

Washington State University Academic Advising Association (WSU ACADA)

Date/Time: October 12, 2016 3:00pm

Meeting Subject: General Membership Meeting
Meeting Location: P: FSHN T101, T: CIC 125T, S: SNRS 220, V: VECS 309
Meeting Start Time: 3:07 pm
Meeting Adjourn Time: 4:04 pm

MEETING MINUTES

- I. Welcome and Call to Order
- II. Changes: renewed commitment to academic adviser training which started Dec 2007. We are in an interesting spot to service the institution. We're in a great position to evolve our training to sponsor more rich and in-depth professional development. I'm going to challenge you to share the expertise you have where we can begin to build on our members. If you have those areas of expertise please volunteer your time and deliver a roundtable. We will know more by the end of the first year what ACADA's role is in the university academic changes.
- III. Committee Reorganization: There was overlap between the committees. Consolidation programming and events. Efforts for organization so there is more clarify and efficiency. Mentorship now folded in new organization. New organization of committees:
 1. Publicity and Engagement: Website, newsletter
 2. Certification: Level I and Level II certification, roundtables
 3. Awards and Recognition
- IV. By-laws Revision: proposal of new Exec Committee position--Membership Coordinator.
 - a. Need vote from general membership. Membership dues are the life blood of our organization. Important to have an individual that is responsible for our memberships.
 - b. General members please watch for a ballot which will come out in a few days.
 - c. Should new Membership Coordinator position be approved, it makes sense that Becca Prescott is appointed in the position. In the spring time we would have an election.
- V. Membership Update (Becca Prescott):
 - a. Historical info. Membership data form 2012 moving forward:
 - 2012/13: 109
 - 2013/14: 132
 - 2014/15: 176
 - 2015/16: 180 (Dues \$3540)
 - b. 2016/17 current totals:
 - 156 total members (as of 10/16/16)
 - Pullman: 111
 - Vancouver: 22
 - Tri-Cities: 9
 - Spokane: 3
 - Global: 9
 - Everett: 2
 - Student: 0
 - Payment
 1. 118 paid = \$2360
 2. 38 need to pay. Must pay dues to vote
 - c. If you aren't sure if you've paid talk to Becca. If you would like to vote please pay dues today. Forms also on our new website. If you are interested in serving in a committee the chairs will be reaching out to you
 - d. List serve: you get added when we receive your payment.
 - e. Current projects:
 - Part of a strategic plan for attracting members and reaching out to people on campus who are interested in connecting in the adviser community.
 - Database: will make coordination for committee chairs easier and smoother.
- VI. Committee Reports

- a. **Awards & Recognition -Brooke Whiting**
 - Announcement in WSU News. Had a lot of good applicants. Difficult decision. All award winner encouraged to submit for regionals (deadline is Nov 8) and global/conference level (deadline in March). WSU will have a formal recognition in a ceremony in the spring.
 - Recently also became the recognition committee. Hoping to pair with AWSU. Always looking for new committee members. Great opportunity for a leadership role.
 - Winners:
 1. Faculty Adviser: Robin Bond
 2. New Adviser: Matthew Jeffries
 3. Primary Advising: Doug Juneau
 4. Administrator Adviser: Kasey Schertenleib
- b. **Certification –Kellie Murphy**
 - Level I and II. Work in conjunction with ASCC. Make sure what we do falls under NACADA. Jon part of ASCC and ACADA so that is a good bridge.
 - Next meeting. Oct 17. CUE 305 at 3:00-5:00
 - Taking over Roundtable. Always try to do 2 Level II each semester.
 - National Conference Share-and-Tell Roundtable: Oct 20th, 12:00-1:00 PM, CUE 518. Please consider joining the panel if you attended Nationals.
 - Conduct Level II: Nov 3rd, 3:00-5:00 PM, location TBA
 - Members completed training: 45 Level I training. 75 Level II training:
 1. Pullman, Everett, Online—60
 2. Vancouver- 12
 3. Tri-Cities- 2
 4. Spokane- 1
 - See webpage for information on certifications: <https://wsuacada.wsu.edu/advisor-certification/level-2-certification/>.
 - Working on data so people can track this.
 - Master Adviser accommodation. Take applications until June.
- c. **Publicity & Engagement (P&E)– Rebecca Liao-Cance & Matthew Jeffries**
 - Currently the new P&E has 12 members in committee
 - Past P&E activities since March 2016:
 1. Adviser appreciation at grad fair.
 2. Service Survey asking for feedback regarding roundtable for certification.
 3. Coffee Hour: positive response from last year. Hoping to have 2/semester.
 4. Spring social-- last year we did it at Zeppos. Thank you Dr. McNamara for sponsoring the event.
 - MAP
 1. Moving WSUACADA website back under wsu.edu—thanks to Jon.
 2. Mid-level panel in the summer with excellent turn out.
 3. Continue with newsletter.
 - New Publicity & Engagement Committee (merging of P&E and MAP):
 1. Still working on organization and looking for opportunities we can offer that doesn't overlap with certification. Semiannual social, non-level II credit baring events, coffee hour socials every semester, mentorship program, website. "So you want to be an adviser" event.
 2. Last year: \$45 for Coffee Hour for cookies. Thank you everybody to chipping in for potluck.
 3. Coming up next. Nov 21 adviser training. Breakfast 1 hour before training.
 4. Next meeting. Nov 7. 10:00 AM. Interested let Rebecca know if you want to join committee.

VII. Budget (Tina)

- a. FY 15-16:
 - Income \$4,040.00
 - Expenses \$4,983.00

- End balance \$20,179.00
- b. FY 16-17 proposal (see attached)
 - Members please look for a vote on this.
 - In the spring we will vote for FY17-18
- c. Let us know if you have feedback on how to better spend the money. Goal is to provide great professional development for our members.
- d. Please get your budget info to Tina ASAP. Tracking money. A priority for us to get a handle on tracking spending. One of our tasks for this year.
- e. Cutting back and changes: Goal to turn money back to our membership.
 - \$43.00 for old website will be phased out in two years to give us time to migrate information over to new website.
 - From now on give award winners a year to collect their money so we have more control over our balance. However, we have a few award winners from the past who still need to get their award money (not sure how many).

VIII. Kelly handed out Level I and II certifications.

IX. Upcoming Events

- a. National Conference Share-and-Tell Roundtable: Oct 20th, 12:00-1:00 PM, CUE 518
- b. Conduct Level II: Nov 3rd, 3:00-5:00 PM, location TBA

X. UAAEC. Advisor consulting group

- a. Equitable advising model. Pilot in progress. Opportunity for 2-3 year students to have a service indicator on their account that does not prevent them from registering.
- b. Adviser training program. Relaunch pre-service adviser training between Nov 15 - Dec 1.
- c. Advising Notes. Can't go paperless until everybody uses Adviser Notes.
- d. UAAEC minutes also on adviser website.

Question regarding Best of Region and budget:

1. Best of Region—most of the money comes from other places. Best of region joined with provost office. Matthew Jeffries is our representation.
2. Spending \$500/award was not sustainable. Would like to go back to that if we can get a handle on our expenditures.

NEXT MEETING: TBA

Time:

Location:

WSU ACADA Budget Proposal	2016-2017				
Committee	Description	Quantity	Cost	Budgeted	Revenue
Membership					
	2015-2016 Dues	180	\$ 20.00		\$ 3,600.00
Executive Board					
	Total Allocated			\$ 500.00	
	NACADA Allied Membership	1	\$ 75.00	\$ 75.00	
	Website	1	\$ 43.00	\$ 43.00	
	Committee Budget Total			\$ 500.00	
Awards & Recognition					
	Award Winner Pictures	1	\$ 75.00	\$ 75.00	
	Plaques (x5)	1	\$ 225.00	\$ 225.00	
	Ceremony (refreshments)	1	\$ 100.00	\$ 100.00	
	Advisor monetary awards	4	\$ 250.00	\$ 1,000.00	
	Committee Budget Total			\$ 1,400.00	
Programming and Engagement					
	Winter Social	1	\$ 200.00	\$ 200.00	
	Spring Social	1	\$ 200.00	\$ 200.00	
	Urban Campus Social	1	\$ 200.00	\$ 200.00	
	Coffee Hours	1	\$ 200.00	\$ 200.00	
	Committee Budget Total			\$ 800.00	
Certification					
	Certificates	4	\$ 25.00	\$ 100.00	
	MAC Awards	1	\$ 200.00	\$ 200.00	
	Committee Budget Total			\$ 300.00	
			Total	\$ 3,000.00	\$ 3,600.00