Washington State University Academic Advising Association (WSU ACADA)
Date/Time: 02-03-16 @ 8:30-9:30 AM

Meeting Subject: Executive Council Meeting
Meeting Location: Cue 305
Meeting Start Time: 8:32 AM
Meeting Adjourn Time: 9:33 AM

Attendees:
Valorie Fisher  President
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
Anna Chow  Co-Chair – Awards
Brooke Whiting  Co-Chair – Awards
Jon Walter  Vice President
Mysti Meiers  Regional Campus Rep – TC
Kellie Murphy  Chair – Certification

Absent:
Susan Poch  Associate Dean University College
Terese King  Director, Academic Success and Career Center
Vacant  Treasurer
Anna Brown  Regional Campus Rep – SP

Guests:
ASWSU Representative

MEETING MINUTES

I. Approval of Minutes Becca has moved, and Amber has 2nd-approved
II. Committee Reports

a. Awards – Anna Chow & Brooke Whiting
   - NACADA deadline is March 10th and Anna sent out an email this morning to all the award winners, and to give them info on guidelines. It is very similar to the regional but Val will need to write a letter this time. The awards winners will need to revise their applications.
   - Change in leadership, Anna is going to step down from the awards committee. Brooke has sent out a doodle to the awards committee to set up a time to see if there is someone else that wants to step into this role. If anyone wants to lead, or co-chair Brooke is willing to help with whatever leadership is needed.
   - Brooke is going to go into the drop box and invite others that are interested in joining the committee.
   - John McNamara award and Brooke wants to know where this went. Val said that Exec needs to address this. We need to talk about the guidelines that we want to attach to the award and then go from there.
Val, Brooke and Anna met a while ago and to have a Jane Parker award, and there are people that have given their life to advising and they wanted to have the ability to award those people with some sort of recognition for their time. The exec committee could just decide if someone is worthy of the award and then award that to the individual.

- Is there expiration in redeeming their awards, and want to know based on the Treasurer position if there is a deadline, how does that impact our budget.
  - Brooke stated that have outreached to past award winners and notified those individuals that there was an expiration date.

b. **Certification – Kellie Murphy**
   - Have another training coming up working with Conduct, and trying to narrow down a date. Trying to set it from 1:00-3:00 and struggling to find a room, so it is making it difficult to schedule the training.
     - This would be the last level 2 unless someone else submits a level 2 for spring.
   - Trying to work with other branch campuses on their level 2 trainings, as the Pullman conduct is designated towards Pullman and each branch campus has their own conduct process.

c. **Membership & Publicity – Becca Prescott & Matthew Jeffries**
   - 179 members
   - $3,380 raised so far
   - Pullman-125
   - Spokane-4
   - Vancouver-28
   - Everett-2
   - Global-8
   - Tri-cities-10
   - Students-2
   - We have 8 people who have not paid, but what do we do for people who do not pay?
     - How long do we give them to pay? We don’t have an established deadline to pay.
   - The day you pay is the day you are subscribed to the list serve. Becca can send a message to those individuals on why they have been inactivated from the list-serve because they have not paid their dues.
   - We should move more towards not putting them on the list-serve until they pay.
   - Do we honor their level 2 and roundtables if they are not members? Would we go back and honor those as soon as they pay?
   - The MAP committee is doing a few events
     - Speed dating event that is coming up on Monday. A way for advisors to sit down and talk about best practices, how do you manage difficult students, how do you organize your email account to be most productive?
     - Matthew is working on a mid-level institute and want to move into a higher level position, how to learn about moving up.
     - Targeting individuals that want to become advisors, and how to transition into an advising role, and that would be targeted towards the advising list-serve
     - Continuing to work on the database.
       - Becca will be outreaching to the chairs to come up with a wish list.

d. **Programming & Events – Rebecca Liao**
- Working on roundtables, going to try to have one, once a month.
  - Next one is in March, is mental health, and it will be March 7th (Monday) 2:30-4:00.
  - Thinking about having a summer series of roundtables.
- Spring advising awareness, March 1st, 2016
  - Still prepping
  - What signage do we have?
    a. Can we have it be more informational, “time to meet with your advisor”.
    b. Do we want to do this for the student or for the advisor? Is it our job to educate the student or is it more to recognize the advisors?
    c. How do you want us to approach this event?
      - Could we partner on ASWSU on this event?
        1. Could they reserve the table
        2. Get student power to help with the event, and working the day of.
      - A mug for each advisor that has an identity tied to it.
      - Maybe we can get real thank you cards instead of index cards and then move into something more for the fall?
- Trying to utilize the budget a little more, for appreciation for advisors.
  - Rebecca would like some guidance on the budget and the protocol for spending the P & E budget.

**e. Budget**
- Jon and Val have been meeting to make the process of giving the budget to someone seamless. They are trying to catch up on the budget.
- Becca would scan the IRI and send to Lisa Hunter, but Becca think it is a lot of work and would like to make it easier.
  - They didn’t want to scan checks etc to drop box, and Jon agrees, we don’t want any personal information.
  - MAP is working on a database, and Becca would like to continue to do what we are doing until we get the database up and going so we aren’t creating more work.
  - We could come back from the WSU budget and record the document numbers on your tracking sheet, and we could go back and reconcile our records.
  - Need some structure on who is allowed to approve expenditures, etc..
  - Our documenting needs to be able to see what expenditures are ours, and what is not, since Jon just approved a $16.00 bill from 2014. We had no clue if it was our bill or not so just approved it.

**III. Old Business**

a. Best of Region Conference-dates and funding
  - There is no date on this yet.
  - We have not even requested money for this event, so we might not even be able to afford this.
  - We do have the go ahead to consolidate the best in region with the spring advising forum. We can make a general ask to people across campus. The WSU ACADA would be in the morning and then the spring advising forum would be in the afternoon. The event would be free to ACADA members and $10.00 for non-members.
Amber is worried about time, as she is going to have 400 advisees, and other work responsibilities and has lots to do so now is the time to start planning this event.

Matthew has suggested a professor from the Education department to talk about resiliency.

b. Treasurer position
   - Jon and Val are working on the budget and then will outreach to individuals.

c. Spring Meeting Date

IV. New Business
   a. Elections-Nomination Committee
   b. ASWSU
      - Got all of this information by tabling:
         • Students want Advisors want to be more involved. Not just classes, but more supporting. Across the board, that is not what students have seen.
         a. With Clubs, if there is an event, student might see their students, networking or professional development events.
         • Psychology and Communication-students would like to see more advisors in those departments.
         a. In COMM they are making some changes to their advising.
            • JR and SR year they will have one on one
            • 1st and 2nd year, they will do group advising
               1. So it will allow them more time to spend more time with JR and SRs.
         • Studying abroad, students not feeling as supported when going to advisors about studying abroad
         • Students aren’t as knowledgeable about music programs at WSU.
         a. Students wish they would know more about these programs earlier on before their JR and SR year.

NEXT MEETING:

Time: February 23rd, 2016 at 8:30-9:30 AM
Location: CUE 305