

## Washington State University Academic Advising Association (WSU ACADA)

Date/Time: 03-15-16 @ 8:30-9:30 AM

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Meeting Subject:	Executive Council Meeting
Meeting Location:	Cue 305
Meeting Start Time:	8:31 AM
Meeting Adjourn Time:	9:22 AM

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### 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
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
Tina Krauss	Treasurer

### Absent:

Becca Prescott	Co-Chair – Membership and Publicity
Susan Poch	Associate Dean University College
Terese King	Director, Academic Success and Career Center
Kellie Murphy	Chair – Certification
Mysti Meiers	Regional Campus Rep-TC

### Guests:

Sree Panchagnula-ASWSU Representative

## MEETING MINUTES

- I. Approval of Minutes-Motioned by Amber Denman, 2<sup>nd</sup> by Rebecca Liao-Cance-Approved
- II. Committee Reports
  - a. **Awards -Brooke Whiting**
    - The awards deadline is March 22nd. It is a week from today. We have three award winners and they are all moving forward with the association awards. Val is pretty much done with their letters. Individuals will apply online.
    - The Plaques are here and ordered them online, and got them within two days. Brooke ordered 7 plaques; since we have 4 categories we have next year's plaques and used less this year on the prices for two years.
    - A couple of people of being the chair of the committee and Brooke will follow up with them on that interest.
    - The award ceremony is April 18th in the Afternoon. We would like the recipients to be there. Sending a save the date for them to be in attendance.
    - Membership and Publicity
    - There is not much from MAP.

- Working on the middle institute for the next activities
  - Working on so you want to be an advisor presentation.
- b. **Certification –Kellie Murphy**
- Level 2 is coming up next month. No save the date, but Matthew will finalize the details with Kellie and then will send out a save the date.
- c. **Membership & Publicity – Becca Prescott & Matthew Jeffries**
- There is not much from MAP.
  - Working on the middle institute for the next activities
  - Working on so you want to be an advisor presentation.
- d. **Programming & Events – Rebecca Liao and Natalie Nakic**
- Advisor appreciation, at the grad fair next Wednesday and Thursday. Taking pictures and getting notes from students. The sign up for that has gone out but there is a low sign up rate but we might need to send it out again.
    - Sent an email to Sree about using the white boards and he hasn't responded because he is still working out all the details. Sree will talk to the chair about the white boards for the grad fair. What they were planning on doing, is doing an 2nd advisor survey out on the mall, and then people would come over and fill out the survey and then they could offer the student to write a note to the advisor while filling out the survey. They might do this more towards the end of the semester.
    - Want to use white boards to have students write a message and then P & E will take a digital picture and send that to the advisor.
  - Spring Social-at Zeppos. Will be sending out information for RSVP so they can see how many people will be there, so they can utilize some of the budget to determine if there will be a cost to the advisors. Hoping to finalize everything by April 1st. The event will be from 4:00-6:00 PM on Thursday, May 19th (this is not solidified (this can be changed) The budget will be 4 lanes for two hours is about \$200.00 for bowling for those two lanes, and then if we go all out for food and drink that will be around \$600.00 and that will be for about 50-60 people. Will talk about being family friendly and bring that piece back to Exec with a plan and budget recommendations. What is the budget that we have for this? Could we have ACADA cover the bowling piece and individuals pay for their own food? As people will RSVP and potentially no show and so we don't want to pay that much money for food and not have people show.
    - Survey out to advisor to get their feedback so we can be more diligent with our programming in the upcoming year.
- e. **Budget-Tina Krauss**
- Jon is still working on getting the budget materials to Tina. Then will work with Tina to get her caught up. Val also needs to send Lisa Hunters stack of papers to Tina as well.
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### III. Old Business

#### a. **Best in the Region-Amber Denman**

- Do we need to plan the event together? Doing the event together is to have the funding is built in to support both events during the day.
- Amanda Morgan sent out a doodle yesterday, and Val will get Amber onto that doodle.
- Wanting to move forward with May 19th (Thursday) the morning so the presenter could fly out in the afternoon.
  - How long do we want him to present, around 2 hours.
  - Do we want 2 speakers?

- a. Amber can you check with him on seeing what he is comfortable with? Has anyone looked at the PowerPoint? A lot of us have seen it.
  - b. Matthew has a recommendation A.G. Rudd from an Instructor in the College of education on Reverence and Compassion, and how to work with our students in a more compassionate.
  - c. Another recommendation would be Lisa Laughter on feeling the fear and doing it anyway. The only concern is that a lot of have heard her and it might not be as receptive.
  - d. Matthew had another Pam Bettles on Gender and Star Wars.
    - This could be another presenter on Diversity. She is located at WSU.
- Do we need to approach that presenter from Texas on if they can come?
  - Amber: do we have funding to get that presenter here? We would need to outreach to the departments to potentially back fill the budget.
  - Val stated there is a desire to put a funding request and then it gets into a pool.
  - If ASWSU sponsor us then the CUB fee doesn't get applied to us. Sree stated we could get charged the student rate, not the department fee, which is a lot lower. We have used the junior ballroom in the past.
  - If the Provost office sponsor on then event, there is no AMS fee for the AV technology piece.
  - We need to talk as soon as possible about asking for funding. They will bring it up next week.

#### IV. New Business

- a. Matthew put the request to do a retreat this summer to do some long term planning.
- b. Jane Parker Award: an award that would go to someone for their long years of service and that person does not necessarily fit into the MAC award. Jane Parker got WSU ACADA going and was a champion for good advising, respect for students, caring for students. She also did faculty advising training.
  - We had John McNamara and he was nominated for the faculty award, and the other candidate had a stronger application, He is also retiring and he has also started working on P & E.
  - Moving forward is there a motion to establish the Jane Parker award and what are the criteria for the recipient?
  - What kind of award is it, is it a plaque, a plaque and money? We think it is just a plaque and it is an achievement award, and there could be a rolling plaque. It does not need to be given out every year.
  - This needs to be articulated in writing. Brooke will send it out and get feedback and then they will send it out with the email voting.
  - Brooke will type up something and will keep it broad.
  - Tina recommended that Jane get the award and then John is the 2nd recipient. We could do this at Best in Region, as it will be presented in front of Advisors.

#### **NEXT MEETING:**

**Time:** April 5<sup>th</sup>, 2016 at 8:30 AM

**Location:** CUE 305