

Washington State University Academic Advising Association (WSU ACADA)

Date/Time: 04/26/16 @ 8:30-9:30 AM

Meeting Subject:	Executive Council Meeting
Meeting Location:	Cue 305
Meeting Start Time:	8:30 AM
Meeting Adjourn Time:	9:15 AM

Attendees:

Valorie Fisher	President
Jeremy Lessmann	Faculty Representative
Miwako Nakamoto	Regional Campus Rep – VA
Rebecca Liao-Cance	Co-Chair – Programming & Events
Natalie Nakic	Co-Chair-Programming & Events
Alicia Petersen	Secretary
Becca Prescott	Co-Chair – Membership and Publicity
Matthew Jeffries	Co-Chair – Membership and Publicity
Amber Denman	Professional Representative
Brooke Whiting	Chair-Awards
Jon Walter	Vice President
Anna Brown	Regional Campus Rep – SP
Terese King	Director, Academic Success and Career Center
Kellie Murphy	Chair – Certification
Tina Krauss	Treasurer

Absent:

Susan Poch	Associate Dean University College
Mysti Meiers	Regional Campus Rep-TC

Guests:

Sree Panchagnula-ASWSU Representative

MEETING MINUTES

- I. Approval of Minutes-motioned by Becca Prescott, 2nd by Terese King-Approved
- II. Committee Reports
 - a. **Awards -Brooke Whiting**
 - We presented at the OUE awards ceremony to the award winners.
 - When Brooke went to assemble the awards, the acrylic, was an 8X10 and smaller than a piece of paper, so Brooke had to arts and crafts the awards.
 - Brooke put in a request to the vendor to replace the 4 extra plaques, and it will cost \$7.30 for shipping so we don't have to cut down the awards on the next go around.
 - The time is coming up for call to nominations and gearing up for the next year.
 - When do we hear from NACADA, we are not sure when we will hear from them. We should be hearing very soon from them about the Association award winners.
 - b. **Certification –Kellie Murphy**
 - Had to cancel the conduct meeting and they got booted from the room and so it was cancelled. The Presenters could not present at 3 so had to cancel. They still

want to offer the training so working on finding a time. This one will be the last level 2.

- Talked to Tom Sanford, and working on the list and where everyone is at. The goal is to get emails out to people and letting them know if they have earned level 2 certification.
- They are working on getting announcements out about the MAC, and they will have until June to apply, and once the semesters dies down they will be sending out weekly announcements to apply for MAC.

c. **Membership & Publicity – Becca Prescott & Matthew Jeffries**

- Can map send out an announcement about the election results. Yes, Matthew will send out an email to the list-serve with the election results.
- Down to only 5 people that have no paid.
- Numbers: Total 184
 - Pullman-130
 - Vancouver-28
 - Tri-Cities- 10
 - Spokane-3
 - Global-8
 - Everett-2
 - Student-3
- Working with P & E on the thank you letters from the Grad Fair and they are sending that electronically. The thank you cards that were given to advisors that are not members, and inviting them to join ACADA.
- Working on the events that they have talked about, so gearing up for those events.
- Working on the website so if you have additions, subtractions let Matthew know.

d. **Programming & Events – Rebecca Liao and Natalie Nakic**

- Spring Social-Natalie sent out the evite so please look over that and give any feedback today, since they want to send it out later this afternoon.
 - Once you RSVP with children etc. It will gather all the info on who is bowling etc.
 - John McNamara is providing all the food.
 - This is occurring on May 25th at Zeppos.
- The pictures have been sorted for the Thank you letters and those will be sent out this week, from the Grad Fair.
- Coffee hour coming up on the 5th of May. It should be on the calendars. They will update the location. The purpose is to grab a cookie, and they will have someone there from Health and wellness to talk about stress management. F

e. **Best in the Region-Amber Denman**

- Provost office will cover the AV and Tech and the CUB will bill ASWSU so we need to work with the provost office to pay for the AV and TECH. We need to note that on the request.
- We are doing an Ask for funds to the colleges and this will cover for best in region and lunch. There is a letter and it could be in Val inbox and then that will get sent out to request funds.
- Is there a schedule? No not currently, Val stated they are working on it, and Val will follow up with Matthew as he needs to talk to Pam about the schedule for the day.
- We need to get a plane ticket bought for the presenter. Amber needs to know how to do that. Michelle will purchase that for them and Amber forwarded that onto Jon.

- Amber will follow up and let him know that he does not need two nights in Pullman and that we will get him out on the noon flight, so we don't pay another night for hotel. Amber will send Jon and Tina an email.
- We will focus on the morning schedule and lunch as the other entity wants to focus on the afternoon, so we don't need to do anything in the afternoon.
- The afternoon-there will be a presentation by Terese King and Dave Schmidt will do a presentation in the afternoon. Then there will be roundtables that will have prompts to have discussions throughout the afternoon.
- The lunch will be the Parker Award. We will make sure John is there. Brooke is working on the plaque for the Parker Award. Susan Poch is going to talk about advising changes and then there will be a small message from the new president. Val is working on the Bios for Jane and John.
- Todd out of the provost office will do an invite.
- We should do a save the date, Matthew will work on the save date.
- We will have only one registration to make it more efficient.

f. **Budget-Tina Krauss**

- No update
- Certification will be spending money as they have to order more certificates, and they will order 200 certificates. They save money if they order in larger quantities, and they will spend about \$150.00 to order them.

III. Old Business

IV. New Business

- May 17th-is the last meeting until the new elected members take their office. New officers take their position on June 1st.

NEXT MEETING:

Time: May 17th, 2016

Location: CUE 305