

MINUTES
WPSA EXECUTIVE COUNCIL
Thursday, July 21, 2022
Location: Zoom Meeting
Link: <https://pdx.zoom.us/j/89648196759>
3:00-4:00 pm PDT

Members Present: Pei-te Lien, Brent Boyea, Jason Casellas, Elsa Dias, Lori Frasure, Michael W. Bowers, Mark Brown, Richard Clucas, Juliet Carlisle, Laura Evans, Elsa J. Favila, Michaele L. Ferguson, John Meyer, Melissa Michelson, Char Miller, Mark Ramirez, Ricardo Ramirez, Tony Smith, Fred Smoller

Members Absent: Janni Aragon, Nadia E. Brown, Ainsley LeSure, Sean Parson, Sara Sadhwani

Guests: Mark Brown

Pei-te Lien called the meeting to order at 3:05 pm PDT.

I. New Business

A. WPSA Administrative Structure and New Hires—Richard Clucas

Richard put forward a proposal for the council to restructure the association’s administrative structure for moving forward after Elsa Favila’s retirement on October 31. He asked the council to take three pieces of action:

I. Approve the new administrative structure and staff positions. The proposal called for hiring a Conference and Membership Coordinator, who would serve in a part-time year-round position and be responsible for handling planning for the annual conference and overseeing the association’s membership. The proposal also called for hiring a Communications and Special Projects Coordinator, who would either be a student worker or someone outside academia. This person would help with mailings, the website, and other projects. Finally, the proposal called for the use of a private bookkeeping firm to take over the bookkeeping parts of Elsa’s job.

II. Approve the job announcement and pay rate for the two new positions.

III. Authorize the WPSA Wage Committee to hire the Conference Coordinator and take other action as needed to ensure the new structure is in place before Elsa’s retirement.

Michaele Ferguson asked how we came up with figure to pay graduate student when her university requires a minimum of \$26 an hour. Richard explained the rationale and that there is no reason the council couldn’t either set a potential range of salary or leave it to the Wage

Committee to determine an appropriate level. Michael asked that the salary range be more flexible so we can hire the best.

Discussion followed on the potential application pool and what we should be looking for in the conference coordinator, the role of the Wage Committee moving forward, salary ranges, and whether we should limit the second position to students.

Tony Smith emphasized the need to have someone with experience with conference or event planning.

John Meyer called for a range in the salaries for both of the positions based on experience and with the Wage Committee given the power to negotiate. He supported looking beyond students for the Communications position. He also talked about the lack of staff support in the association, mentioning the challenges in building the Virtual Communities program, and how there might be benefits for more robust staffing.

Richard said the new Communications person could help take on some of these tasks, providing greater support for groups such as Virtual Communities.

Melissa Michelson said it would be good to have someone with a communications background for the second position who would have more expertise than a political science major.

Several council members voiced support for giving the Wage Committee as much flexibility as possible in making final decisions on salary and qualifications based on what we get.

Discussion ensued on the potential range for the salaries, what type of benefits should be offered, and start date. Comments also focused on fairness to the new hire and what the association can afford.

John Meyer calls for more specification in the advertisement on the work hour demands so that there is no misunderstanding with the new hire on what is required in the position.

Richard asked to make sure there was consensus on the key points raised today, including finding someone with planning background, giving the Wage Committee as much flexibility as possible, and providing more details to applicants on the time demands. There was no opposition to that assessment of consensus.

Pei-te called for moving forward with adopting proposals put forward by Richard
Tony Smith seconded motion
Council adopted unanimously.

Meeting adjourned at 4:05 pm.