

**Minutes of the National Association of Communication Center's Business Meeting
2-3:15 PM, 11/22/08 San Diego, CA
Cunningham A, Hyatt**

1. Call to Order and Welcome by Chair Esther Yook, University of Mary Washington

Esther Yook welcomed all attendees as she called the meeting to order.

She extended the group's appreciation to Bill Huddy (University of Colorado-Colorado Springs) and Beau Bingham (University of Wyoming) for the excellent spring NACC conference that they co-hosted in April, 2008.

Esther also described the quality of the NACC sessions at the NCA conference and indicated that this will continue to contribute to the unit's success. She said that she had gotten other tips from the national office about publicizing our unit.

Esther said that our efforts at outreach and quality programming have paid off. At no time that she checked our numbers were they below the 100 mark.

Esther extended thanks to Kathie Turner and Ted Sheckels for their initiative in creating award divisions for our unit and for overseeing nominations for the awards.

Esther also extended thanks to Marlene Preston who examined our by-laws for consistency and efficacy. Esther indicated that because many sessions were in competition with our business meeting that Kyle Love would present the motion on the revised by-laws later in the meeting.

Esther turned the floor over to Kathie Turner, Davidson College.

2. Report by Kathie Turner, Vice Chair on the status of 2008 NCA Sessions

Kathie presented information on this year's NCA conference submissions. There were 8 submissions and 5 were accepted, including one that has a shared Forensics affiliation; we also had a session for the business meeting.. She indicated that some of the slots were marginalized at 8AM and 2 were slotted at the same 6:30PM Saturday time.

Kathie said that she made our unit's plea to Dawn Braithewaite (2009 NCA President) and Lynn Turner (2010 NCA President) and they empathized with our concerns.

Kathie reported that our unit had its first Scholar to Scholar session on Sunday morning (11/23) and thanked (was this Marlena Davidson from University of Nebraska--Omaha)

Kathie reported that the short course enrollment was 14-15. Other members said that the short course they attended had a published number of people, but that many more showed up at the conference.

Kathie indicated that the quality of NACC members' panels have drawn more people to our sessions.

Kathie said that if people have ideas for submissions to send them in. They can be combined with others to make a panel.

Kathie concluded by thanking all submitters and reviewers.

Kathie turned the floor over to Ted Sheckels, (Randolph Macon College) who reported on NCA 2009 information.

3. Ted Sheckels, Vice Chair Elect on planning for 2009 NCA sessions and beyond

Ted said that the unit will again have 5 sessions with one being NACC's business meeting. He indicated that we can forward an unlimited number of Scholar to Scholar programs that would be reviewed by the larger NCA selection committee.

Ted reported that we would again have an opportunity for a Short Course.

Ted also indicated that pre-convention meetings are available and would be an excellent venue for sessions presenting scholarly research activity or faculty development research.

Ted also wanted the group to be aware of special opportunity—the FIVE YEAR OUT programs (doesn't count as one of our five slots). These programs will be in honor of the 100th anniversary of the national organization.

Next year's convention theme will be "Stability and Change" with these sub-areas: historical development of unit; major themes and contributions; direction of unit; resources and challenges; contribution outside the academy (outreach). Submission deadline is 2/11/09 via All Academic site. Review will be 2/12-27. All material will leave Ted's hands early in March. Submitters will be notified between 3/16-20, 2009. Due to feedback on this year's very early pre-registration deadline, pre-registration for 2009 will be 9/17/09. Ted seeks submissions for panels, papers, scholar to scholar programs. He will also need volunteers to review submissions.

The floor was turned over to Susan Wilson (DePauw University) who reported on section membership which stands at 107.

4. Susan Wilson, Recorder and Membership, and proxy for other reports

Susan also read reports from individuals who could not attend the business meeting for personal reasons or for conflicts in convention scheduling.

From Kim Cuny, (University of North Carolina-Greensboro) Student Coordinator: "UNCG committed \$800.00 to the creation of Speakingnetwork.com as a place for student staff to connect and share. It has yet to fully take off. As an NCA officer

charged with student coordination, it is difficult for me to reach student staff as they are not NCA members - I do not have direct access to them.

I desperately need our NCA comm centers affiliates to better communicate value in this effort to their staff (if we are to coordinate these non-NCA members in any meaningful way.)

NCA and NACC conference info as well as a link to the NACC Web page are posted at speakingnetwork.com”

From Paul Sandin and Bill Nehrer, (Butler University) Publication Specialists: “Bill Neher and I are on a panel during the business meeting and will not be in attendance for the meeting. The only report is that we received just two Center Codes of Ethics in the last year. We recommend that the new publications specialist decide whether to pursue this project or abandon it for lack of interest.

Thank you for allowing us to serve all these years and we wish the section good luck in the years to come.”

From Anand Rao, (University of Mary Washington) Website Manager: “After several frustrating weeks of trying to get the website back online, it is now restored and fully operational. The site had been hosted on the UMW web servers, but for some reason no one is able to explain, it blocked access to the data after some maintenance was done. After being unable to get it running on the UMW servers, I moved the site to a personal bluehost account. The site is now fully operational, and the move will allow for easier access to the site, including the ability to move it to another server at a later date, if we so wish. I apologize for the downtime. Please send me any updates or information you would like to see posted on the site.”

5.Linda Hobgood reporting on NACC Spring Conferences

The floor was turned over to Linda Hobgood (University of Richmond) who introduced DePauw University’s proposal to host the 2010 NACC conference in mid to late March 2010 for discussion. Brief discussion ensued before proposal was unanimously accepted.

Linda then introduced University of Richmond’s proposal to host the 2011 NACC convention. She said that it would be fitting for the 10th convention to return to the site of NACC’s first conference. The University of Richmond dates are tentatively late March or early April. Having conference sites identified two years out will help with planning. Brief discussion again before proposal was unanimously accepted.

6. Sue Weber, 2009 NACC Spring Conference Host, University of PA

The floor was then turned over to Sue Weber for information on the 2009 NACC conference to be held at the University of PA, Friday, March 27th and Saturday, March 28th. The conference theme is “The Center of Attention.” Registration will begin the

first week of January. People who register year will get a break with the student rate of 85.00 and the faculty rate of 125.00. The hotel rate will be 129.00 with 15.00 for each extra person. Sue cautioned that since the University of PA has a special rate with The Club Quarters, people need to go through the conference website www.sas.upenn.edu/cwic and not book directly. If people have further questions they can email Sue at weberes@sas.upenn.edu. The keynote address will be on Saturday at lunch.

7. Kyle Love reporting on NCA Nominating Committee

The floor was turned over to Kyle Love (Columbia College) to present the slate of officers as follows:

Proposed Slate of Officers for 2009

Elected Positions

Chair: Kathie Turner

Vice: Ted Sheckels

Vice Chair elect: Wendy Atkins-Sayer (University of Southern Mississippi)

Recorder: Susan Wilson

Appointed Positions

Student coordinator: Kim Cuny

Publications: Marlina Davidson and Beau Bingham

Web: Anand Rao

Excellence at the Center: Linda Hobgood

Nominating Committee: Esther Yook & Kyle Love

Nominating Committee Rep: Esther Yook

Nominations were also invited from the floor. None were forwarded. The slate was unanimously approved.

8. Kyle Love also brought the by-laws revisions that Marlene Preston (Virginia Tech) has initiated, to the floor.

Proposed amendments and justifications (submitted and posted on the listserv by Marlene Preston)

The following list includes 6 areas for proposed changes in the bylaws. The changes have been reviewed and discussed by the Executive Committee and the past Chair.

These updates are necessary to reflect current practices of the section. Of course, when the bylaws were first written, our fledgling group was projecting ways in which our section might carry out business. Now, we have more clarity about those processes.

The original bylaws can be found at the section website: www.communicationcenters.org

Each of 6 proposed changes is followed by a statement of rationale, explaining why the proposed change is necessary.

Change #1 -- Article III - Meetings

3.4. Any votes taken at meetings will be decided by majority rule of those present. Deciding votes will be cast by the chair. A quorum (1/3 of the membership or those attending the annual **NCA business** meeting) must cast votes on matters involving the Section Bylaws and Election of Officers.

Rationale #1 – Clarify that members must attend the section business meeting to have votes counted. The vote by quorum of those attending is necessary so that business can be accomplished by the group in attendance at the meeting.

Change #2 -- ARTICLE IV - Nominations, Elections, Appointments

4.1 Nominations

- a. The ~~Chair and the~~ Nominating Committee shall announce election procedures and call for nominations to all members at least one month prior to the election. **(deleted “Chair and the”)**

Rationale #2 – Unnecessary duplication of effort with previous wording. Our section’s practice has been to entrust this task to the Nominating Committee.

Change #3 -- Article V. Duties of Elected Officers

Four elected officers shall serve as the Section's Executive Committee: the chair, the vice chair, the vice-chair elect, and the recorder. The term of all four officers is one year beginning December 1 of the year in which they are elected. **Barring unusual circumstances, the term of office is limited to one year, except for the recorder, whose term may be extended to a maximum of two years with the approval of the incoming chair.**

Rationale #3 – The position of recorder is one that enables the section to encourage newer members to take responsibility for the section. Because there is no presumption that the recorder will automatically take on another position in a subsequent year, our section has on occasion been reluctant to turn over this position when our recorder is doing a great job. This change in the bylaws would impose a term limit of two years.

Change # 4 -- Article VI. Appointed Positions and Committees

Appointees are selected by the Executive Committee and identified to the membership at the annual meeting. Appointees commit to positions for a minimum of one year.

Barring unusual circumstances, the positions of Publications Specialist and Student Coordinator may be extended to maximum of two years.

Rationale #4 – Again, these two positions are positions that can encourage new members to participate meaningfully in the operations of the section. A term limit will facilitate turn-over in these appointed positions.

Change # 5 -- 6.1 Publications Specialist

- a. Announce publishing opportunities to members.
- b. Identify opportunities to publicize the activities or goals of the Section.
- c. Publicize professional accomplishments of section members, including publications and promotions.**

Rationale #5 – The role of the Publications Specialist has been somewhat limited. This change will allow that appointee to publicize the accomplishments of members, a task that is included in the operations of many organizations.

Change #6 -- 6.3 Section Nominating Committee

The nominating committee of the Section is comprised of **two** former Section chairs, **those who most recently served as chair.**

- a. Announce nomination process at least **one month** before the annual meeting.

Rationale #6 – This change is proposed to limit the committee to two people, which is actually the practice the section has been following. The change to “one month” from “two months” makes the timing consistent with the timing explained elsewhere in the document.

A friendly amendment came from the floor that the following phrase in Article V. Duties of Elected Officers:

Barring unusual circumstances, the term of office is limited to one year, except for the recorder, whose term may be extended to a maximum of two years with the approval of the incoming chair.

Be changed to read “Except at the discretion of the Nominating Committee, the term of office is limited to one year, except for the recorder, whose term may be extended to a maximum of two years with the approval of the incoming chair.”

The same argument was made for Article VI. Appointed Positions and Committees, changing:

Barring unusual circumstances, the positions of Publications Specialist and Student Coordinator may be extended to maximum of two years.

“Except at the discretion of the Nominating Committee, the positions of Publications Specialist and Student Coordinator may be extended to maximum of two years.”

9. Communication Centers Section Awards/new award titles—Kathie Turner and Ted Sheckels

Ted indicated that the Outstanding Consultant Award will be officially presented at the 2009 NACC conference where there will be a larger group that includes tutors. The 2008 Award was given to Hemalatha R. Yarragunta, University of North Carolina-Greensboro.

The award for outstanding paper was not conferred.

The outstanding panel award was given to Kyle Love, Columbia College.

The Von Till Newcomer Award--Kim Cuny, University of North Carolina-Greensboro.

The Preston Leadership Award--Kyle Love, Columbia College.

The Hobgood Service Award--Bob and Ann Weiss, DePauw University.

10. The gavel was transferred from Esther Yook to Kathie Turner. In addition, the chair's folder was transferred.

Kathie expressed profound gratitude to Esther for her work as chair. Applause followed.

11. Ted Sheckels brought a tutor certification proposal to the floor.

Ted has looked at other tutor certification programs and indicated that there are flaws with them. For example, CRAL focuses considerably on remediation and doesn't address some of our tutors' particular profiles.

Ted proposed that NACC create their own certification program. The issue would be initially presented at the 2009 NACC conference for discussion. Following that a draft would be presented early at the 2009 NCA convention—like we did with the director's assessment document—and then it would be refined before the business meeting. A motion was made and seconded that Ted start the process for a certification document.

Ted announced that people who want to help with this initiative should contact him.

12.Kathie adjourned the meeting.

Respectfully submitted,

Susan Wilson, DePauw University
12/12/2008