

August 9, 2019 EC Meeting Minutes

**APPROVED**

**Minutes**

National Communication Association

Executive Committee Meeting

August 9, 2019

Washington, DC

Participating in the meeting:

Star Muir, President (presiding); Kent Ono, First Vice President; David McMahan, Second Vice President; Ronald L. Jackson, Immediate Past President; J. Kevin Barge, Publications Council Chair; Mindy Fenske, Research Council Chair; Rachel Alicia Griffin, Diversity Council Chair; Marnel Niles Goins, Finance Committee Chair; Trevor Parry-Giles, Executive Director (non-voting); Jeanetta Sims, Finance Committee Director; Shannon VanHorn, Teaching and Learning Council Chair; *Guest of the EC*: Roseann Mandziuk, Second Vice-President Elect (non-voting). *National Office Staff*: LaKesha Anderson, Director and Academic and Professional Affairs, Justin Danowski, Assistant Director of Governance and Membership; Wendy Fernando, Director of External Affairs and Publications; Joseph Ritchie, Chief Financial Officer. Not Present: Raymie McKerrow, Finance Committee Director.

**1. Call to Order**

President Muir called the meeting to order at 9:00 a.m. Eastern time.

**2. Announcements, Reports, and Consent Agenda**

- a. Muir asked for a moment of silence for Raymie and Gayle McKerrow
- b. Officers and chairs provided a summary of their report
- c. Board Development Discussion
  - i. Parry-Giles provided a summary review of the functions and duties of the Executive Committee
- d. A motion was made by Ono to approve the consent agenda. Seconded by McMahan. Consent agenda adopted
- e. Muir thanked the Distinguished Scholar Award Selection Committee for their service to NCA and for making Distinguished Scholar selections

The committee adjourned for a break at 10:15 a.m. and reconvened at 10:25 a.m.

**3. Business Items**

- a. Audit
  - i. Niles-Goins provided a summary of the audit. Ritchie provided details about donations.
  - ii. Discussion ensued.
  - iii. The EC approved audit and forwards it to the LA for approval.
- b. 2020 Budget
  - i. Niles-Goins provided a summary of the 2020 budget.
  - ii. Discussion ensued.
  - iii. The EC endorsed the 2020 budget and forwards it to the LA for approval.
- c. Interest Group Budget Proposal
  - i. Parry-Giles provided a summary of the Interest Group budget proposal.
  - ii. Discussion ensued.

- iii. The EC approved the increase of interest group funds. All interest groups will have no less than \$500 in its 2020 budget. Any IG over \$500 will continue to receive the standard allotment.
  - d. 2020 Convention Fees
    - i. Parry-Giles provided a summary of the 2020 convention fees.
    - ii. Discussion ensued.
  - e. Discussion topic: NCA Task Force on Community College Connections
    - i. Muir led a discussion on equity and inclusion of community college departments, faculty, and students. The EC tasked the National Office with investigates the following possibilities:
      - 1. Developing a financial support structure for two-year institutions.
      - 2. Having communications devoted to two-year instructions.
      - 3. Including community college departments, faculty, and students in the larger membership building and retention efforts.
  - f. Proposal: NCA Policy Manual Revisions
    - i. Parry-Giles provided a summary of the proposed policy changes. Discussion ensued. The following policy changes were upheld by the EC:
      - 1. A change in the timing of the Executive Director Evaluation process for consistency with NCA's new leadership meeting schedule.
      - 2. Removal of non-policy, advisory language from the Executive Director succession policy.
      - 3. Revision of the vacancy and proxy policies for the NCA Nominating Committee; removal of non-policy, advisory language from the Nominating Committee policy statement.
      - 4. Addition of language to the Public Statement policy to allow for the introduction of public statements at the annual convention.
      - 5. Removal of non-policy "Professional Standards" from convention policies.
  - g. Proposal: New Interest Group Proposal: Communication and the Military Division
    - i. Muir provided a summary of the proposed division. Discussion ensued. The EC endorses the proposed division and forwards the recommendation to the LA.

The committee adjourned for a break at 12:25 p.m. and reconvened at 1:30 p.m.

#### **4. Discussion Items**

- a. Diversity, Equity, and Inclusion in NCA
  - i. Muir provided a summary of proposed discussion topics involving diversity, equity, and inclusion in NCA.
  - ii. Discussion ensued.
    - 1. Over the next year, the EC will work on a strategic vision of what DEI is for NCA.
    - 2. Charge the Diversity Council with:
      - a. Thematize the discourse of:
        - i. Facebook
        - ii. Crtnet
        - iii. Interest Group Statements
        - iv. Dr. Calfell's webpage
      - b. Develop DEI survey questions

3. Review current communication processes to allow for better feedback that is not constrained by Crtnet forum.
  4. Encourage an information share with Interest Groups and better understand how each is including DEI into its bylaws.
- b. NCA Inclusivity Task Force
- i. Muir provided a summary of the of the task force and its goal of better understanding the Distinguished Scholar selection process.
    1. The task force consists of:
      - a. Muir
      - b. Jackson
      - c. McKerrow
      - d. Griffin
      - e. Ashley Mack
    - ii. Objectives of the Task Force
      1. Solicit information about the DS process
      2. Survey any interested NCA members
      3. Make specific recommendations
    - iii. Discussion ensued.
  - c. Discussion on DEI with journal editorships
    - i. Barge provided a summary of steps the Publications Council has taken since the March EC meeting.
      1. Developing editor training during 2020 leadership retreat.
      2. Creating training for scholars at different levels of their career who want to be editors.
  - d. Anti-Harassment Taskforce
    - i. Parry-Giles provided a summary of the work of the task force and how the National Office is preparing for the annual convention.
    - ii. Discussion ensued.
  - e. WoMentoring
    - i. Ono provided an update for the upcoming convention.
      1. Recommendations from discussion sessions:
        - a. Increase transparency regarding NCA harassment policies
        - b. Improve education of its members in the #MeTooNCA era
        - c. Promote opportunities for scholarly growth and help members feel more secure that NCA will not tolerate harassment
  - f. Proposal: Diversifying Knowledge Working Group
    - i. Parry-Giles provided a summary of the proposal. Niles-Goins provided a summary on behalf of the Finance Committee.
    - ii. Discussion ensued.
    - iii. A motion was made by McMahan to reject the proposal. Seconded by Ono. Motion carried.
  - g. Letter to leadership in the field of Communication
    - i. Muir and Parry-Giles provided a summary of previous EC attempts to address DEI.
    - ii. Discussion ensued.
    - iii. The EC supported the creation of a letter reaffirming NCA's goals towards DEI.

## 5. Executive Session

- a. At 5:15 pm, the EC convened in executive session.

Meeting adjourned at 5:35 pm.

Respectfully submitted,

Trevor Parry-Giles  
Executive Director