

**Wisconsin Academic Advising Association  
WACADA Board Meeting  
Agenda  
Monday, March 1, 2004  
Stevens Point, Wisconsin**

The meeting was called to order by President of WACADA, Steve Schneider.

**Members present:** Steve Schneider, Matt Jurvelin, Mike Martin, Houa Xiong, Tim Walls, Cathy Mathweg, Jim Joque, Nanette Jordahl, Becky Ryan, and Mary VanHaute.

**Absent:** Carla Burkhardt

**Agenda:** Steve provided an agenda for us to follow.

**Approval of Minutes:** The minutes from our last meeting on December 13, 2003 was approved. Tim motioned to have minutes approved. Cathy second. Motion passed.

**I. Presidents Report: (Steve)**

- a. We will wait until Nan's Report to decide on the amount and see Becky comes later to see if she has anymore information regarding the request. Steve does need to let the Regional conference know by March 15<sup>th</sup>.

**II. Treasurer's Report (Nan)**

- a. We have a balance of \$1,638.08. Tim said that there is \$566.00 left over money from the Conference at La Crosse. *Tim will send the money to Nan.*
- b. Nan also said that if WACADA owes anyone money for mileage today, she will pay them today. Tim motioned to passed treasurer's report. Mary second. Motion passed.

**III. Membership Update (Matt)**

- a. We currently have 201 total members. We met our goals from our last meeting.
- b. The membership directory is no longer being printed. Membership's files were in Access, but he realized that when he tried to open it up from home, he had difficult time because his computer at home doesn't have the same program as the one at work. He has created the membership list/directory in a word documentation. The names of each member will appear twice on the directory. Once by alphabetic order and then the second time by institution. *Matt would like to send an email out by Friday March 19<sup>th</sup> to all members along with an attachment of membership directory.* He likes the word documentation because it is more adaptable and it can be made into labels.
- c. Matt would like to make the directory more useful by putting it on-line on the WACADA website. Mike said that easy, but the difficulty is not having our own server. A concern that Matt has is who can access the on-line directory. He does want it to be kept confidential and to only have members have access to it. Permissions to access the on-line directory would be exclusive. UW-La Crosse Alumni has an on-line directory available to their Alumni's. He is going to use them as a guide. Matt also feels that if the membership directory is on-line, it will also promote our WACADA website to be access more often, promote more membership, and get more participants to conferences because they will also see promotion of conference on the web. Matt's goal is to have the directory on-line on the web by the next conference at Green Bay. He wants to promote this at the Green Bay conference to increase "value" of being a member.
- d. Matt would like to put WACADA brochure on-line, so that new members can fill out membership application/information on line. Mike said it is a simple process. He needs the original file and then he can put it on the web. Matt should have to original file on the disk that Tim gave him at the meeting in October. *Matt will check for the brochure on the disk and email it to Mike. Mike to then make it into PDF file and put it out on the web.* Steve suggest that Mike should put Matt (VP memberships) as the contact person on the brochure on-line or link it directly to Matt's email so that members can send application to Matt.

#### IV. WACADA Website Update (Mike)

- a. Mike has gone through two updates since the last meeting. He has drop and added information depending what has changed and what has been added.
- b. Can we have the conference application on-line? *Matt will find out who's the contact person at Whitewater to see if Whitewater can host the conference website.* The easiest way is for Mary to develop a website at NWTTC. Mike will check to see if someone can host the conference site permanently. He talked to someone at UW-Riverfalls to see if they can host the site, but they said no. The difficulty is if a university does agree to host the conference website, then who can have access to making changes to it when it's needed? Right now, the WACADA website can't do any database things; it needs to be just informational. Mike doesn't have direct access to changing and updating the information. Every time he needs to update any information, he send the information to someone at NACADA, they update it.
- c. For this year, let's put information about the Green Bay conference as a link and make it a separate page on WACADA website. One of Mike's goals in the future is to put presentations from the conference on the web.
- d. Mike has redesigned the website. He now has links that goes to specific information (menu driven) and not on a page.
- e. Steve noticed that Carla's name and email is spelled wrong on the web. *Mike said that he send the updated information to NACADA twice and thought that he updated her information, but he will check and update it again.* By-laws are all on the website and are updated. *Mary has conference information in PDF files and will send it to Mike.* Steve said that his email has changed recently. *Mike will go and update Steve's email information.*

#### V. Bylaw Update (Cathy)

- a. Bylaws have been updated. All members of the board should have received an email from Cathy with updated bylaws. Cathy got NACADA winners from Julia Wolf. She just called and talked to her and to the information.

#### VI. Newsletter Update (Tim)

- a. The next newsletter is Due March 17<sup>th</sup>. Please submit information if you have any to Tim. *Steve will connect with Charlie on getting a bio and picture from Charlie to put in the newsletter.* Cathy thought maybe we could put some information about one of Charlie's session that she recently went to dealing with faculty doing advising. *Cathy will send Mary and Steve the information she received from the conference.*
- b. Other ideas for the newsletter are maybe something on the 165 policy and or Transfer credits (Evaluation of similar course? *Steve will connect with Mary and have more information regarding the sessions that Charlie will be presenting at the conference and put it in the newsletter.*

#### VII. Award Follow-up (Jim)

- a. March 8<sup>th</sup> is the deadline. He will send 3 out of the 5 winners to National. Jim will contact Carla ASAP regarding Chris Backuum, who won outstanding advisor. He doesn't know what to nominate her for what category. He has the information from Cathy regarding Joan, and he also has information from UW Oshkosh on Dana. Jim needs to do a cover letter and highlight key points to have these recommendations to be sent to Nationals since he is nominating them. It is a lot of work. After this experience, WACADA may want to look at the idea of encouraging local institutions to submit and recommend these winners instead of having WACADA doing it. The other idea is maybe we should just pick one with a letter of endorsement. *Jim will come up with recommendations and review the criteria.*
- b. *Jim will send to Matt announcements about upcoming awards since Matt is promoting membership to currently members.*

## VIII. Grant Follow-up (Nan)

- a. Changed the deadline to July 1<sup>st</sup>. She will promote the grant information and encourage members to apply for it in this coming newsletter. *Nan will send Tim an article providing members with guidelines to what and why and how the grants should be use for.*
- b. We will be promoting the grant information also on the website, memberships; on-line with a link and on a list-serve.

## IX. 2004 WACADA Conference Update (Mary)

- a. Her co-chair has accepted another position and moved and left. Mary is now the chair. She is having a difficult time because NWTC doesn't support advising. Steve and Cathy has been super support of Mary through these changes and are helping her as much as possible.
- b. Brochures on call for proposal will go out this week. *Mary will have her graphic artist send Mike the file to put the call for proposal information on the web.*
- c. She talked with someone about having a packer player to come and do the opening. They said no. The packers will be practicing and busy; unless someone was injured, then there would be a possibility.
- d. Social event-before her co-chair left, she said that she talked with her supervisor at Marian College and they have agreed to donate \$500.00, but since there she didn't submit formal written proposal to the supervisor, when she left, Marian wasn't able to give any money. Though, Cathy's office from Marian and NWTC did come up with \$1,000.00 of donation money, but NWTC would only donate money to WACADA if the social event was held at the Atrium. WACADA was able to get a reduce price because we are a non-profit organization. We need a 501c3 number if we want to save \$150.00 dollars on the rental of the Atrium and would be tax exempt. Where is the 501c3 number? Cathy checked through old information, but didn't see any 501c3 number anymore. Becky noted that NACADA does have a 501c3 number and will check with them to see if they can pay the bill at the Atrium and we can pay them since we are affiliated with them. Mary needs to put money down by March 8<sup>th</sup>. Becky will call Diana on Tuesday and let Mary know before March 8<sup>th</sup>.
- e. *Steve will go and ask the Provost at Green Bay to see if we can get a donation from them since we have donation from the private, technical college, but none from the UW-System yet.*
- f. Tours at Lambeau will start at 4:30 until 6:00 p.m.. They can take 20 people per tour at every half hour. It will cost \$6.00 per person. When the conference committee sends out conference information, make sure to let people know that if they want to go on the tour, it needs to be pre-paid and it's non-refundable. Also let them know that space is limited.
- g. The theme for this year's conference is "Join the Team in Green Bay; Creating New Advising Legends." Our free-bees for this year are key-pers-carries keys and etc. Mary will order 250 of them in black and white.
- h. Charlie Nutt-keynote speakers
  - i. Jeff Ritter from St. Norbert would like Charlie to come early and do a pre-conference session just for the private schools. He would have some money to do that on his own.
  - ii. Steve confirmed with Becky to see if WACADA was approved to get money from NACADA to bring Charlie Nutt in as a keynote speaker. Becky said that NACADA did approve it. Nan said that we have not received the money from them. We got \$145.00 for membership recruitment, but have not received the \$500.00 check for Charlie's cost. *Becky will follow through with the \$500.00 and have them send WACADA the check.*
  - iii. Charlie's Agenda is as followed thus far:
    1. Thursday-session for St. Norbert
    2. Thursday-social
    3. Keynote & 3 sessions with co-presenters on information of Advising. Steve would like co-presenters and Charlie to come out with the topics. Topics should be able to be general enough that it would be open to everyone. Suggestions for

co-presenters? UW College-Betsy West? Private-Cathy will check with Jeff.  
Technical College-Marty Helmwel?

iv. Other Sessions?

1. Using correct language with people with disability and Emotional disability.
2. 165 Policy
3. Internal and personal safety in the work place.
4. Advising using blackboard/Desire2learn

**X. WI Liaison/Regional Conference Update (Carla)**

- a. Becky reported for Carla. The NACADA conference will be on April 22-24 at the Holiday Inn-Chicago Mart Plaza in Chicago, IL. The National Conference is in Cincinnati.
- b. Before WACADA agrees to give money and how much to the Regional conference, Cathy wanted to make sure that we would have enough money to handle our own conference and pay out our professional development grants. Nan feels that we can give about \$100-200, but no more. Becky can find out where's the best to get recognition at the conference. Aside from the budget balance today, we now know we will get \$500.00 for NACADA, \$45.00 for new membership from UW Oshkosh, \$566.00 from UW-La Crosse. Cathy motioned and recommended that WACADA give \$150.00 to Regional V conference and let it to Becky on how it is to be use. Tim second. Motion passed.

**XI. NACADA Report (Becky)**

- a. Becky checked on the website and WACADA is recognized as an allied institution. Membership needs to show as a link as who pay for who and what organization. They are working on this. WACADA wasn't on the website, but we should be on there now. *Becky will double check when she gets back.*
- b. Discussion on giving access to FTP to our own website is being discussed. Nothing yet, but Becky will keep us inform if there is any changes.
- c. Regional V gave \$3,000.00 for grants, but no regional is supposed to give out more money than the National. They will have another meeting before the conference, other than this, no other news.

**XII. 2005 WACADA Conference Site at UW-Parkside**

- a. Can 2006 WACADA Conference Site at UW-Riverfall? It won't be possible if the student center is not up. As of right now, Mike and Nan doesn't feel it will be up by then. Should UW-Riverfall be considered for 2007? A concern about UW-Riverfall is that it is pretty far for everyone to travel and how it will affect the conference attendance.
- b. Can the conference be back at Madison for 2006? Cathy feels that it should be okay. It's been a good cycle. Maybe we can look into getting UW-Baraboo to host it?

**XIII. Historian Report (Mary)**

None.

**XIV. Other New Business**

- a. Think about upcoming elections. The following position is up for to be elected; president elect, VP of programs, and Treasurer. Think about some names. We would like more representation from the Private schools.
- b. None.

**XV. Future Meetings**

Next meeting will be on Monday, May 24, 2004 at Padero (Madision) from 10:00 a.m.-1:00 p.m.  
Tim motion to end meeting. Matt Second. Motion passed.