

**2021 Undergraduate College and University Section Business Meeting
National Communication Association Conference, Seattle, WA
Saturday, November 20, 2021
Washington State Convention Center, 213 - Second Level
12:30pm-1:45 p.m. Pacific**

List of Current Officers:

Chair: Samantha Quinn, Park University
Vice-Chair: Donna Pawlowski, Bemidji State University
Vice-Chair Elect: Joy Daggs, Northwest Missouri State
Secretary: To be filled
Immediate Past Chair: Erin Vicente, Brandeis University

Business Meeting Agenda

1. Welcome and Call to Order – Samantha Quinn
2. Introduction of officers
3. Secretary Report – Samantha Quinn – no minutes from last meeting, apologies
4. Caitlyn Reinauer, Assistant Director of Academic & Professional Affairs, NCA
 - a. Thank you for coming
 - b. Dr. Shari Miles-Cohen new Executive Director of NCA
 - c. Green initiatives, online version of newsletter
 - d. Podcast and video formatting of programs
 - e. Writing Seminar
 - f. Travel grants to students of caucus, increase to \$90,000, \$300 per student
 - g. NCA presidential address
 - h. New Orleans – NCA 2022, Honoring PLACE
5. Marnel Niles Goins, Dean of the College of Sciences and Humanities at Marymount University. Dr. Goins is running unopposed for 2nd Vice-President of NCA.
 - a. Chair of Black Caucus, Financial committee, IDEA Strategic plan
 - b. Expanding teaching series throughout NCA, Comm folks make good administrators – Administrators Institute, revision of Strategic Plan
 - c. Marnelnilesgoins.com
6. Walid Afifi – video about 2022 convention
7. Officer's Reports
 - a. Chair Report – Samantha Quinn
 - Legislative Assembly Report
 - b. Vice-Chair Report
 - Program planner 2021 report – Donna Pawlowski
 1. 9 slots total, Rex Mix, business meeting, 7 sessions
 2. 7 paper, 2 paper sessions, 2 panel sessions
 3. 3 international, health, instructional co-sponsorships
 - Acknowledgement/Thank you of Reviewers
 1. List of reviewers here***
 - Top Paper/Panel Awards
 1. Enter info here
 - c. Vice-Chair Elect Report – Joy Daggs
 - Program planning for NCA 2022 via NCA planners meeting
 - 1.

- Rex Mix update
 1. 8 programs applied for the award
 2. Winner – College of Wooster
- d. Any other officer reports?
- 8. Election of Officers – Samantha
 - a. Vice Chair Elect
 - Riley Richards – Oregon Institute of Technology
 - b. Secretary (2 year term)
 - Aimee Lau – Wisconsin Lutheran College
 - c. Call for Paper Reviewers
- 9. Old Business
- 10. New Business
 - a. Program ideas for 2022 convention – Joy
 - Be more inclusive to include schools that are studying undergraduate students
 - Addressing the demographic cliff – projections for very low enrollment starting in 2026
 - Academic partnerships – what do they look like?
 - b. Bylaw revisions – Samantha
 - Revise bylaws to more accurately reflect the current purpose, goals and membership of the section.
 - Removal of Nominating Committee – responsibilities to be by the executive board.
 - Removal of the Small College committee and Chair of Small College committee – revisions to the UCUS bylaws will include a focus on the unique needs and challenges faced by small to medium institutions
 - c. Rex Mix revisions - Joy
 - d. Anything from the floor?
- 11. Announcements or Acknowledgements
- 12. Passing of gavel – Samantha to Donna
- 13. Meeting adjournment - Donna
 - a. 1:31pm