

Minutes  
Western States Communication Association  
Legislative Assembly Meeting  
Monday, February 17, 2003  
Salt Lake City, UT

- I. Meeting called to order by Sara Hayden at 6:20 pm.
- II. Announcement of Recording Secretary—Allison Searle, and Parliamentarian—John Cagle.
- III. Credentials Committee Chair Karen Stout reported that 36 delegates were present.
- IV. 2002 Legislative Assembly minutes were approved as distributed.
- V. Information Items/Reports:
  - A. Association-wide election results were announced by Kathy Adams, President.
    - 1<sup>st</sup> Vice President & program planner for 2005 in San Francisco—Mary Jane Collier, University of Denver
    - 2<sup>nd</sup> Vice President—Brenda Allen—University of Colorado at Denver
  - Members at large to Legislative Assembly 2003-2005:
    - Cindy Griffin—Colorado State University
    - Mary McPherson—California State University, Long Beach
    - Clark Olson—Arizona State University
    - Sally Planalp—University of Utah
    - Melanie Trost—University of Montana
  - B. Results of Association searches were reported by Kathy Adams, President.
    - Editor of *Western Journal of Communication*, 2006-2008, Cheree Carlson-Arizona State University
  - C. Executive Council actions were reported by Kathy Adams, President.
    1. Formalized procedure for annual Executive Director evaluation.
    2. Increased convention registration fee for regular members \$15.00 to subsidize convention luncheons for students, and voted to charge students half price of lunch.
    3. Voted to establish a convention-mentoring fund for donations to subsidize student involvement in the convention (might be used for luncheon, graduate school open house, and other).
    4. Western Forensics Association has nominated Robert Trapp, Willamette University, as the new Speech Activities Coordinator.
    5. Searching this year for an Executive Director designate who will take over from the current ED in 2005. Executive Committee voted to reduce the length of term to three years, renewable by mutual agreement of Executive Council and Executive Director.
  - D. 2006 Convention hotel announced by Kathy Adams, President.
    - Palm Springs Riviera Resort in Palm Springs, Ca.
  - E. 2007 Convention site announced by Kathy Adams, President.
    - Seattle; University of Washington is Local Host; Valerie Manusov, Chair of Local Host Committee.

- Executive Council discussed Hawaii for 2008 convention but decided against due to cost for students.

F. WSCA membership and Executive Director report—Sue Pendell, Executive Director.

- Convention registration total was 607
- WSCA had 1019 members before convention.

G. NCA Legislative Council—Robert Stockton (representing K-12, 2000-2003), Lucy Keele (representing 4 + year institutions, 2001-2004), Tasha Van Horn (representing Community Colleges, 2002-2005) were last year's WSCA representatives. They reported:

1. Proposed bylaw changes did not get the percentage approval needed; Council discussed what option to take but has not yet decided; if members have thoughts about what to do, contact the Executive Director Jim Gaudino.
2. Taylor & Francis/Routledge is new vendor for the journals; Spectra already signed agreement.
3. NCA will put past journals online as a free service but need to be a member.
  4. Human Communication and Technology approved to become NCA division with 450 members.
5. Council discussed how NCA can better serve members.

VI. Action Items

A. 2003 & 2004 budgets—Sue Pendell, Executive Director.

1. Have approximately \$198,000 or one year's budget in assets.
  2. Mutual funds went down significantly again last year.
  3. The proposed budget for 2003 & 2004 was distributed and reviewed.
  4. Working on reality budgeting based on what we take in and spend; some items have shifted categories; are trying to include everything.
1. Finance Committee and Executive Committee approved budgets.

Motion to approve the 2003 and 2004 budgets as recommended by the Finance Committee and Executive Council was approved.

B. Time and Place Committee membership proposal—Kathy Adams, President.

Proposed change to WSCA bylaws, Article VIII, Section 3: (approved by the Executive Council, February, 2002) (changes underlined):

The Time and Place Committee shall consist of six members: The Immediate Past President, the Executive Director, the Coordinator of Speech Activities, and three members-at-large elected by the Executive Council, one each year who shall serve for three years. The member-at-large in his/her third year shall chair. The committee shall recommend to the Executive Council the time and place for the annual convention as many years in advance as the Council deems necessary.

Moved, seconded, and approved (MSA) by required 2/3 vote.

C. Model Teaching Program Award proposal—Kathy Adams, President

Proposed addition to the Policies and Procedures Manual, Officers, Procedures (approved by the Executive Council, November, 2002) (changes underlined):

Model Teaching Program Award proposal: This award may be given annually to one or more communication programs from both elementary/secondary schools and community colleges. The criteria for the award are:

1. The program should reflect the breadth and depth of the communication discipline.
2. The program should have teaching personnel with specialized training in communication.

3. The program should integrate curricular and co-curricular activities.
4. The program should have strong administrative support.
5. The program should relate to the mission of the particular institution.

The Model Teaching Program Award Committee shall be chaired by one of the two senior Members-at-Large of the Executive Council. The other members of the selection committee are two members each of Elementary-Secondary Schools, Community Colleges, and Communication and Instruction Interest Groups and one of the two junior Members-at-Large of the Executive Committee as Chair Designate. The Committee is advised to consult with the Local Host for potential candidates.

Recipients should present a panel on the Model Teaching Program at the convention in which they receive the award.

MSA.

#### D. Replacement of Officers Proposal—Kathy Adams, President

Proposed addition to the Policy and Procedures Manual, Officers, Procedures (approved by the Executive Council, November, 2002):

##### Replacement of Officers

The Constitution and By-Laws provides for the replacement of officers according to Article IV, Officers, Section 6: “In the event of incapacity of an officer, or failure of one to perform assigned duties, the Executive Council shall, in its discretion, select a replacement or establish a nominating and election procedure for so doing.”

Replacement shall occur under the following conditions: (1) Incapacity—the inability of the officer to perform the duties of the office for reasons of ill health, personal difficulties, or work assignments; (2) Failure to perform assigned duties, including but not limited to misconduct, e.g., poor management, intentional wrongdoing, or dishonesty; or (3) Inappropriate behavior for someone in that office.

Should a member of the Executive Council become aware of the possible performance issues, through officer and committee reports at Executive Council meetings or through informal communication with officers and association members, s/he shall report those to the President, Past President, and/or Executive Director in a timely fashion. A pattern of performance difficulties shall be discussed by the President, Past President, and/or the Executive Director with the officer in question; if a satisfactory resolution to the difficulties is not reached within a reasonable amount of time, the President, Past President, or the Executive Director shall present evidence of incapacity, failure to perform assigned duties, or repeated or serious inappropriate behavior to the Executive Council. If two-thirds of the voting members of the Executive Council agree that replacement is appropriate, the Council shall meet via conference call or in person to select a replacement or establish a nominating and election procedure for doing so.

Discussion centered around some of the wording. Walter Zakahi inquired about what constitutes inappropriate behavior; Sue Pendell clarified it as acting on behalf of WSCA when not authorized to do so or using WSCA for political purposes.

John Cagle said that, regarding procedures of how to remove and reasons for removing officers, there are two principles that govern the process: 1) a fact-finding review and 2) some type of trial, assembly or board, and process for those accused. Cagle suggested adding a sentence before the last paragraph: “The accused officer is provided with an opportunity to respond to statement of evidence.”

Others raised concerns about groups going after someone for inappropriate behavior.

It was MSA to add words “repeated or serious” before “inappropriate behavior.”

MSA to add “The officer shall be provided an opportunity to respond to the charge at the meeting” prior to “If two-thirds....”

There was discussion about the confidentiality of the hearing due to the possibility of ruining a career and of WSCA being sued. John Cagle advised that as long as the Executive Council is conducting an impartial fact-finding, using due-process, WSCA would not be liable. However, keeping confidentiality also lends credibility to organization.

MSA to add “Proceedings of the Executive Council in this matter shall be kept confidential” at the end of the paragraph.

The motion as amended was approved. It reads:

#### Replacement of Officers

The Constitution and By-Laws provides for the replacement of officers according to Article IV, Officers, Section 6: “In the event of incapacity of an officer, or failure of one to perform assigned duties, the Executive Council shall, at its discretion, select a replacement or establish a nominating and election procedure for so doing.”

Replacement shall occur under the following conditions: (1) Incapacity—the inability of the officer to perform the duties of the office for reasons of ill health, personal difficulties, or work assignments; (2) Failure to perform assigned duties, including but not limited to misconduct, e.g., poor management, intentional wrongdoing, or dishonesty; or (3) Repeated or serious inappropriate behavior for someone in that office.

Should a member of the Executive Council become aware of the possible performance issues, through officer and committee reports at Executive Council meetings or through informal communication with officers and association members, s/he shall report those to the President, Past President, and/or Executive Director in a timely fashion. A pattern of performance difficulties shall be discussed by the President, Past President, and/or the Executive Director with the officer in question. The officer shall be provided an opportunity to respond to the charge at the meeting. If a satisfactory resolution to the difficulties is not reached within a reasonable amount of time, the President, Past President, or the Executive Director shall present evidence of incapacity, failure to perform assigned duties, or repeated or serious inappropriate behavior to the Executive Council. If two-thirds of the voting members of the Executive Council agree that replacement is appropriate, the Council shall meet via conference call or in person to select a replacement or establish a nominating and election procedure for doing so. Proceedings of the Executive Council in this matter shall be kept confidential.

#### E. Performance Studies Interest Group Resolution regarding NCA Reputational Study of Doctoral Programs—Eileen Ringnalda.

“Whereas every five years NCA conducts a Reputational Study of doctoral programs;

“Whereas significant areas of emphasis in the discipline are not included in the current Reputational Study,”

“Therefore, but it resolved that WSCA urges the NCA Doctoral Education Committee to include a greater number of areas of emphasis, including Performance Studies, in the NCA Reputational Study.”

Bill Eadie provided context for Reputational Study: At the time NCA put together the study, they believed there were too few Performance Studies areas of emphasis to be ranked, and areas of emphasis were selected by the doctoral programs themselves. To declare a certain area of emphasis, programs need to have a certain number of faculty publishing regularly in that area and need a certain number of graduate students declared in that area of emphasis. Although NCA continues to examine specialization, a resolution from WSCA will probably not have any effect.

Eileen Ringnalda responded that there is concern that leaving out smaller areas of emphasis is not beneficial, and we want to let NCA know that there are smaller, specific areas that are falling through the cracks based on their criteria.

MSA as presented.

F. Interpersonal Communication Interest Group Resolution regarding Interest Group Support—Cailin Kulp:

“Whereas mailing and copying costs have increased over the years,”

“Whereas costs of frames and certificates may take up a significant portion of the current Interest Group allocation,”

“Whereas Interest Groups may desire to offer a cash award for top papers,”

“Therefore, be it resolved that WSCA increase the amount of financial support allocated to Interest Groups from \$100 to \$200 apiece.”

Discussion centered about monies spent by Interest Groups. Sue Pendell said that she had only three requests from IG’s for \$100.00 and that she had been giving groups more money if they asked for it. Kathy Adams added that as President-Elect she also provided money for IG’s.

Bill Sharkey wanted it clarified that not all IG’s have used their money, and Sue said that was the case.

Stephanie Coopman said IG’s can get the email list from Sue Pendell to help save the cost of sending mailings.

MSA as presented.

G. Resolutions from the floor: None.

H. Resolutions of Appreciation:

Be it resolved that the Western States Communication Association expresses its heartfelt appreciation to the following for their service:

Sandra Petronio, Immediate Past President of WSCA,

Kathy Adams, President of WSCA,

Connie Bullis, President-Elect for convention program planning,

all committee members who have served during the year,

Beth Le Poire, retiring editor of *Communication Reports*,

Dennis Alexander, Chair of the Local Host Committee, and to the faculty, students, and staff of the University of Utah for convention arrangements,

Duane Fish for coordinating the Western Forensics Association tournament and for his exceptional service to WSCA during his three-year term as Speech Activities Coordinator,

the staff and management of the Salt Lake City Marriott Downtown for their service and hospitality.

Be it resolved further that the outgoing President of WSCA be instructed to write letters communicating the appreciation of the Legislative Assembly to the above named persons and to their appropriate administrators.

MSA to add the Sock Hop disc jockey.

MSA to add Sara Hayden, Second Vice President.

VII. Elections:

A. WSCA Nominating Committee—two members (to serve with Immediate Past President Kathy Adams, Committee Chair, and two members elected by the Executive Council for 2003).

- Natalie Dollar, Oregon State University—Cascade Campus
  - Susan Messman, Arizona State University
- B. At-Large Representatives to Executive Council—two members (to serve 2003-2005 starting with the meeting tomorrow morning, including an annual meeting at NCA the evening prior to the convention and an annual meeting at WSCA the day prior to the convention).
- John Oetzel, University of New Mexico
  - Rona Halualani, San Jose State University
- C. WSCA Representative to NCA Legislative Council-one member representing K-12 (to serve 2003-2006 starting with NCA in Miami, including Wednesday afternoon, Saturday, and Sunday morning meetings).
- Robert Stockton,

VIII. Meeting adjourned at 7:43 pm.