

TO: SSSP Board of Directors
FROM: Permanent Organization and Strategic Planning Committee
B.E. Aguirre; B. Beck; J. Best; N. Jurik; C. Perrucci, Chair; R.T. Schaefer; J.A.C. Sheppard; D. Wilkinson. Augmented with L. Fernandez and M. Hargraves, Board Liaison.
RE: Annual Report
DATE: July 2005

In terms of new business, the Permanent Organization and Strategic Planning Committee was charged by President Gary A. Fine to canvass its members about what, if anything, the SSSP needs to do to help insure that minority members feel fully welcome in the organization.

Eight of nine committee members considered this matter and responded as follows.

Three felt that nothing needed to be done.

One each suggested the following actions (some made multiple suggestions):

Have Board of Directors discuss banquet meeting procedures for the future;

Have the President apologize to all student members at the 2004 banquet (how identify?);

Conduct a workshop on racism (for whom?);

Survey student members about the extent to which they feel welcome in SSSP;

Continue the social gathering with the Association of Black Sociologists;

Survey minority members about the extent to which they feel welcome in SSSP;

Analyze committee membership/chairs for minority representation;

Telephone several minority members for their perceptions about this matter;

The Committee found that SSSP currently does not solicit minority membership information. For the present, the Committee asked Tom Hood and Michele Koontz to “eye ball” current officers and committee membership for minority representatives. They found that they could identify the race/ethnic status of all except 15 of these members, and that there was minority representation among the officers, Board of Directors, Advisory Editors, Division Chairs, and 13 of 19 (68%) committees. In the future, if there was interest, a survey of participation/feeling of inclusion of all members could be conducted with a membership form revised to request self-identified race status.

The Committee also was asked to consider whether signatures should still be required on ballots, since the Operating Procedures (OP) do not require this. Six of nine Committee members expressed the opinion that the signature requirement should be continued. At the Committee’s request, Michele Koontz has amended the OP (page 34) to reflect this practice.

In terms of old business, Michele Koontz has indicated the changes that have been made in accordance with last year’s report recommendations; this is appended.

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We take steps to ensure a smooth transition that maintains as much as possible our good relationship with the University of Tennessee. NOTHING WAS DONE. THE COMMITTEE MIGHT WANT TO RECOMMEND THAT THE PRESIDENT WRITE A THANK YOU LETTER EACH YEAR. WHAT DO YOU THINK?

We make plans for the future of the Executive Office so that wherever it is located it is fully staffed and continually operating. I DON'T KNOW IF THE COMMITTEE DID ANYTHING ON THIS OR NOT.

We rewrite the job description of the Executive Officer, the Administrative Officer and Meeting Manager with the help of the current officers to reflect the effective way the positions have evolved. I DON'T BELIEVE THIS WAS DONE.

We develop a plan for hiring a new Executive Officer when Dr. Hood is ready to move on. SECTION 1. D. SELECTING THE EXECUTIVE OFFICE, EXECUTIVE OFFICER, AND THE ADMINISTRATIVE OFFICER WAS ADDED TO THE OPERATIONS MANUAL IN 2003. SHOULD THERE BE A VACANCY(IES), WE HAVE DETAILED PROCEDURES TO FOLLOW.

We make changes to the by-laws (as proposed by the Budget, Finance and Audit Committee 2004) to include the participation of the BFA and the Treasurer in the process of hiring the Executive Office, Executive Officer, and the Administrative Officer. CHANGES WERE MADE TO THE OPERATIONS MANUAL -- I. D. SELECTING THE EXECUTIVE OFFICE, EXECUTIVE OFFICER, AND THE ADMINISTRATIVE OFFICER.

We make the graduate assistantship more attractive by converting it to half time year round and allowing time for participation in the sessions at the annual meeting. DONE--THE GRADUATE ASSOCIATE WORKS 20 HOURS PER WEEK, 12 MONTHS, \$18,000 ASSISTANTSHIP.

We make the Administrative Officer's pay for meeting management a regular salary compensation package that includes social security and taxes and fringe benefits through the university rather than just contractual pay. Consistent salary increases with cost of living or merit or in line with other university positions. THE UT COMPENSATION COMMITTEE DID NOT APPROVE THIS. SEE ATTACHMENT. MY MEETING MANAGER SALARY WILL BE RECORDED ON A 1099 FORM AT YEAR-END. SSSP WILL PAY MY FICA/MEDICARE (7.65%) AND RETIREMENT (10%). THIS TOO WILL BE REFLECTED IN MY 1099 FORM.

We compensate the host department, reduce the Executive Officer's salary and change the graduate assistants position to a twelve-month half time position. DONE--HOST DEPT RECEIVED \$5,000 IN 2005 AND TOM'S SALARY WAS REDUCED TO \$6,000 IN 2005 (FROM \$10,400 IN 2004).