

Washington State University Academic Advising Association (WSU ACADA)

Date/Time: 04-05-16 @ 8:30-9:30 AM

Meeting Subject: Executive Council Meeting
Meeting Location: Cue 305
Meeting Start Time: 8:31 AM
Meeting Adjourn Time: 9:30 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	CO-Chair-Awards
Jon Walter	Vice President
Anna Brown	Regional Campus Rep – SP
Kellie Murphy	Chair – Certification
Tina Krauss	Treasurer
Anna Chow	Co-Chair-Awards

Absent:

Susan Poch	Associate Dean University College
Terese King	Director, Academic Success and Career Center
Mysti Meiers	Regional Campus Rep-TC

Guests:

MEETING MINUTES

- I. Approval of Minutes Motioned by Jeremy, 2nd by Becca-Approved
- II. Committee Reports
 - a. **Awards -Brooke Whiting**
 - Awards ceremony coming up
 - Anna Sent out the link to the RSVP to the awards winner
 - Emailed Chris Gana to see if he could print the awards
 - Then Brooke will work with Val on getting them signed before the awards ceremony.
 - Everyone moved forward with the association awards.
 - b. **Certification –Kellie Murphy**
 - Have training on Friday, Level 2 on student conduct. It is Lighty 405. It will be good for people to bring a laptop so they can get online.
 - Working on level 1 and level 2 lists.
 - Budget requests-do we have a form? Jon stated it is not complete yet. The only purpose it will have is so we can see the expenditure, and it will be for tracking purposes.

- Level 2's are getting awarded this year, and she will need to buy award paper.
 - The MAC award announcement will be going out soon and so please encourage people to apply.
 - Level 1 is always handed out in the fall. They want to print anyone who is done now so it not taking a lot of time in the fall to print all of them.
 - What is going to change with the Provost charge of mandatory training? It looks like there is going to be a committee forming to look at the training component. 101, 102 and 103 will live on with some added components. I think the recommendation of UAAEC will build on already built trainings.
 - There will be a call for people to join this training committee through UAAEC.
- c. **Membership & Publicity – Becca Prescott & Matthew Jeffries**
- Haven't met in a while since there has not been a lot of new stuff.
 - Membership numbers
 - Total: 184
 - P: 130
 - V: 28
 - TC: 10
 - S: 3
 - G: 8
 - E: 2
 - Student: 3
 - Missing payments from: 5
 - Received to date: \$3520
 - Figuring out the data base and now that Tina is here working on the budget that they bring in Tina to make sure the data base works for the treasurer.
 - Getting the last people to pay their dues.
- d. **Programming & Events – Rebecca Liao and Natalie Nakic**
- Still working on some details and meeting this Thursday to send out a RSVP by the 15th of April for the spring social. It is going to be at Zeppos with bowling. The tentative date is May 25th. John McNamara is going to be providing snacks and food. P & E will pay for the bowling. Becca stated we could use her alumni card and pay by the hour, and it would be \$25.00 an hour.
 - Need the exec approval for the coffee hour for advisors. Hoping to launch this for the future.
 - Just finished the advisor appreciation at the Grad Fair and have about 200 student's thanks their advisors. Now deciding if they want to email them or print them out.
 - Working on the survey to get feedback and want to get some more information so they can plan for the next year.
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- e. **Best in the Region-Amber Denman**
- Ryan Schekel from Texas tech stated that he is willing to come. He stated he has also done presentations on fixing advising. He could speak on different topics so we could use him in the afternoon. Amber will connect with him and see if Ryan has any outlines for his other presentations.
 - He has some travel questions as he wants to travel to Seattle and then drive over, but Val and Amber will chat.
 - In partnering with the spring forum, a lot of things are moving forward and are not as inclusive of WSU ACADA as Val would like to see. Val was in a meeting yesterday and going off a Star Wars theme. In the morning having Pam Bettis come and talk and then in the afternoon having roundtables of topics and calling it "starbursts of information". If you have topics, please send them to Val, and having these in the

afternoon, we might not get the participation that we want. Should be about 30 minutes and not 10 minutes.

- There will be a lunch provided and do the roundtables at lunch and then move back to the presenter after lunch.
- Going to ask the incoming president if he could speak at some point.
- Todd from the provost office is going to send out a save the date
- ASWSU is working with Amber to reserve the CUB. Val will check with the student to make sure if there is any paperwork that needs to be signed.
- Asking the provost office to be a sponsor so the AV can be paid for.
- Ask for money, it will be a joint ask for money. Does Sharon have a letter, and Amber stated that she does not have the letter, that is was Lisa Hunter. We could ask Karla Makus to see if she has any letter.
- What is the amount that we need to ask for? Val stated they were going to look at what was given last time and then move forward.
- WSU ACADA could be responsible for the travel and hotel for Ryan (presenter).

f. **Budget-Tina Krauss**

- No update at this time.

III. Old Business

IV. New Business

a. P& E Advisor coffee hour

- Reinventing the brown bags and looking at the way we can connect with advisors. The coffee hour is not meant to teach something but for advisor to relax and get the advisor out of the office. There will be a topic, but advisors health, advisors wellbeing etc.
- They don't have to stay for the whole hour
- Grab information and relax, grab a cookie, coffee or tea.
- Having multiple tables that have self-care and resources on campus for advisors on self-care.
- It doesn't technically fall under a brown bag or roundtables.
- Can P & E use the budget in a different way than the way the budget is outlined for the P & E committee? Is there a budget for this event? P & E hasn't used any of the budgets for roundtables and would like to use that money.
- The budget could be in alignment with the fall, if this is a fall start date. Can work on the budget over the summer and have it approved at the fall membership meeting.
- Could also use the CUE 518 because there is a coffee shop, and we could get coffee donated etc.
- Urban campuses think about this and think if it is something that you would want to do?
- They would like to do one this spring and do a dry run and see if they can make changes.
- Rebecca-can we move forward with this event? Use your professional judgement on how many you think would attend.
- Can we get an RSVP to not have to guess how much money we will need?
- The tentative date would be April 21st and April 28th. The 28th would be better since registration is still happening.
- There will be an update on what they find out for participation.

b. Elections

- Jon can pass the results to Val and Val will contact the candidates and then we will make the announcement.

c. Jane Parker Award

- EMAIL from Brooke
 - Here are some talking points for the Jane Parker Award:
 - Develop an award to recognize advisors, someone who has been at the forefront of and supports advising. has a long record of service to the WSU Advising community. Someone that would be otherwise overlooked.
 - Identify through Awards and Certification Committees, names can also be brought forward in other ways to the Executive Committee.
 - Executive Committee is charged with the selection and giving of this award.
 - Discussed naming it the Jane Parker Award in recognition of Jane Parker.
 - Award at the WSU ACADA Best of Region event, invite Jane to receive an inaugural award.
 - Will not necessarily be awarded annually, rather as candidates are identified.
- We could ask Jane to come and be present when the award is given to the recipient.
- If it is approved we want to select John McNamara. Brooke moves to approve the Jane Parker award with the edits and select John to be the 1st recipient. Tina 2nd the motion and the motion carries.
- Brooke did order an extra plaque and they can make a certificate to go. Can there be a rolling plaque that could live on the website?
- Val will follow up with Jane and we need to get John there.
- Brooke will make the certificate
- Val will work on the Bio for Jane
- Val will do the John Bio for the award.
- Present it at lunch.

NEXT MEETING:

Time: April 26th, 2016 at 8:30 AM

Location: CUE 305