

Wisconsin Academic Advising Association
WACADA Board Meeting
Minutes
Tuesday, October 26, 2004
Wisconsin Dells, Wisconsin

The meeting was called to order by President of WACADA, Tim Walls.

Members present: Steve Schneider, Cathy Mathweg, Nanette Jordahl, Carla Burkhardt, Mike Martin, Houa Xiong, Tim Walls, Mary VanHaute, Laurie Freeland, Jeff Ritter, and Becky Ryan.

Absent: Matt Jurvelin

Agenda: Tim provided an agenda for us to follow.

Approval of Minutes: The minutes from the WACADA business meeting was not typed yet. Tabled until next meeting. Houa will type it up and send it to the group to look it over. Nan motioned. Cathy Second. Motion passed.

I. Presidents Report: (Tim)

- Welcome our newest WACADA board, Laurie and Jeff. Tim would like to go over what is needed to be cover for the meeting, and then there will be time allocated for new and current members to spend time together and go over or share information before current members pass along their responsibility to new members, for example; Nan and Jeff.

II. Treasurer's Report (Nan)

- Are all the bills in? Refund from Packer. \$60.00 credit. Cross out on page 4, cross out last history.
- Our balance is \$7525.34 with all the bills. The biggest bill was food cost. We were very fortunate that the Vice President from the NWTC paid for breakfast. The cost was about \$900.00.
- *Tim will do thanks you letters from WACADA to the 3 schools (NWTC, Marian College, and UW Green Bay) that help contributed money to the conference. They all each contributed \$500.00.*
- Due to the increase fee for the membership, \$900.00 donation from the Vice President of NWTC, and \$1,500.00 from the three colleges, we have money. Mary could offer to her vice president and pay for the cost of the breakfast now that we have the money. Vice President (Dr. Pam Phillips), not alone paid for breakfast, but she also went out and order water and soda from her own personal account. Mary will make sure that the check goes back into the NWTC-academic advising fund. WACADA board members agreed to reimburse NWTC \$1,000.00
- Nan wishes Jeff well. He will need to archive all the financial information. Though he needs to figure out what bank he would like to use and transfer it to First National Banks. Jeff said that there are three branches in GB, so he doesn't see this as a problem. Steve motions. Carla second. Motion passed.
- Nan gave Jeff a check for \$5000.00. He will open up an account in Green Bay. Suggestions when choosing a new bank--does it provide free checking? Does it provide good services? Convenient for treasurer? He will probably need Tim; president and Houa; secretary to sign it. He would like to have two signatures so that there is more than one person who can sign the checks. *Jeff will send Tim and Houa information regarding the paperwork. When all the checks go through, Jeff will close the old account.*

III. WACADA Conference at NWTC (Mary)

- She has not had time to carefully analysis the feedbacks. Overall, verbal feedback has been great. There were lots of opportunities, great facilities, and even her vice president is implementing some of the things that Charlie has talked about from his presentations. There were complains on "way finding" even though there were lots of tour guides and people to tell people where to go. There were also complains about the coffee. There was no support from the institution, but

she was happy that she has a great planning committee. The total of attendance at the conference was 210 and last year's number was 188.

- The social went well and the highlight was the three nuns. The tour also went well. Generally, people were happy.
- There were complaints that there weren't enough sessions at WACADA conference for faculty. Suggestions that we need to have as part of our mission is to bring in faculty involvement. We want sessions that are more global. What distinct or "divides" faculty information vs. advising information? As individuals, we need to remember that not to "talk bad or beat down" faculties at conferences. We need to use wordings such as faculty, full time advisors, not professional advisor vs. faculty advisor. What separate them from us when it comes to student issues and concerns on how to better serve our students? We need to open up the sessions and make it global. We need to develop a "track" for each individual and focus on that specific track. Overall, qualities of presentations were very good.

IV. By-laws (Cathy)

- Haven't updated them. She will email Mike with the changes.
- A discussion of who the new by-law person should be. Cathy commented it is recommended that the new person be from the Technical College to be the new By-law person. Gretchen is willing to be the new by-law person and will need a letter send to her supervisor to invite her to WACADA. By having a Technical College person as part of the WACADA board, this would balance the institutional memberships. She would do an outstanding job and this will keep the Technical colleges involved. *Tim will send a letter to Gretchen's supervisor to invite her to be a part of WACADA.* Cathy motioned to nominate Gretchen to be the new By-law person. Mary second. Motion passed.

V. WACADA Website Update (Mike)

- Website is updated. Check it out and send Mike changes if you see any that needed to be made.
- Job postings-send it to Mike and "we" will post on our website

VI. WI Liaison/Regional Conference Update (Carla/Becky)

- The conference was nice, even though it was a long five days. There were 2, 200 attendance. Cincinnati is a nice city and the conference center was very nice. Sessions were good and growing on qualities. Great turn out for Regional meetings for members. Matt has the final conference list. Retained allied membership. Becky argues that there should not be a \$50.00 membership fee. There is also \$50.00 fee for the WACADA organization just to be link to NACADA. Organizations are right now are paying twice, one for a WACADA representation to be a part of NACADA and then once for the organization. Becky argues that NACADA benefits more, so there should not be a fee. Becky also addressed the issue that WACADA to use NACADA's web server, but has no control over it. How can NACADA maximum this relationship? NACADA is reluctant to send this information to the finance committee.
- *Carla will fax Jeff her membership and then he can send it out with the check.*
- The group talked about how WACADA is paying money for our representative to be a part of NACADA. We would like to put the pressure back to institutions to pay for individuals and support them for professional development opportunities, but review this on case by case depending on the individual and if the institution supports them or not. WACADA will support the individual and pay \$55.00 to NACADA.
- NACADA is will do a Regional V survey. What people get out of and what NACADA get out from their members. Watch out for the survey.

- Allied organization paid members and is officially organization to NACADA. We will promote information from ours to theirs. WI, IL, MI and Ohio are part of Regional V and we are the largest membership in NACADA.

VII. Old Business

- Archive. Steve has original tax exempt and where or who should it be stored? Mary votes that treasurer should keep it.
- Conference Next Year (Laurie)
 - She is looking at September 22-23. This is a couple of weeks before NACADA. Nan made a comment that this is a hard time for faculty to be at the conference. Other suggestions were made for August and later in November. November is a busy time for advising and August is still not good. The group decided to keep it in September.
 - The planning committee will be: Don from Technical College, Beth from UW-Sheboygan, and people from Laurie's office.
 - Pre-conference, UW has its own committee.
 - Laurie is looking at hotels by the new water park resort (Blue Harbor). She is going to start there and then look at others in the same area. She will also look at some located in the city of Sheboygan and some close to the campus.
 - Right now the social is going to be at the water park. Have some ideas. A suggestion was made that Laurie and her planning committee should book the hotel soon. They should try to find one that would give them state rate and if they can get any deals. At the last conference, Mary was able to get one free room with every 15 room. Other suggestions were to check to see if the hotel can offer a hospitality room with no charge and offer 2 free nights for raffles get good menu ideas and see if school there would be willing to sponsor anything?

VIII. New Business.

- Newsletter
 - President's welcome
 - New board members
 - Dates for next conference
 - Please get information to Cathy by Nov 15th.

IX. Future Meetings

Next meeting will be at the conference on Friday, December 17th at Wisconsin Dells. Tim will let the board know about the location. Mary will find a room for the meeting. Mary motioned to adjourn the meeting. Becky and Steve second. Motioned passed.

Retreat Ideas

- **Survey:**
 - WACADA would like to do a survey of our members.
 - Questions/Survey (Becky will help)
 - One of Matt's suggestion was to have the survey are part of the conference packet.
 - Look at past survey, between now and next conference and decide how we want to distribute it.
 - Action step?
 - If you have any suggestions on questions to ask or ideas on how to distribute information to member, email it information to Tim. Carla, Steve will help Tim.
 - Are we meeting the needs?
 - Why individuals joined WACADA?
- **Marketing:**
 - Faculty--how do we attract them to WACADA?
 - Occasionally send emails reminders to point to website
 - What are the opportunities we have?
 - Brochures-we need to give them out
 - Promote grants and advisor awards
 - Get more participation and have competitions for deadline of grants
 - With new members--we need to send out welcome letter, brochure, pen or pencil. (Tim will talk to Matt and send out welcome letter, brochures, pen/pencil to new members from the conference list.)
 - Get list from NACADA of just new WACADA members and contact them. On membership form, ask for renewal if they are not attending the conference. Give this as another option. Put this on registration packet along the conference.
 - Institutional contact; who can we send information to and have the distribute it out? Becky will work with Matt on this.
 - We need to encourage people write for us:
 - Past award winners/Grant winners (Becky-Diana)
 - Carla will contact Becky West and Karen
 - 165 Policy
 - Transfer agreements between WWTC and UW system
 - Technology, advising, legal issues
 - Power Point and virtual presentations
 - Handout at conference
 - "Best of presentation? Then promote that if they get the "best of presentation" WACADA will ask National to save them a spot at their conference?