Washington State University Academic Advising Association (WSU ACADA)

Date/Time: 02-23-16 @8:30 AM

Meeting Subject: Executive Council Meeting
Meeting Location: Cue 305
Meeting Start Time: 8:34 AM
Meeting Adjourn Time: 9:30 AM

Attendees:
Jeremy Lessmann Faculty Representative
Miwako Nakamoto Regional Campus Rep – VA
Rebecca Liao 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
Anna Chow
Jon Walter Vice President
Kellie Murphy Chair – Certification

Absent:
Valorie Fisher President
Anna Brown Regional Campus Rep – SP
Susan Poch Associate Dean University College
Terese King Director, Academic Success and Career Center
Vacant Treasurer
Mysti Meiers Regional Campus Rep-TC

Guests:
Sree Panchagnula-ASWSU Representative

MEETING MINUTES

I. Approval of Minutes-Motioned by Kellie Murphy, 2nd by Becca Prescott-Approved
II. Committee Reports

a. Awards – Anna Chow & Brooke Whiting
   - Worked with the winners and March 10th is the deadline for NACADA and working with VAL to provide a nomination letter for their awards packet. All three winners are moving forward with the nomination process.
   - Brooke has ordered the plaques
   - Had a meeting and is looking for someone to co-chair with her and if someone wants to step up she could step down as well. If no one steps up she will stay on for one more year but to find someone to step up in the next year.

b. Certification – Kellie Murphy
   - They have a level 2 with Conduct and it has been moved to March and a save the date will be sent out once a date is solidified.
c. Membership & Publicity – Becca Prescott & Matthew Jeffries

- 180 members and have started following up with individuals that have not paid, and there are 7 left and 5 of them they have had contact with and getting them finally paid. The procedure next year, is we won’t add you to the list-serve until they receive payment and they will announce this at the spring membership meeting
  - Pullman-126
  - Vancouver-28
  - Spokane-3
  - Tri-cities-10
  - Global-8
  - Everett-2
  - Student-3

- Getting people trained on word press.

Sent out a wish list for the data base and what do we want it to do? It is mostly membership items. Becca’s Wishes:
  - Track in one place:
    - What committees they are interested in
    - If they have paid
    - If they have been added to the listserv
    - Length of membership from year to year
    - Initial membership enrollment date
      - So we can just send targeted messages to folks as they are nearing the end of the year they paid for
    - Participation towards Level II certification
      - We would want to check and see how this could work when we are awarding these certifications because I know they must be current/paid members in order to receive their certification
      - Attendance at Level IIs, roundtables, and brown bags
    - Demographic info
      - Membership type
        - Regular or student
          - So we can make sure we send voting info to paid, regular members only
        - Email, phone number, department, title
        - Do we really need ID numbers still?
  - Pull reports:
    - Payments
      - Missing ones
      - IRI versus cash/personal check
    - Interest in each committee to send out invites to participate
      - I want each committee chair to be able to do this or the MAP person in charge of membership could pull a weekly report
  - Eliminate paper
    - No more membership sheets needed
      - People will still submit them electronically, but I will not print them
  - Budget
    - For each committee so we can see what we actually have available to us
  - Mailings
    - Send out newsletter out of this program? But still have the ability to track info like we are getting currently from MailChimp?
      - We could run a reports and that can help keep MAP up to date and not as a Manuel process.

Awards, how much have they spent
Certification, attendance at level IIs, round tables etc.

We want a broad vision and then we need to discuss how we are going to do it once we decide on what kind of database we want to have. There are a lot of factors that go into this, and maybe a database is not the correct answer, but we need to figure out what is going to work to make this easier for committees. If there is one that is hooked up to a card swipe so advisors could sign in so they don’t have to manually put in advisors sign in sheets etc.

- Matthew: Trying to do some new stuff. Mid-level institute and would like to start talking about what kind of skills they would need if they want to move up, supervision, budgets etc. What does their day to day job duties look like
- So you want to be an advisor, so individuals that are in other positions that want to move into advisor positions and helping people that want to transfer into advising roles. Having folks that were just on hiring committees.
- P& E and MAP have been talking about how can we create a promotional item that can be given to members and have it be useful. P&E looking into advisor appreciation and if we could pool our money together to get something, and then realizing that can we use our money? If we don’t use our money does it roll over to the next year? There is a lot of confusion with the budget. Jon stated that money that is not expended we don’t loss the money. There is nothing against the idea of pooling money together, besides that the membership approved the budget and if we as an EXEC think that it is in the best interest of the organization there is no reason to not pool that money together. We have about $21,000 and we have been handing that out, in awards and we have scaled that back a little bit, but we haven’t been fundraising for the organization either. They were talking about things that there will be more money at the initial onset, but we would only then give to the new members, and the branding is on it is general enough that it could last for years and it is not outdated in a year.
- What if we came up with Mugs and solicited the Deans and have the departments buy them for their advisors and they cost $8.00 but we charge $10.00 and that can help increase the budget and we are fundraising. Jon and Jeremy is not sure we can do this with the budget.

d. Programming & Events – Rebecca Liao
   - Trying to revamp the appreciation day all together. They are not doing the tabling event.
   - Working with ASWSU and Res Life and having them sending out thank you cards to Res Halls and then collecting them and passing them out to advisors. Maybe hand those out with stress balls and tell advisors cares for you. Have a table at the Grad Fair, etc. We got a response back from ASWSU and Res Life. Have you out reached to Greek life and ASWSU senate. And also Student Involvement could be a good group to contact.
   - Doing roundtables still and the next one is March 7th, on Mental Health.
   - Would like to find a co-chair or a chair since Rebecca has taken on responsibilities with her new position

e. Best in the Region-Amber Denman
   - Amber will send out the presentation for the EXEC to look over

f. Budget-
   - Jon has identified an individual that would like to do Treasurer Position; Jon will follow up with that individual. Jon would like to get them going on the budget etc.

III. Old Business
a. General Membership Meeting and Elections:
   - Matthew sent out in the newsletter that we had Faculty Rep, Secretary and VP
- Jon has identified an individual that would like to do Treasurer Position; Jon will follow up with that individual. Jon would like to get them going on the budget etc.
- Elections committee and takes their Bios and they forward that over to the nominations committee. We don't have any volunteers. Anna Chow and Jeremy Lessmann.
- Jon will reach out to Kasey Schertenleib and Jeremy can help with that as well.
- Matthew can we blast that again. What do we need? Anna and Jeremy will finalize and send to Matthew and he can send out to the membership.
- 1. Brief Bio
  - How long have you been here, where do you work, what position and why and have you been on any committees? Anna and Jeremy will finalize and send to Matthew.
- Do we need to make requests for the budget at the spring or is this done in the fall? Is it unrealistic to put together a budget? Jon stated it makes sense to have it approved to have it ahead of the fiscal year? Anna stated that as bringing on a new person and we want to have the budget squared away and have the numbers match up. The Treasurer usually makes a report at the general membership meeting. Jon is still unsure about awards and the expiration of the award funding. Awards committee stated that they did contact everyone and let them know about the expiration of the award money expire in one year from award date.
- Do we increase the membership fees? Do we increase $5.00 or $10.00 and can we ask this at the general membership meeting. How are we demonstrating that we are using their fees to help with their professional development? We do the best in region? We want to people to feel value in their membership and not feel pressured to be a part of this organization. The budget is pretty stable. We have to solicit funding from ASWSU etc.
- b. ASWSU-Sree
  - If ASWSU would be willing to host the ACADA Best in the Region this spring, to help offset the cost. It would be geared towards the professionals and not students. If ASWSU is agreeable to that we would like to take them up on having ASWSU to sponsor the event.
  - I think we need to move forward on setting a date, and Val and thrown out May 19th and 20th. If the venue has space available and if the speakers are available. If we move forward on a 1/2 professional development, would a morning be better and having it on a Thursday instead of a Friday to accommodate summer schedules? We want to wait until after grades post on the 11th of May so that would be a week and a half, after grades are posted. If we tell them that this is happening now we can plan accordingly.
  - Could the EXEC committee review the presentation to make sure it is what we want to support? Amber will forward that out to the committee so we can look at the presentation.
  - We don't need to feed people if that is the way we have done it, we could think outside the box. We could do it in the TODD Auditorium; if we don't have the funding we could find another location.
  - Sree will take this back to ASWSU to see if they can help sponsor the event for a room in the CUB.
  - Ways that we can partner with ASWSU is how engineering majors are set up and you have 4 year and then after that your financial aid is over and so how do we support students that are in majors that take longer than 4 years and the financial aid is gone.
How do we support departments that need more advisors—that is a budget issue, so not sure how to support that since it is budgetary issue.

How can we get advisors more involved, what does that mean, physical presence, electronic presence, and who is this from? Is this a large survey, this was from tabling and this was a consistent message. How do we get away from prescriptive advising? Students want to feel like a person and not a number? ACG group is trying to make students more self-sufficient. They are trying to take steps to put things in place that students can have access to information and not spending time on questions that students can have access to information prior to advising appointment they can come in more informed and spend time with questions that they can find on their own. Making sure that students know that they have access to a lot of information and we need to help them know where to find that information.

IV. New Business

NEXT MEETING:

Time: March 15th, 2016 @ 8:30 AM
Location: CUE 305