

ACSD Annual Business Meeting

Bethel University

June 4, 2014

Agenda

Welcome	Kris Hansen-Kieffer, President
Opening Prayer	Meleca Consultado, New Professional
Approval of Minutes from June 2013 Annual Meeting	Kris Hansen-Kieffer, President
Executive Director presentation	Kris Hansen-Kieffer, President
Professional Development Highlights	Kimberly Thornbury, Professional Development Chair
Scholarship Report	Steve Ivester, Scholarship Chair
Membership Report	Marie Wisner, Membership Chair
Collaborative Report	Andrea Ide, Administrative Chair
Diversity Highlights	Daryl Hawkins, Diversity Chair
Budget Highlights	Andre Broquard, Finance Chair

Annual Meeting Packet Contents

Agenda

ACSD Leadership

- Executive Committee
- Diversity Leadership Team
- Collaborative Leaders
- Scholarship Team
- New Professionals' Retreat Leaders
- Mid Professionals' Retreat Leaders
- Finance Team
- Professional Development Team

Minutes from 2013 Annual Business Meeting

Publications Report

Professional Development Report

Membership Report

2013-14 Year to Date Financial Report

2014-15 Approved Budget

Executive Director Job Description

Webmaster Job Description

2014-2015 ACSD Executive Committee

President

Kris Hansen-Kieffer
Messiah College
One College Ave.
Grantham, PA 10727
Phone: (717) 796-5234
khansen@messiah.edu

Administrative Chair

Andrea Ide
Trinity Lutheran College
2802 Wetmore Ave
Everett, WA 98201
Phone: (425)249-4723
andrea.ide@tlc.edu

Membership Chair (outgoing)

Marie Wisner
Bethel University
3900 Bethel Drive
St. Paul, MN 55112
Phone: (651) 638-6300
m-wisner@bethel.edu

Professional Development Chair

Kimberly Thornbury
The King's College
56 Broadway
New York, NY 10004
Phone: (212) 659-7209
kthornbury@tkc.edu

Business Chair

Andre Broquard
John Brown University
2000 West University Street
Siloam Springs, AR 72761
Phone: (479)524-7229
abroquard@jbu.edu

Scholarship Chair

Steve Ivester
Wheaton College
501 College Avenue
Wheaton, IL 60187
Phone: (630) 752-5088
stephen.b.ivester@wheaton.edu

President-Elect

Ron Coffey
Huntington University
2303 College Avenue
Huntington, IN 46750
Phone: (260)359-4029
rcoffey@huntington.edu

Diversity Chair

Daryl Hawkins
Eastern University
1300 Eagle Road
St. Davids, PA 11087
Phone: (610) 341-5823
dhawkins@eastern.edu

Diversity Leadership Team

Jamica Love
Northeastern University

Bruce Morgan
Bryan College
morganbr@bryan.edu

Amy Van Der Werf
University of Northwestern

Collaborative Leaders

New Professionals

<https://www.facebook.com/groups/ACSDnewprofessionals>

Jonathan Yorkowitz
Fresno Pacific University
jonathan.yorkowitz@fresno.edu

Multicultural Interests

<https://www.facebook.com/groups/ACSDmulticulturalcollaborative>

Jesse Brown
Huntington University
jbrown@huntington.edu

Carlton Mitchell
LeTourneau University
carltonmitchell@letu.edu

First Year Experience and Orientation

<https://www.facebook.com/groups/647750425273462/>

Lynn Reinhold
Fresno Pacific University
lynn.reinhold@fresno.edu

Housing and Residence Life

<https://www.facebook.com/groups/ACSDHousingandReslife>

Leadership open

Student Leadership Development

<https://www.facebook.com/groups/ACSDstudentleadershipcollaborative>

Andy Hall
Northwest University
andy.hall@northwestu.edu

Scholarship Team

Monograph Editor

Todd Ream
Taylor University
toream@taylor.edu

ACSD Ideas Editor

Drew Moser
Taylor University
drmoser@taylor.edu

Growth Editors

Skip Trudeau
Taylor University
sktrudeau@taylor.edu

Tim Herrmann
Taylor University
tmherrmann@taylor.edu

New Professionals' Retreat Leadership 2014

Chair

Chris Confer
John Brown University
cconfer@jbu.edu

Amy Van DerWerf
University of Northwestern

Cathy Weatherspoon
Taylor University

Rob Thompson
Indian Wesleyan University
rob.thompson@indwes.edu

Steve Austin
Taylor University
staustin@taylor.edu

Neil Best
Geneva University
nabest@geneva.edu

Mid Professionals' Retreat Leadership 2014

Damon Seacott
Spring Arbor University

Pam Jones
CCCU

Betty Overton
University of Michigan

John Witte
Calvin College

Finance Team

Chris Confer
John Brown University
cconfer@jbu.edu

Daniel Clapp
Westmont College
dclapp@westmont.edu

Paul Blezien
William Jessup University
pblezien@jessup.edu

Tim Arens
Moody Bible Institute
timothy.arens@moody.edu

Professional Development Team

Chris Confer
John Brown University

Damon Seacott
Spring Arbor University

Jonathan Yorkowitz
Fresno Pacific University

Neil Best
Geneva College

Drew Moser
Taylor University

ACSD Business Meeting
June 5, 2013
Northwest Nazarene University
Nampa, ID

Becca Rhodes, Fresno Pacific University, opened the meeting in prayer.

Steve Beers welcomed members and introduced the idea that ACSD is more than just a great conference.

Steve Ivester and Nathan Freeburg introduced the new website.

Steve Beers introduced and thanked the leadership teams, shared about how ACSD is looking to collaborate with CCCU and CACSD, the new initiative to invite new members from non-faith based institutions, reminded association of the research possibilities as well as the vision and values of the association.

Tim Arens (Moody) **motioned** to approve the minutes from last year. Seconded. Motion passed.

Motion to change the mission statement to: "To equip and challenge members to infuse their Christian faith into student development practice and scholarship." No discussion. Motion passed.

Motion to change Executive Committee titles: "Vice President to Professional Development Chair; Secretary to Administrative Chair; Treasurer to Business Chair; Publications and Media Chair to Scholarship Chair" No Discussion. Motion passed.

Motion to add Diversity Chair to Executive Committee. Leah Folsom, Bethel U, asked if the other Exec Committee members have a team. Motion passed.

Motion to change the succession procedure for the President: "The President-Elect shall assume the office of the president in the event the presidency is vacated before the end of their term." Eric Beda, Spring Arbor: "what was the original intent of the vice-president and the president elect? Tim Arens, Moody, added historical perspective: 15 years ago, when the president-elect position was added, they should have made this revision.

A friendly amendment: Change "their term" to "her or his term." Motion passed.

Proposed a vote of confidence to make Daryl Hawkins the Diversity Chair for one year. **Motioned** by Edee Schulz, Bethel. Seconded by Jesse Brown, Huntington. Motion passed.

Marie Wisner gave a report on the ACSD membership and the initiatives to increase membership from non-faith based institutions as well as members of color. Membership year runs from September 1 – August 31. Marie gave thanks for those who have participated on the membership strategy team.

Vern Wesley gave a financial update and introduced the approved budget for next fiscal year, noting the decreased budget due to decreased membership.

Steve Beers closed the meeting by thanking the NNU team, Vern Wesley, and Martha Smith for their hard work and service. Kris Hansen-Kieffer thanked Steve Beers for his service as president.

Edee Schulze introduced the 2014 ACSD conference at Bethel University.

Respectfully Submitted,
Andrea Ide
Administrative Chair
June 2014

ACSD Scholarship Report

1) Website – Leveraging resources

The enhanced website has helped us facilitate a more engaging and resourceful resource for our membership. At present, there is no customized mobile site developed and we are prioritizing the creation of one next year. We are grateful to Nathan Freeburg, ACSD Webmaster, for his work in the ongoing maintenance of our website; however, he will be stepping down from this role at the end of August. Anyone interested in considering serving as our Webmaster may contact Steve Ivester (steve.ivester@wheaton.edu) to discuss the executive committee's application process.

2) Publications – Advancing scholarship and learning

Many of our members contributed to various research efforts this year and published both in the *Growth* Journal as well as *ACSD Ideas*. We are deeply grateful for their work and commitment to advance the integration of truth, day-to-day experiences, and the discipline of student development theory for the sake of our development and learning as members.

Growth - It is a pleasure to work with such quality and dedicated editors of our publications. We'd like to express our appreciation to Drs. Skip Trudeau and Tim Hermann, editors of *Growth* for their faithful work and service to ACSD this past year.

ACSD Ideas – Our online digest of issues and trends is being developed by editor, Dr. Drew Mosier, Associate Dean at Taylor University. He is currently working with a team that will review submissions and upload new articles online.

Monograph Series –The next issue of the monograph will be "A Faith for the Generations", to be distributed at the 2015 conference in Chicago. The issue will focus on nine articles that include an interview with Christian Smith from Notre Dame about his ongoing research concerning young adults and spirituality, articles by Vern Bengtson from USC and Holly Allen from Lipscomb about their research concerning faith persistence across generational lines and the role the collegiate experience plays. The additional six articles will come from an open submission process. We'd like to express our appreciation to Dr. Todd Ream, editor, for his leadership this year.

3) Research Grants – Advancing scholarship and learning

These five members received research grants for these topics:

Emily Allen – Influence of familial relationships and culture on identity development of first-generation college students

Shaira Brock – Experiences of White administrators at faith based institutions of higher education within the United States who have a demonstrated commitment to social justice

Kimberly Ladd – Serving first year students that are undecided in their major

through a first year experience course

Mike Lastoria – Experiences of Christian sexual minorities who attend and then matriculate through Christian colleges and universities and examining campus climate, student/alumni attitudes toward sexuality and sexual behavior, religiosity, and sexual interests and experiences.

Eric McIntosh – Exploring the role of student spirituality in relation to success among students of color.

4) Benchmarking Data – Advancing scholarship and learning

ACSD invited Residence Life Professionals to participate in a “Residence Life/Housing Survey.” Developed by Steve Ivester (Dean for Student Engagement, Wheaton College and Scholarship Chair, ACSD), Scott Barrett (Residence Director, Wheaton College), and Jonathan Bert (Student Affairs Intern and graduate student, Messiah College), this survey collected data from 46 of our member institutions. The data was sought to allow for meaningful comparisons amongst our programs. An executive summary of all data will be available to ACSD members on the ACSD website later this summer.

Respectfully submitted,
Steve Ivester
Scholarship Chair
June 2014

Professional Development Report

As of May 30, 2014

JOB POSTINGS

Submitted Year to date submitted

June	16	16
July	9	25
August	1	26
September	3	29
October	1	30
November	2	32
December	8	40
January	35	75
February	20	95
March	30	125
April	15	140
May	35	175

CANDIDATES POSTING

RESUMES

Submitted Year to date submitted

June (2012)	3	3
July	0	3
August	1	4
September	0	4
October	0	4
November	0	4
December	2	6
January (2013)	2	8
February	4	12
March	3	15
April	4	19
May	5	24

	2014	2013	2012	2011	2010*	2009	2008	2007	2006
Totals:									
Positions Posted Career Center:	175	136	155	168	111	122	128	147	159
Candidates Posted Career Center:	24	2	28	39	36	33	55	34	43

*2009-2010 reports from Sept - May
Previous reports ran from June - May

Professional Development Opportunities

This year, ACSD launched additional professional development opportunities to our members.

E.P.I.C. Journey student conduct model webinar

September 17

Back by popular demand after this model was presented at ACSD, this session was led by Stu Cleek, Associate Dean for Residence Life and Lyndsay Grimm, Special Assistant to the Dean, Westmont College. 80 people registered for this free, 75 minute webinar.

One day assessment conference

October 11

Wheaton College

This hands on assessment conference was led by Dr. Kris Hansen-Kieffer, ACSD President and Vice-Provost, Messiah College and Amy VanDerWerf, Director of Residence Life, Messiah College.

Over 20 were in attendance.

ACSD New Professionals Webinar: “Scholarship in Student Development: Getting Started”

November 22

Drew Moser and Skip Trudeau led this webinar. 7 participants from across the country (New York, South Carolina, Minnesota, etc.) participated.

A Student Death on Campus: What student life professionals need to know before a tragedy happens.

Dr. Bryan Carrier, Acting Dean of Students, Union University

This webinar was cancelled due to a campus emergency. The seminar was moved to the June ACSD meeting.

New Professionals Retreat

Led by Chris Confer, Director of Career Development, John Brown University.

22 participants in attendance, 6 facilitators.

New Mid-Professional Retreat

Launched and led by Damon Seacott, Spring Arbor University, Vice President for Student Development and Learning.

4 staff were in attendance, and 6 professionals.

An ACSD presentational tablecloth was purchased and can be used for various events (eg NASPA, ACPA). Please contact Kimberly Thornbury to borrow the tablecloth.

An ASCD volunteer table was created for the June annual meeting to promote involvement in ACSD leadership teams. Information and sign up forms were made available to our members.

Respectfully submitted by:

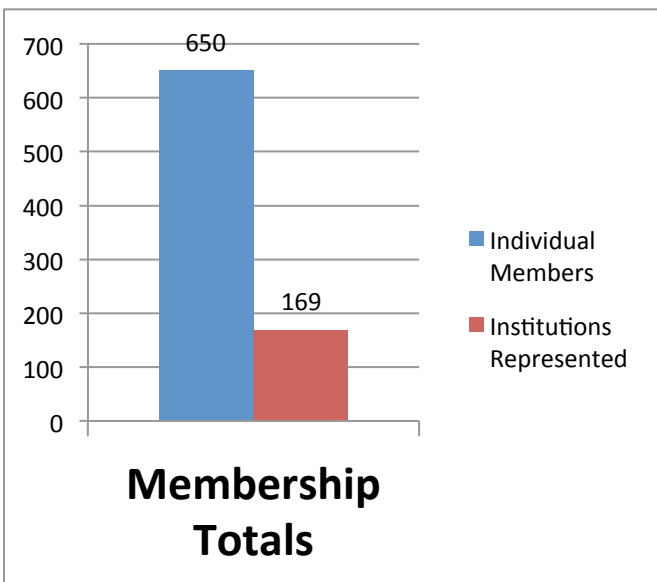
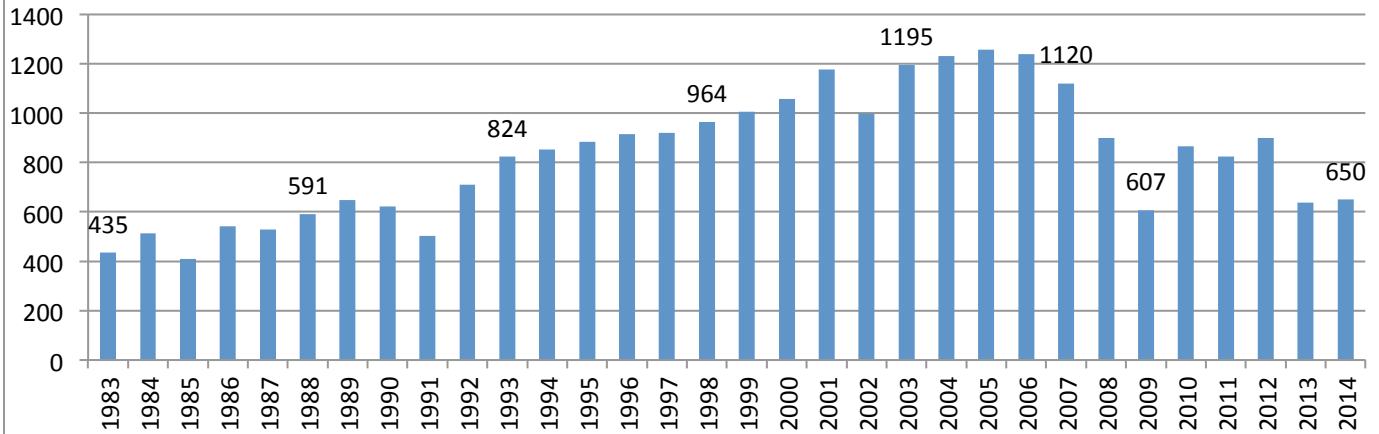
Kimberly Thornbury

Professional Development

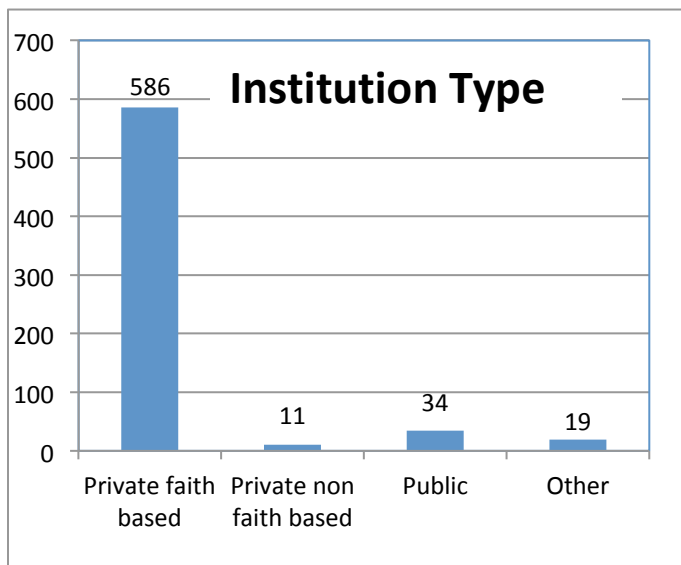
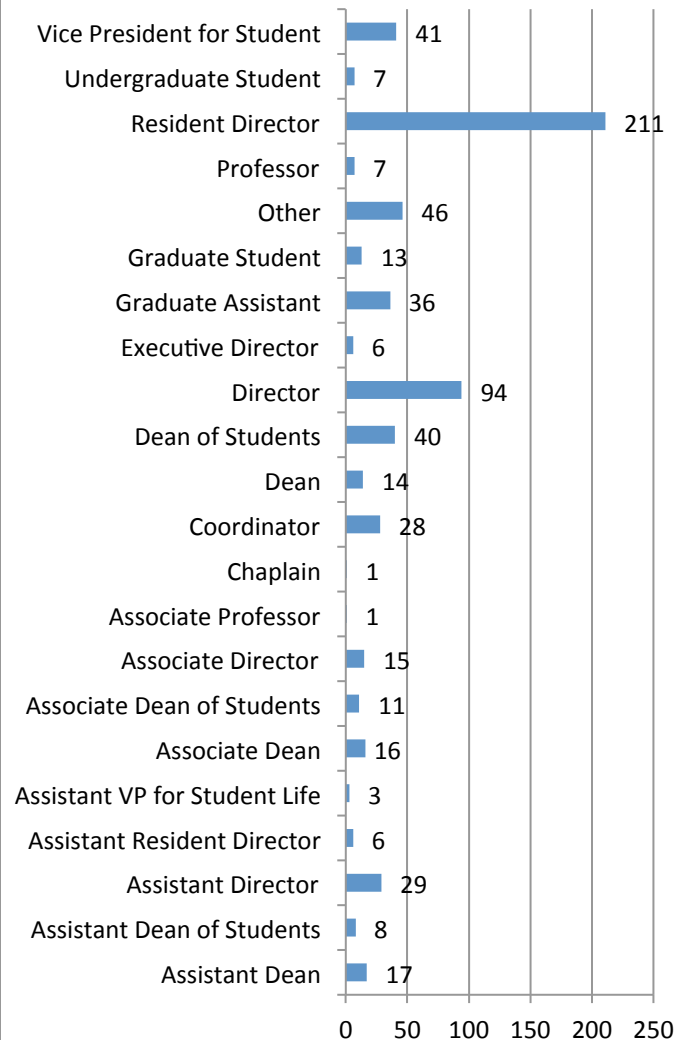
June 2014

2014 ACSD Membership Report

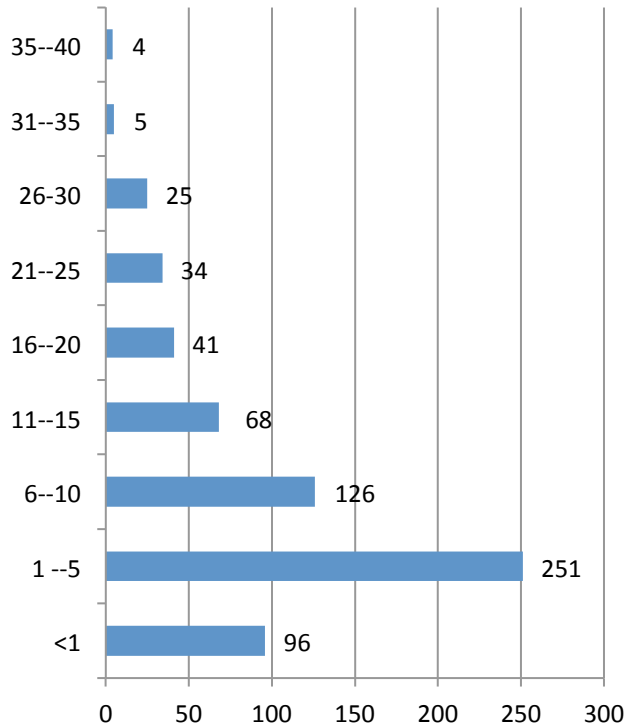
ACSD Membership History



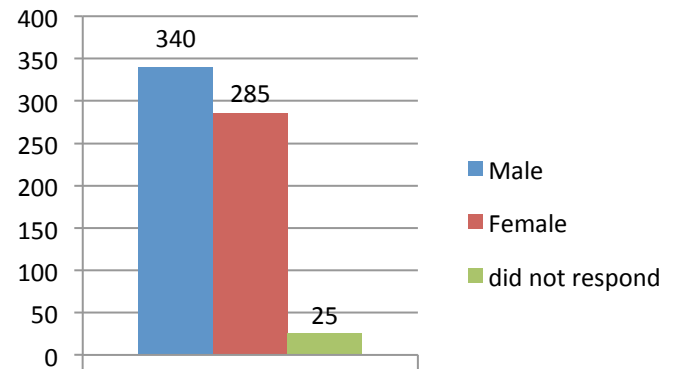
Types of Positions



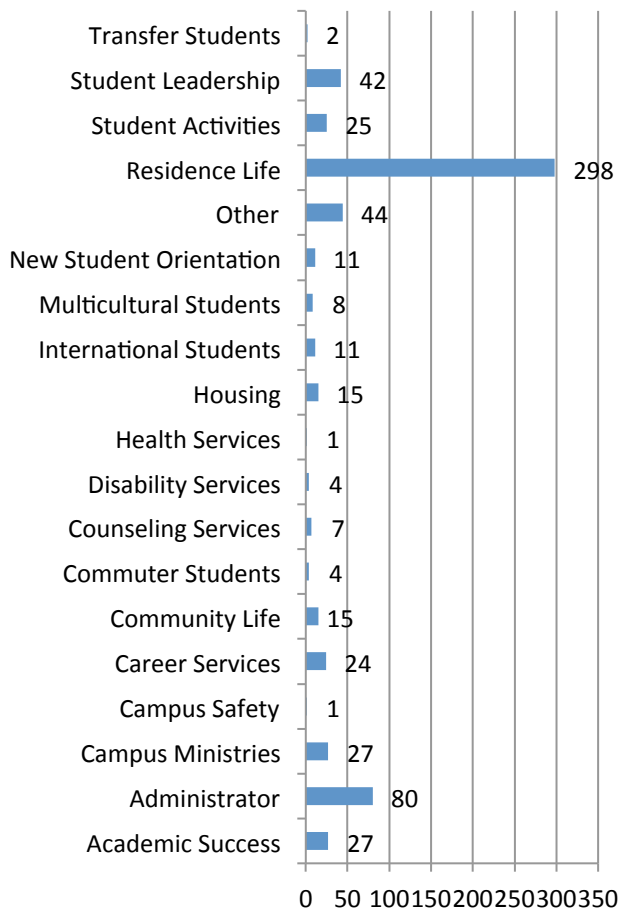
Years in Profession



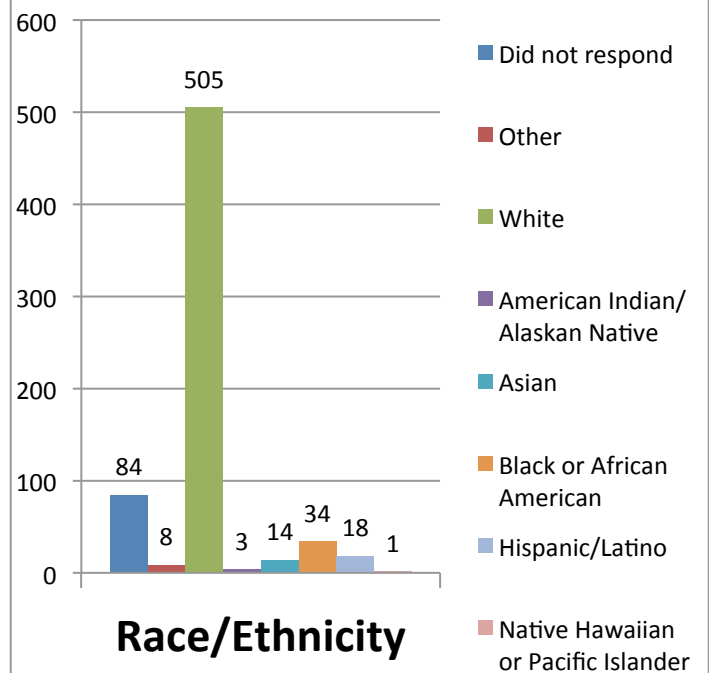
Gender



Types of Positions



Race/Ethnicity



As of June 1, 2014 the number of ACSD members totaled 650 individuals, representing 169 institutions. This represents a slight increase from last year's total membership. ACSD's commitment to growth is reflected in the strategic initiative established last fall to expand and diversify membership.

In June 2012 a strategic initiative was established to expand membership and increase the number of our members of color and members from non-faith based institutions. Based on responses provided for relevant items on membership forms submitted in 2012 and 2014, movement towards these objectives can be observed in the increase from 4% to 7% for members from non-faith based institutions, and the increase in members of color from 6% to 8%. This slight increase may be attributed in part to the initiative established to subsidize the cost of membership for first time members from public institutions. Twenty-four individuals responded to this provision in the 2013-2014 membership year. In addition, we awarded conference scholarships to two members from non-faith based institutions and five multicultural conference scholarships.

Respectfully submitted,
Marie Wisner
Membership Chair

ACSD Financial Summary 2013-2014

Assets (as of Sept 1, 2013)

Checking	16,773.38
PayPal	4,415.10
CDs (Operating Reserve)	125,248.75
Conference Deposit	8,000.00
Conference Receivable	13,500.00
Total Assets	167,937.23

Income

Membership	36,217.70
Interest Income	128.53
Registration	167,904.70
Vendor/Exhibitor Fees	14,149.60
Total Income	218,400.53

Expense

Conference Expenses	131,363.00
<i>General Operations:</i>	
Bank/Paypal fees	5,778.47
Postage	9.20
Supplies	607.60
Awards/Gifts	96.78
Exec Committee Travel	11,164.39
Accounting	875.00
<i>Total General Operations</i>	18,531.44
<i>Technology</i>	
Website Support/Stipend	3,000.00
Website Maintenance	236.92
Monk	1,395.00
<i>Total Technology</i>	4,631.92
<i>Organization Development:</i>	
ACPA/NASPA	550.20
<i>Association Projects:</i>	
Student Values Conference	500.00
Total Expense	155,576.56

Assets (as of May 31, 2014)

Checking	83,227.12
PayPal	6,160.47
CD (Operating Reserve)	125,373.61
Conference Deposit	16,000.00
Total Current Assets	230,761.20

ACSD Approved 2014-2015 Budget

EXPENSES	
General Operations	
Printing/Design	\$ -
Postage	\$ 50.00
Supplies	\$ 350.00
Awards/Gifts	\$700.00
Boender Award/Bamford Awards/Higa Award	\$500.00
Outgoing Exec. Comm. Awards	\$200.00
Contingency	\$300.00
ACSD Assistant	\$1,000.00
Conference Advance	\$8,000.00
Exec. Comm. Travel	\$11,000.00
General Operations Total	\$ 21,400.00
Technology	
Webinar Annual fee	\$160.00
Website Webmaster Stipend	\$3000.00
Website Maintenance	
Monk Web Development, Inc	\$1,860.00
Paypal fees	\$5,300.00
Technology Total	\$ 10,320.00
Publications	
Growth Journal	\$9,900.00
Design/Layout	\$1,500.00
Printing	\$3,000.00
Mailing	\$400.00
Publishing Intern	\$5,000.00
Publications Total	\$9,900.00
Membership	
Printing (postcard)	\$400.00
Postage	\$200.00
Membership Total	\$600.00
Organization Development	
ACPA/NASPA	\$1,400.00
Multicultural Scholarships (5 @ \$290)	\$1,450.00
Non-Faith Based Scholarships (5@ \$310)	\$1,550.00
Leadership Team Expenses	\$ -
Total Organizational Development	\$4,400.00

Professional Development		
New Professionals		\$ 750.00
Mid-Level Retreat		\$ 750.00
Research Grants		\$ 2,500.00
Total Professional Development		\$4,000.00
TOTAL EXPENSES		\$50,620.00
PROJECTED REVENUE		
Operating Reserve Transfer (Conference Revenue)		\$ 10,000.00
Conference Advance		\$ 8,000.00
Membership Revenue (650 @ \$50)		\$ 32,500.00
Interest		
CD		\$ 125.00
Checking		\$ 25.00
		\$150.00
TOTAL REVENUE		\$50,650.00
Strategic Projects 2014-2015		
Monograph Series^	2,500.00	
TOTALS	2,500.00	
^\$2500 per year for the next four years beginning 2012		

Respectfully submitted,
Andre Broquard
Business Chair

Executive Director

Job Description

Appointed by and reporting to the Executive Committee, the Executive Director is a non-voting member who provides administrative support to the Association for Christians in Student Development (ACSD) under the purview of the executive committee.

Responsibilities include planning, organizing, coordinating, and directing the day to day operations of the organization in accordance with the Constitution and the policies and procedures established by the membership and the executive committee. Primary responsibilities include assuring that ACSD objectives and goals are met and member needs are addressed. This position will also provide input and oversight to the execution of the budget as approved by the executive committee.

PRIMARY DUTIES

In accordance with the Constitution and By-Laws of the Association, the Executive Committee establishes all policies of the Association. The Executive Director is responsible for assuring that all ACSD business is conducted within the by-laws and policies set forth by the Executive Committee. Specific duties include, but are not limited to the following:

1. Works with the President to develop, implement and periodically review the Association strategic plan and the policies, procedures, guidelines, and programs established by the Executive Committee.
2. Works with the Executive Committee to formulate and recommend policies and programs for approval.
3. Works with the President and Executive Committee to establish annual goals for the Association.
4. In consultation with the Business Chair, ensures periodic review of the Association's financial status. Assists in developing and recommending an annual budget. Manages the financial affairs of the Association within the approved budget in accordance with accepted accounting practices and ACSD financial policies.
5. Provides appropriate staff liaison support for leadership teams. Ensures that leadership team decisions and recommendations are submitted to the Executive Committee for action.
6. Serves as an ex officio member of the Executive Committee and all other standing committees of the Association.
7. Oversees planning, implementation, and evaluation of membership promotion and enrollment. Responds to any membership issues.
8. Maintains effective public relations in advancing the mission and goals of the Association.

9. Serves as an agent of ACSD in negotiations for services and contracts. Executes contracts and commitments as may be authorized by the Executive Committee and in accordance with ACSD financial policies.
10. Oversees planning and development of information management and communication technology systems for the Association (including the Association website). Responsible for hiring and supervising the webmaster.
11. Assists the President in serving as a liaison with the host institution of the annual ACSD professional development conference. Ensures that Association goals and priorities are accurately reflected at the annual conference.
12. Assists the President in planning biannual Executive Committee meetings. Plans and carries out logistics for the meetings.
13. Oversees all registration processes for webinar proposals and all professional development opportunities.
14. Publishes and removes ACSD job postings and resumes when requested. Keeps track of job posting/resume statistics on a monthly basis.
15. Manages all mass communications.

RELATED DUTIES:

1. Responds promptly to any serious complaints about the Association, or threatened legal action, from outside sources.
2. Establishes and maintains liaison with kindred organizations including attendance at their meetings where deemed appropriate or as directed by the Executive Committee.
3. Ensures that all physical assets, files, historical documents, member records and mailing lists are appropriately safeguarded and maintained.
4. Interfaces with appropriate vendors and suppliers for the services and products required to deliver ACSD programs.
5. Performs other duties as assigned by the Executive Committee.

QUALIFICATIONS

Education:

- Master's degree in business administration, higher education administration, student affairs, or a related field.

Experience:

- Current member of ACSD who has belonged for a minimum of five years and who has attended at least three annual conferences.
- Minimum of 8 years of progressive administrative and supervisory experience.

Knowledge:

- Significant multicultural competence and experience.
- Good public relations and human relations knowledge
- Understanding of crisis management

- Significant understanding of the field of Student Affairs and Christian higher education.
- Working knowledge of Association and business law and practices, particularly those relating to not-for-profit organizations.

Skills:

- Strong organizational skills
- Good verbal and written communication skills.
- Ability to manage program to achieve goals.
- Ability to manage time and prioritize program and service components.
- Ability to recognize options in purposeful decision-making.
- Ability to manage conflict.
- Proven leadership skills.
- Ability to pay attention to detail.

Conduct:

- Committed Christian who desires and is actively seeking spiritual maturity.
- Demonstrates a service-oriented attitude in working with people.
- Works to earn and maintain trust.
- Maintains honesty and fairness in dealing with people.
- Develops and maintains strong loyalty to the organization.

OTHER RELEVANT ISSUES

- Salary – \$14,000 per year
- Time Commitment – (average 5-7 hours/week)
- Contract Term – two years, renewable for subsequent terms of four years each, if mutually agreeable.
- Performance Review – annual, by the ACSD Executive Committee.
- Location of Home/Office – reasonably close to a regional cluster of ACSD members and where commercial travel to ACSD functions would be relatively convenient and reasonable.

Media and Webmaster

Job Description

The Webmaster shall be appointed by the Executive Director and serve a three year renewable term as a non-voting member on the Executive Committee. The Webmaster designs and maintains the ACSD website, ensuring the continual correctness, completeness, and timeliness of information on the site. The Webmaster will also champion the effective use of online tools to enhance communication between ACSD and its members.

POSITION OVERVIEW

- Attend Executive Committee meetings and Annual Conference business meeting as requested by the President.
- Supervised by the Executive Director and serves the Executive Committee.
- Prepare and deliver reports (i.e. web usage, job postings, nomination reports, webinar registration, Facebook usage, membership trends) to the Executive Committee as requested.
- Provide leadership and support for the volunteer web/media leadership team.
- Update and maintain all aspects of the ACSD website.
- Plan for future changes to the website.
- Provide video, photography and other promotional materials for the website.
- Gather content and stories from the Executive Committee to distribute through the ACSD website and other social media platforms. Maintain consistent flow of new information on the Website.
- Work with Executive Director and Professional Development Chair to provide social media content.

ESSENTIAL RESPONSIBILITIES

- Work with *MONK Development* to create and maintain guidelines for the look, feel and cross-platform functionality of the ACSD website.
- Update the website on a bi-weekly basis and as requested by the Executive Committee.
- Review content of the website as needed, ensuring accuracy and timeliness of information.
- Create new pages and content as needed to promote ACSD events or community information.
- Develop procedures for web team and general production procedures.
- Troubleshoot technical problems with the ACSD website.
- Work with all Executive Committee members as needed.
- Work with the Business chair to maintain PayPal site.
- Respond to emails from members concerning the ACSD website.
- Generate mass email communication as directed by the Administrative Director and/or Executive Committee members.

- Review statistics and monitor analytics.
- Debug issues that arise with performance of the website.
- Create and maintain registration platform for webinar/conferences. Oversee the anytime meeting logistics in conjunction with the Professional Development Chair.
- Work with Administrative Director to maintain membership registration.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic industry standards in website development and content accessibility.
- Knowledge and/or past experience with a variety of software such as forms generation, spreadsheet, word processing, and Google apps.
- Basic knowledge of image editing application programs such as Photoshop.
- Excellent interpersonal skills for establishing and maintaining effective working relationships with MONK development, conference planning staff and ACSD Executive Committee.

MINIMUM QUALIFICATIONS

- Experience in a Web-related field, or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.
- Demonstrated knowledge of web development and site management applications.
- Demonstrated understanding of effective design techniques and standards including user interface design, graphics creation, production, and optimization for the web.
- Excellent organization, communication, and listening skills
- Experience in Christian Higher education