

# September 14, 2018 EC Meeting Minutes

**APPROVED**

## Minutes

National Communication Association  
Executive Committee Meeting  
September 14, 2018  
Washington, DC

Participating in the meeting:

Ronald Jackson, President (presiding); Star Muir, First Vice President; Kent Ono, Second Vice President; Stephen J. Hartnett, Immediate Past President; Justin Boren, Diversity Council Chair; Bonnie Dow, Publications Council Chair; Raymie McKerrow, Finance Committee Member; Marnel Niles Goins, Finance Committee Member; Trevor Parry-Giles, Executive Director (non-voting); Ronald Shields, Finance Committee Chair; Shannon VanHorn, Teaching and Learning Council Chair; *National Office Staff*: LaKesha Anderson, Director and Academic and Professional Affairs; Justin Danowski, Governance Manager; Wendy Fernando; Director of External Affairs and Publications. Not Present: Mindy Fenske, Research Council Chair.

### 1. Call to Order

President Jackson called the meeting to order at 8:31 a.m. Eastern time.

### 2. Announcements, Updates, and Reports

Jackson asked the EC for a moment of silence for the passing of Robert DeChaine and Lyndrey A. Niles.

Officers and council chairs provided a summary of their EC report.

### 3. Consent Agenda

The consent agenda included the following items: approval of the June 15, 2018 EC meeting minutes; July 2, 2018 Legislative Assembly ballot vote report; July 18, 2018 EC conference call meeting minutes; Wallace A. Bacon Lifetime Teaching Excellence Award Selection Committee Nomination; Conflict of interest disclosures. *A motion was made by Muir to approve the consent agenda. Seconded by Hartnett. Motion carried.*

### 4. Business Items

#### a. 2019 Budget

- i. Shields provided a summary of the 2019 budget. Discussion ensued. *A motion was made by Muir to approve the 2018 budget. Seconded by Hartnett. Motion carried.*

#### b. Annual Fund Elimination

- i. Parry-Giles provided a summary of the proposal to eliminate the Annual Fund. Discussion ensued. *A motion was made by Hartnett to eliminate the Annual Fund. Seconded by McKerrow. Discussion continued. Hartnett rescinded the previous motion. McKerrow Seconded.* The EC tasked the National Office with renaming the Annual Fund and redefining the purpose

of donating to the fund. The National Office will update the EC at the November meeting.

**c. Election Timing**

- i. Parry-Giles provided a summary of the proposal to changing the NCA election date. Discussion ensued. *A motion was made by Hartnett to approve the proposed change of election date with the amendment that the 2019 Nominating Committee would not fill the slate for 2<sup>nd</sup> Vice President allowing for the elimination of 2<sup>nd</sup> Vice President Elect in future NCA elections. Seconded by VanHorn. Motion carried.*

**d. New Interest Group: The Chinese Communication Studies Division**

- i. Parry-Giles provided a summary of the proposed interest group. Discussion ensued. *A motion was made by Hartnett to endorse the formation of this interest group. Seconded by Muir. Motion carried.*

**e. Bylaws Revision, Article V, Section 7**

- i. Parry-Giles provided a summary of the proposed bylaws revision. Discussion ensued. *A motion was made by Ono to endorse the bylaws change and forward the proposal to the Legislative Assembly. Seconded by Muir. Motion carried.*

**5. Discussion Items**

**a. Editor Diversity Petition**

- i. Jackson provided a summary of the petition and asked the EC to discuss possible responses and whether any actions should be taken. Boren spoke on behalf of the Diversity Council. Discussion ensued.
  1. *A motion was made by McKerrow to:*
    - a. *Endorse a change in the bylaws to remove NCA journal editors from the Legislative Assembly*
    - b. *Endorse a change in the bylaws to rename the Committee on Committees to the Leadership Development Committee*
2. *Seconded by Hartnett. Motion carried.*
3. *A motion was made by Ono to task the National Office in writing a letter to Distinguished Scholars in the hopes of working collaboratively in making the DS nomination and election process more inclusive. Seconded by McKerrow. Motion Carried.*

The group adjourned for lunch at 12:10 p.m. and reconvened at 1:10 p.m.

**b. Task Force Reports**

- i. Hartnett provided a summary on the NCA Task force on Fostering International Collaborations in the Age of Globalization. Discussion ensued. The EC tasked the National Office with creating a policy proposal, for the creation and dissolution of any future task force, for the November EC meeting. The proposal will include:
  1. Guidelines for constructing a new task force with previous best practices
  2. How a task force is approved

3. Allow a “pipeline” for newer NCA members wanting to volunteer in leadership positions.
4. Distinguish the difference between:
  - a. Task force
    - i. Initiative task force
    - ii. As need arises task force
  - b. Working group
- ii. Task Force on NCA’s Commitment to Diversity and Inclusion in Convention Planning and Site Selection
  1. Jackson provided a summary on the work of the task force. Discussion ensued. The EC tasked the Parry-Giles and Jackson with drafting a letter to the task force clarifying what NCA already does in relation to the recommendations of the task force and conveying to the task force established practices in convention site selection.
- c. Resolution Review: NCA Statement on Diversity, Equity, and Inclusion**
  - i. Boren provided a summary of the proposed edits to the statement which has been submitted to the Resolutions Committee for recommendation to the Legislative Assembly. The EC provided Boren with edits for the Diversity Council to consider. The Diversity Council will consider the edits and re-submit the statement to the Resolutions Committee for recommendation to the Legislative Assembly.

## 6. Business Items Continued

### a. Proposal: Funding for Internationalization Efforts

- i. Hartnett provided a summary of the proposal. Discussion ensued. Shields provided the recommendation of the Finance Committee:
  1. Approve \$30,000 annually with no money allocated towards a stipend. The National Office would oversee the logistics
  2. Approve \$35,000 annually with funds being sent directly to the University of Colorado, Denver where the institution will handle the logistics
- ii. Discussion continued
- iii. *A motion was made by Muir to approve the Finance Committee’s second recommendation. Seconded by Dow. Motion carried.*

### b. Proposal: Center for Communication, Community Collaboration, and Change

- i. Jackson provided a summary of the proposal. Discussion ensued. Shields provided the recommendation of the Finance Committee:
  1. Approve \$55,000 annually for a three-year trial period with the following conditions:
    - a. Finding a host institution
    - b. Viable escape clauses for both NCA and institution
    - c. A detailed listing of all indirect costs
    - d. No funds allocated towards course buyouts and director stipends
  2. Discussion continued

3. *A motion was made by Muir to approve the Finance Committee's recommendation. Seconded by Dow. Motion failed due to lack of a majority.*

## **7. Adjournment**

With no further business, the meeting was adjourned.

Respectfully submitted,  
Trevor Parry-Giles  
Executive Director