MEETING MINUTES

I. Roll Call
II. Approval of Minutes— Tabled
III. Committee Reports

a. Awards -Brooke Whiting
   - Had some WSU ACADA Awards Winners. Regional level one certificate of merit winner (Doug Juneau) – reached out to award winners to work on Global Application. Winners Matthew Jeffires, Doug Juneau, Robin Bond, Kasey Schertenleib. Matthew and Robin are moving forward. Brooke will reach out to Doug and Kasey about moving forward. Will be ceremony (April (TBD)). Brooke is going to be stepping down as the Awards Chair – She has reached out to committee; no members have stepped out. If we know of anyone forward to Brooke.

b. Certification –Kellie Murphy:
   - Student Conduct Level II is planned for March 13th. The Advising forum will count as a Level II. Working with International Programs to do a roundtable on the on the form advisors complete for course pre-approvals. Other potential roundtables/Level IIs being considered: NCAA regulations, Academic Regulations, and GI Bill.

c. Publicity & Engagement – Rebecca Liao-C & Matthew Jeffries
   - WSUACADA Night Out – went very well had about 20 members participate. Will have coffee hour (coffee/tea/cookies) on 2/14 In March, considering physical activity challenge (something like a step challenge). Also considering an event to reach out to local high schools and talk about college requirements. Will check in with admissions about such an event. Another coffee hour in April.

d. Budget-Tina Krauss: no report
IV. Forum Update  
a. On track. Waiting for session proposals. Will make decisions on those next Wednesdays. Lisa Laughter will be presenting in one of the concurrent sessions. Will be some open-forum time including an update on current initiatives (my.WSU; My Planner). Hoping to have Mary Jo Gonzalez present. Located in the CUE. Opening and keynote with Mary Wack and Erin Justyna.

V. Membership Update  
a. Officially received $3,300.00.  
b. Membership: P 117; V 26; T 10; S 3; G 9; E 2

VI. Professional Representative  
a. Jon requested permission from Executive Committee to approach Sara Ackerson about the position. Approved.

VII. Review of Database – Deferred to next meeting.

**NEXT MEETING:** Tuesday, February 14th, 2017  
**Time:** 8:30am  
**Location:** CUE 305