative and doing well with decent returns

A motion to accept all submitted Committee reports was made by Mizrahi and seconded by Diamond. The motion carried with each Board member abstaining from the committee in which they serve as liaison.

XIII. Committee Reports

a. Academic Review (Joseph)

- Mizrahi offered verbal summary of report.
- There was discussion on the list of programs that received ACJS Certification and are within the ten years of that review as *Academy of Criminal Justice Sciences Endorsed Programs*.

A motion to approve this list ACJS Certification and are within the ten years of that review as *Academy of Criminal Justice Sciences Endorsed Programs* was made by Burek and seconded by Diamond. The motion carried unanimously with Mizrahi abstaining.

- There was discussion about requiring all ARC members to attend the reviewer training as part of serving on this committee. A suggestion was made that the ARC submit policy change language for Board to review

ACTION ITEM: Mizrahi to inform ARC chair that the ARC needs to submit policy change language for the Board to review regarding all committee members attending the reviewer training in order for the Board to consider such changes.

b. Affirmative Action (Lucas)

- There was discussion on the committee's request that the Board consider offering student memberships to the two winners of the Affirmative Action awards.

ACTION ITEM: Delaney to inform Lucas that this was previously approved by the Board and Perrin provides the awardees with 1-year free memberships.

- There was discussion on the committee's request that the Board begin the conversation about a student award for minoritized identities/populations. (This award may be housed under this committee or one of the many ACJS committees). The Board discussed the possible meaning of this request.

ACTION ITEM: Delaney to inform Lucas that the Affirmative Action Committee submit policy change language for Board to review regarding this proposed award and to provide a justification for how this new award is different from other awards offered through Affirmative Action. The Board would like information on how the committee has elevated current awards.

c. Assessment (Dodson)

- Stogner provided verbal summary.
- There was discussion on the committee's request that the Board help secure resources for creating the interactive assessment videos for 2025. There was a concern that this request is vague. There was discussion about how Dodson was informed previously that the Assessment Committee was responsible for securing these resources, not the Board.

ACTION ITEM: Stogner to advise the committee to seek out institutional resources to assist with creating these videos.

- There was discussion on the committee's request that the Board locate funding/sponsorship for the ACJS Pre-Conference Workshops for 2025. There was discussion about how Dodson was informed previously that the Assessment Committee was responsible for securing funding if desired.

ACTION ITEM: Stogner to advise the committee that this issue was discussed previously by the Board and the Board empowers the committee to seek out funding sources for the workshop if they have expenses.

d. Awards (Armstrong)

- Lane advised the deadlines for awards have not occurred yet.

e. Budget, Finance, and Audit (Mizrahi) ***not reported at Mid-Year Board Meeting**

f. Committee on National Criminal Justice Month (Gover)

g. **Constitution and By-Laws (Miller) – no report provided**

h. Doctoral Summit (Pfeifer)

i. Ethics, Equity, and Professional Conduct (May)

- Peguero thanked everyone who has worked on the changes and commitment to this project over the years.
- Boots thanked May for his work on this committee.
- Boots provided verbal summary of report, particularly the anti-discrimination committee becoming a sub-committee of Ethics Committee.
- There was discussion on the committee's request that the Board revise the ACJS Code of Ethics (as highlighted in report). She highlighted the need for policy changes, which were approved by ACJS attorney (all highlighted in yellow). There was a question about the time frames for responses, and Boots advised the time frames are to afford due process in a speedy manner (as advised by ACJS attorney). There was a question about "public reprimand," and Boots advised this would be a decision made in conjunction with the ACJS attorney about how to advise the membership (e.g., posted on website, email to membership). There was a question about ACJS "first vice president with most seniority" wording under the Ad Hoc committee for conflict of interest cases (p.144 Section E 5th line), and Boots stated this language may inaccurate.

A motion to approve the proposed revisions to the ACJS Code of Ethics presented by the committee, with the wording that the "immediate past president of the current President's choosing" to replace the "first vice president with most seniority" wording, was made by Diamond and seconded by Bratina. The motion carried with Bing, Boots, and Mizrahi abstaining.

ACTION ITEM: Worrall to make changes to the policy manual replacing the portions highlighted in yellow: **CHANGES TO ETHICS CODE** are provided in Appendix A at the end of these minutes.

j. Employment Exchange (Lee)

- Burek provided verbal summary.
- There was discussion on the Board supporting the Employment Exchange's workshop (Dr. Henry) by offering an incentive, such as waiving registration fee waiver for the speaker.

ACTION ITEM: Burek to advise Lee and committee that the Board discuss this consideration and is unable to offer an incentive at this time.

- There was discussion on having the Employment Exchange offer the sole session for a workshop for academic position employment, partnering with the Doctoral Summit.

ACTION ITEM: Burek to advise Lee and committee to draft policy language for Board to consider potential policy changes that benefit entire membership. She will advise Lee that the Doctoral Summit is limited to those participants only, and this Summit has separate programming from the main conference. She will express gratitude for Lee's enthusiasm and initiative expanding the Employment Exchange session for the general membership. She will advise Lee that the

committee can create a flyer that promotes Employment Exchanges offering at the annual meeting and to send that flyer to Perrin.

k. Membership (Dmello)

- There was discussion on the Committee's request for the Board to waive membership fees for all graduate students for 1-year membership. This includes changing language in the policy to read "*graduate* student" rather than doctoral student. Perrin advised that graduate students already receive a 1-year free membership if they send evidence of being a graduate student.

ACTION ITEM: Bratina to inform Dmello that free membership is available to graduate students and this option will be updated on the website (according to Perrin). She will also advise that the committee needs to submit the proposed language for the policy, including the exact policy(ies) - 200.04.

ACTION ITEM: Perrin to update ACJS website to change Doctoral student to graduate student for 1-year complementary membership.

- There was discussion about offering members "tokens of appreciation." This was discussed at the annual meeting March 2023, in which members receive these tokens (e.g., a "gift" with registration and free food at receptions [which does not occur at most other conferences]), and this request was discussed last year under the previous Membership Committee chair. This is a repeat request from the committee. Board consensus that the issue will not be further explored at this time.
- There was discussion on the Committee's request for the Board to grant the committee permission to develop and deploy a survey to the various ACJS Stakeholders about what they would like to see in terms of content for the YouTube channel and how they envision using the channel to further their work for the Academy. There was a suggestion that because there are already 2 membership surveys being conducted over the next year that perhaps there might be some other means be used to gather the desired information. There was discussion about the Board needing to approve the survey, so the committee needs to send along a draft before it can be disseminated. This will take time, so the Board will review for the annual meeting and this then should not interfere with the other surveys being sent to the membership.

ACTION ITEM: Bratina to advise Dmello to submit a draft survey for Board approval at the annual meeting.

l. Nominations and Elections (Paquette Boots) ***See Immediate Past President's Report**

m. **Public Policy (Mitchell) – no report submitted**

n. Student Affairs (Taylor)

- Hseih provided verbal summary of report. Mizrahi, as member of this committee, provided clarification that the committee will develop language

about a “student” link on website to send to Perrin, and Perrin advised that the committee has been in communications with her numerous times in the past but have not provided her with the language to post on website. Boots advised that presidential events were highlighted in her program, which the committee can advise students. There was discussion about not having a mechanism to know exact interests of all students. There was discussion about the committee needing to highlight events that may potentially interest students.

- o. Teller’s Committee (Paquette Boots) ***Not reported until after Mid-Year.**
- p. Ad Hoc: Sage Professional Development Workshop (Rennison)
- q. Ad Hoc: NGO Representative to United Nations and Alternate NGO Representative (Reichel)
 - Bratina provided verbal summary.
- r. Ad Hoc: Mentoring Program (Mizrahi)
 - Mizrahi provided verbal summary of the report.
 - There was discussion on the upcoming application cycle (Fall 2023) including all goals or focusing only on goals 1 and 3 again.
Goals:
 - 1.To mentor new assistant professors just entering the tenure track or graduates entering the market.
 - 2.To mentor mid-level professors looking to move into roles as full professors or administrators (department chairs and above).
 - 3.To mentor recent doctoral and masters graduates looking to serve as practitioners across the criminal justice system.
 - 4.To mentor “pracademics” looking to balance their roles in academia and practice or move into full-time academic work.
 - There was discussion on making this committee a standing committee: ACJS Mentoring Committee and accompanying revisions to Constitution and By-Laws to support the ACJS Mentoring Committee as a standing committee (Article VIII.) and placing on the ballot for the 2024 election to be presented to the membership for a vote. All other action items related to this issue were tabled pending the vote on the constitutional change. She provided justification for the proposed policy.

A motion to present the revisions to Constitution that support the ACJS Mentoring Committee as a standing committee to the membership for a vote (thus placing this item on the ballot for the 2024 election) was made by Burke and seconded by Diamond. The motion carried unanimously with Mizrahi abstaining. The motion carried unanimously with Mizrahi abstaining.

ACTION ITEM: Worrall to draft proposed changes to the Constitution and Bylaws, support the ACJS Mentoring Committee as a standing committee, and send to Perrin.

ACTION ITEM: Perrin to place item on 2024 ballot.

A motion to approve all submitted Committee section reports was made by Bratina Diamond and seconded by Hsieh. The motion carried unanimously with each Board member abstaining from approving the report from which they serve a liaison.

A motion to accept all Region Reports was made by Boots and seconded by Mizrahi. The motion carried with each Regional Trustee abstaining from their respective report.

XIV. Region Reports

a. REGION 1 - Northeastern (Bratina)

- Bratina informed the annual meeting will be June 4-8, 2024 in Gettysburg, PA.

b. REGION 2 - Southern (Stogner)

- Stogner informed the annual meeting will be September 11, 2024- in Greenville, SC.

c. REGION 3 - Midwest (Hsieh)

- Hsieh informed that upcoming meeting locations are currently being explored (to cover the next couple years), as members have expressed a desire to alter the location of their meeting.

d. REGION 4 - Southwest (Diamond)

- Diamond informed that the annual meeting will occur in Fort Worth, Tx for the next 3 years.

e. REGION 5 - Western (Burke)

- Burke informed that the annual meeting in 2024 will be held in Spokane, WA, and then in Reno, LV in 2025.

A motion to approve all Region reports was made by Bing and seconded by Burek. The motion carried unanimously with each Regional Trustee abstaining from their respective report.

A motion to accept all submitted Section reports was made by Boots and seconded by Daigle. The motion carried unanimously.

XV. Section Reports

a. Community College (Utecht)

b. Corrections (Wood)

c. Critical Criminal Justice (DeKeseredy)

d. Law and Public Policy (Garrison)

e. International (Schumann)

- There was discussion about the Section's request to increase membership dues for the Section from \$20 to \$35 for regular members (no increase for student dues).

A motion to approve increase in IS membership dues to \$35 annually was made by Bratina and seconded by Hseih. The motion carried unanimously with Hseih, Bratina, Delaney, and Mizrahi abstaining.

ACTION ITEM: Perrin to inform International Section chair that they may increase regular members annual dues to \$35.

f. Juvenile Justice and Delinquency (Meyer)

g. Minorities and Women (McGee-Cobbs)

h. Police (James)

- There was discussion about the Section's proposal for a Policing Section lifetime membership. There was a question about accounting issues for this request, and concern was expressed that the section will lose revenue. There was concern about the logistics for documenting lifetime members over time.
 - A motion to approve the policing section lifetime memberships was made by Boots and seconded by Bratina. The motion failed unanimously with Delaney abstaining.

ACTION ITEM: Perrin to inform the Policing Section chair that the Board voted against a lifetime membership for the section over concerns for the potential of the section to lose annual revenues.

- There was discussion about the 4 new awards proposed by the Section:
 - Emerging Police Pracademic Excellence Award
 - Emerging Policing Scholar Achievement Award
 - Promising Student in Policing Award
 - Best Policing Book of the Year Award

There was concern raised that same person could receive two awards within the same year. There was concern raised about whether or not the Pracademic Excellence Award is different from ACJS practitioner award, but clarification indicated it would be different because it was for police only (as opposed to any practitioner). There was a concern raised about this creating more work for Perrin, and that the Section does not always grant current awards annually. There was a concern raised about multiple ABD awards. There was a concern raised about the listing of a "calendar year" for the book award without details of what constitutes a calendar year. There was a concern raised about conflicting language on the eligibility for book award – the award information states the book must be published within the calendar year and also states the author needs to provide a comprehensive summary

if the book is not published yet. There was a concern raised about the book needing to be about policing and also the book can be about any justice-related topic. A point was made that the due dates are not included with each award. There was concern that the award descriptions do not provide information on what the awardee receives. There was a concern raised about award eligibility – are letters of recommendation needed for each award. There was a concern raised about how nominations would occur: self-nomination vs external nominations. The overall consensus of the Board is that the section needs to redraft the policies for these awards and re-present the criteria based on several areas, as outlined below:

- provide justification on the reason the section wants two student awards (ABD) as opposed to offering one student award only.
- Provide specific details regarding a “Calendar year,” such as defining the time frame.
- Provide clarification about whether or not the book needs to be published or not (and change the language to match).
- Provide clarification about whether or not the book needs to be about policing (and change the language to match).
- Provide the due dates for each award.
- Provide information about what the awardees will receive (e.g., plaque, monies)
- Provide clarification about whether or not letters of recommendation are needed for each award.
- Provide clarification about how nominations will occur: self-nomination vs external nominations.

Further, the consensus of the Board was that the section strongly considers whether or not the section needs to add four new awards at this time.

ACTION ITEM: Peguero to inform the section chair that the section needs to clarify wording on all 4 proposed awards, as outlined above in bullet points.

- i. Restorative and Community Justice (Trombley)
- j. Security and Crime Prevention (Greenberg)
- k. Victimology (Miller)
- l. Teaching, Learning, and Scholarship (Wong)
- m. Drugs and Alcohol Research (Maggard)

A motion to approve all Section reports was made by Diamond and seconded by Mizrahi. The motion carried unanimously.

A motion to accept all Editor reports was made by Diamond and seconded by Mizrahi. The motion carried unanimously.

XVI. Editor Reports

a. ACJS Today (Powers)

b. Justice Quarterly (Krohn, Fox)

- There was a concern that the dates in the submitted report are not accurate, and the statistics may not be updated. There was concern that special issue editor Lane is still listed (she was not a special editor) and needs to be updated. The Board notes that this is the second report submitted as incorrect within the past year and requests that the editorial board carefully review the report before submitting.

ACTION ITEM: Worrall will inform the *JQ* editors that the report needs to be revised for accuracy then submit the revised report for Board approval. Worrall will advise the Editors that the Board requests the Editors carefully review reports prior to submission to the Board to ensure accuracy, as this is second report submitted within the past year to contain inaccuracies. Worrall to request that the Editors submit the revised report to President Peguro.

ACTION ITEM: Peguero will circulate the revised *JQ* report electronically to the Board upon receipt, and establish a Board vote on this revised report at that time.

c. Journal of Criminal Justice Education (new editor Marcum; outgoing editor Gabbidon)

d. Justice Evaluation Journal (new editor Unnithan; outgoing editor Wood)

e. Taylor and Francis (Fernholz)

A motion to approve the editors reports, except *JQ*, was made by Burke and seconded Diamond. The motion carried unanimously.

XVII. Old Business

- The following items were discussed previously in this meeting and do not need to be addressed as old business:
 - Presidential award for Payne and Joseph.
 - Student representation on National Criminal Justice Month, Membership, and Student Affairs committees.
 - Update on the new Ethics sub-section, Anti-Discrimination and Harassment Policy subcommittee.

- There was discussion about whether or not to continue with the “60 for 60” program. Boots explained the history of this program as an incentive for students to attend the annual meeting: sponsoring 60 students to attend conference with registration fees – the financial support provided by the sections and private donors. Boots intended this as a first time offering and does not believe the program fared well (there were not 60 students who attended through this program. There was consensus among the Board that this program will be discontinued at this time and this type of program was at the discretion of the sitting president. Kim may address this program during her presidency if she wishes. No further action at this time.
- There was discussion about the Ad Hoc Committee’s recommendation to not offer an ACJS member author book showcase. The committee made 2 recommendations:
 - Set aside one afternoon at the annual meeting where ACJS members can display and promote their books (which would have to be vetted and approved by either the president or the chair of the Author Meets Critics section) at tables set up in the hallway outside one of the ballrooms (or perhaps outside the book exhibit). It might be advertised as something like “Showcasing Academic Books by ACJS Authors.” No fees would be required to participate. If it is successful, the Board could consider ramping up the following year.
 - add a page to the ACJS website where ACJS authors could provide information about books published since the previous annual meeting. The page could include subject links that generally match the topics in the call for proposals for the annual meeting. Authors could post their name, school affiliation, a brief description of the book, and a link to the publisher’s webpage for the book. The information could remain on the website for a designated period of time (perhaps until the next annual meeting).

There was discussion on how to incorporate the first recommendation: times slots with authors rotating use of the table, or placing books on table near the registration area where staff members are located with caveat that authors are placing books at their own risk of loss. Concerns were expressed that publishers may become upset if books are located in 2 different places: the exhibit hall and an authors’ table. There were concerns about the location of the books on the table being moved around to place specific books in the front. Perrin advised against this table, as this was additional work for the registration staff, and this type of distraction may interfere with registration. There was a suggestion of a physical display for books, which was addressed as an issue of purchasing and physically handling this display (e.g., moving around, storage). There was discussion of authors finding other means in which to display books (e.g., through section websites, through region websites). There was a suggestion for incoming presidents to consider charging the sections with, and suggesting to regional leadership, how to better promote ACJS members books. The consensus of the Board was that this needs to be at the discretion of the current president. No further action at this time.

- There was discussion about whether or not to continue the room-share board for graduate students and faculty to find roommates for the conference. The Board acknowledged that many conference attendees are faced with travel restrictions and limited funding for travel. Perrin reported this “board” was not well used last year. The consensus of the Board was that this program be discontinued at this time and can be readdressed in the future as needed. No further action at this time.

XVIII. New Business

- There was discussion about the lack of clear action items in many reports for this mid-year meeting. A suggestion was made for templates to be provided to Committees, Sections, and Editors that demonstrate how to compose reports for the Board. There was a suggestion that a copy of these templates be placed in the legacy documents. There was concern about rigidity if templates are strictly enforced, with the point made that there needs to be flexibility in how to compose reports. There was a suggestion to have Perrin add wording to her email calling for reports about the need for action items to be placed in report with clear language in bold and highlighted, otherwise any issue not appropriately labeled and highlighted will not be addressed by the Board as an action item. Perrin advised that she reads reports and pulls out these items from reports to add to the agenda the best she can, and uses her discretion in terms of what is placed on the agenda (depending on, for example, items that have been addressed previously or items that do not need Board approval). There was a consensus that each Board member will advise the chair of the Committee in which they serve as liaison of the expectations for the format of their committee reports. Burek and Diamond volunteered to draft report templates for the Board to review.

ACTION ITEM: Burek and Diamond will draft templates for each type of report and present to the Board for review and possible approval.

ACTION ITEM: Worrall to draft policy language for what information needs to be included in editor reports.

XIX. Adjourn

- A motion to adjourn was made by Boots and seconded by Bratina. The motion carried unanimously. Meeting adjourned at 5:18pm CST.

Appendix A.
Changes to ACJS Policy 306.01

Under **ACJS Policy 306.01, A. COMPOSITION OF THE EEPCC**

Add the below highlighted wording:

7. Within the ACJS Ethics committee, there will be an Anti-Discrimination and Harassment Policy (ADHP) subcommittee. This subcommittee will consist of five (5) members- the Immediate Past President, the chair of the EEPCC Committee, and 3 additional EEPCC members chosen by the committee at its first meeting each year. The Anti-Discrimination and Harassment subcommittee (ADHS) is charged with addressing complaints of discrimination, harassment, and/or associated retaliation caused by members of ACJS during their professional capacity in the association and at sponsored events. ADHS subcommittee activities include the investigation and adjudication of complaints and counter-complaints made by: 1) ACJS conference participants regarding the conduct of other conference participants; and 2) complaints about the volunteers or leaders in ACJS (including association journal editors, staff and editorial board members; i.e., *Justice Quarterly*, *Journal of Criminal Justice Education*, and *Justice Evaluation Journal*) who are operating in their professional capacities

Under **ACJS Policy 306.01, B. COMMITTEE MANDATE, 2. The EEPCC shall.....**

Replace the current lettering with the below highlighted lettering and language:

(a) Take No Action.

(b) Private Reprimand. In cases where there has been an ethics violation but the violation did not cause serious personal and/or professional harm, an educative letter concerning the violation, including any stipulated conditions of redress, may be sent to the subject of the complaint. Failure to comply with stipulated conditions of redress in a reprimand may result in the imposition of a more severe sanction.

(c) Denial of Privileges. The EEPCC may determine that a subject of a complaint shall be denied one or more of the privileges of ACJS membership and/or the opportunity to participate in ACJS activities.

(d) Public Reprimand. Where the EEPCC determines that the seriousness of the violation warrants a stronger response, it may direct that a copy of the letter of reprimand be made public in an appropriate manner.

(e) Termination of Membership. In cases where there has been an ethics violation and the violation caused serious personal and/or professional harm, the ACJS membership of the subject of the complaint may be terminated. The eligibility to reinstate membership at the expiration of a period to be determined by the EEPCC may be automatic or may be conditioned on a future determination by EEPCC that eligibility is appropriate

Under **ACJS Policy 306.01, B. COMMITTEE MANDATE**

Add the following highlighted language into a new section after the current #2:

3. Although the EEPCC will investigate complaints related to participation at the ACJS conference and ACJS-related activities, it does not investigate complaints about criminologists and criminal justice practitioners that do not involve the ACJS nor does it

consider complaints about editorial decisions of ACJS journals unless the complaint involves behaviors covered elsewhere in the ACJS Code of Ethics.

Under **ACJS Policy 306.01, C. OPERATING PROCEDURES**

Replace the current #4. (To be considered...) section with the following highlighted language:

4. The EEPCC will not consider disputes being litigated, as exhibited by an initial complaint filed in court or a charge filed with an administrative agency. EEPCC will also not consider disputes that are currently being reviewed by another professional body. EEPCC will also not look at any complaints currently under consideration/investigation by the relevant party's university, institution, and/or organization. If timely, parties to a dispute are free to bring their allegations to the EEPCC after a dispute has been litigated or after a professional body has rendered its decision.

Add the following highlighted language after the section 4. above:

5. A complaint may not be accepted or initiated if it is received more than 24 months after the alleged conduct either occurred or was discovered, except as set forth below. A complaint received after the 24-month time limit set forth in this paragraph may be accepted only if the entire EEPCC determines that there is good cause for the complaint not to have been filed within the 24-month time limit.

Continue the numbering of the policy with the former 5. becoming 6. and continuing this numbering through end (with former 7. becoming 8.).

Under **ACJS Policy 306.01, C. OPERATING PROCEDURES**

Add the following highlighted language to the section at the end of the policy, becoming the new #9.:

9. Investigation of Grievances by the Anti-Discrimination and Harassment Policy Subcommittee (ADHS)

- a. *Investigation.* In cases of alleged discrimination, harassment, and/or associated retaliation, the ADHS subcommittee will conduct an appropriate investigation, which includes interviewing both/all parties and any witnesses to the incident identified by either party, as well as reviewing relevant documentation. If the respondent to a complaint is a staff member, officer, or member of the ACJS journal editorial staff, the ADHS subcommittee may recommend at this time that the respondent be temporarily relieved from their ACJS responsibilities directly related to the allegations for the duration of the investigation. This recommendation by the ADHS subcommittee must be unanimous and may be appealed by the respondent according to the procedures outlined in Section 8 below.
- b. *Report.* Upon completion of the investigation, the ADHS subcommittee will write a brief preliminary report stating whether it finds that the respondent violated ACJS policies and the recommended actions, if any. The ADHS subcommittee will provide the respondent and complainant with 15 business days to respond to the preliminary report and recommended actions in writing

prior to issuing a final report and imposing any applicable actions.

If after receiving a respondent's and complainant's responses to the preliminary report, the decision of the ADHS subcommittee has changed, a second preliminary report will be issued within 15 business days giving respondent and complainant a second opportunity to provide a response within 15 business days.

After reviewing the respondent's and complainant's responses, the ADHS subcommittee will draft a written summary of its final decision and any recommended actions for presentation to the full EEPCC under adoption by majority vote of the ADHS subcommittee.

c. Final Decision. An EEPCC meeting will be held to vote on the ADHS subcommittee's decisions and recommendations. The EEPCC will vote: to adopt the ADHS subcommittee's decision and recommendations in full; to reject both the ADHS subcommittee's decision and recommendations; or to adopt the ADHS subcommittee's decision but change the action(s) to be implemented. If the EEPCC votes to accept the ADHS subcommittee's decision, but changes the action(s), the EEPCC must specify what action(s) will be implemented and the reasons supporting the change. All votes taken on these matters will be by a majority. The final decision will be sent in a final report to the respondent and complainant within 3 business days of the EEPCC meeting. If the EEPCC requires more time to make its final decision, both the respondent and complainant will be notified every 15 business days. The entire process, from submitting a complaint to receiving a final report, may take as long as 5-6 months.

d. Actions. When a complaint is found to have merit, the respondent may be subject to one or more of the following actions:

(a) Take No Action.

(b) Private Reprimand. In cases where there has been an ethics violation but the violation did not cause serious personal and/or professional harm, an educative letter concerning the violation, including any stipulated conditions of redress, may be sent to the subject of the complaint. Failure to comply with stipulated conditions of redress in a reprimand may result in the imposition of a more severe sanction.

(c) Denial of Privileges. The EEPCC may determine that a subject of a complaint shall be denied one or more of the privileges of ACJS membership and/or the opportunity to participate in ACJS activities.

(d) Public Reprimand. Where the EEPCC determines that the seriousness of the violation warrants a stronger response, it may direct that a copy of the letter of reprimand be made public in an appropriate manner.

(e) Termination of Membership. In cases where there has been an ethics violation and the violation caused serious personal and/or professional harm, the ACJS membership of the subject of the complaint may be terminated. The eligibility to reinstate membership at the expiration of a period to be determined by the EEPCC may be automatic or may be conditioned on a future determination by EEPCC that eligibility is appropriate

e. Appeals. Should either party wish to appeal the final decisions and/or any committee-imposed actions in the final report, an ad-hoc appeals committee will be comprised of the Executive Board of ACJS and the Chair of the EEEPC (as an ex-officio member for information purposes). Any party who is involved in the dispute or closely related to a party involved in the dispute would be recused and replaced by an ACJS immediate past president of the current President's choosing. All appeals must be made in writing within 15 business days of the final report being sent to respondent and complainant. A copy of the appeal request will be shared with the other party, and that party will have 15 business days to submit a response, should they decide to do so. The ad-hoc committee will not re-investigate the complaint, but will review the ADHS subcommittee's reports, appeal, and response, if available. All decision of the ad-hoc appeals committee are final and should be made and conveyed to both the complainant(s) and respondent(s) within 15 business days.

NOTE: the red, unhighlighted wording above is part of the section. It is differentiated as delineated in the minutes – a change made by the Executive Board from the original proposals made by the Ethics Committee.