



MEMO

Date: February 15, 2021

From: Mark Beattie

To: APAC

Re: Lisa Hunter

It is with great pleasure that I recommend Lisa Hunter in this letter of support, as part of the AP Award. Lisa has been a wonderful colleague and an integral part of the Washington State University Everett Academic Advising since our beginning in 2014. She has accomplished a great deal sharing duties across campuses with our School of Hospitality Business Management. As she navigated the unforeseen obstacles that are encountered with any startup, Lisa's entrepreneurial spirit has shown her resilience and creativity. Throughout, her dedication to her students and colleagues has been stellar. Here are just a few highlights that demonstrate her commitment to students, faculty, and staff:

Students

- Assisted students in starting the Sigma Iota Epsilon chapter
- Developed and tested the conditional certification plan
- Critical advice and support in development and implementation of the Dual Enrollment plan
- Expert advisor for International students and Veterans

Recruitment

- Planned and executed multiple recruitment events for HBM and BABA
- Meetings with Community College Advisors to discuss HBM and BABA programs
- Worked to create dual-enrollment plan for Community College students
- In the process of finalizing pathway maps from EvCC to WSU Everett in HBM and BABA

Staff

- Active in APAC
- RUGBEE Work Group focused on Carson Coug Accelerator Program
- Member of the International Business committee

Future goals

- Continue to build relationships with community college partners
- Continually build relationships with prospective students
 - Develop a co-advising plan with their respective community college advisor
- Continue to adapt and develop the database for HBM

- Find opportunities to participate in curriculum development

In conclusion, Lisa plays a key role in the success of WSU Everett. As shown in this past year, her dedication to students, faculty, and staff has been exemplary. Please feel free to contact me should you have any questions or desire further information.

Sincerely,
Mark

Mark Beattie, PhD

Associate Vice Chancellor for Academic Affairs

Clinical Assistant Professor

Washington State University Everett

915 North Broadway

Everett, WA 98201

March 11, 2021

Dear WSU Administrative Professional Advisory Council,

It is my pleasure to nominate my colleague, Lisa Hunter, for the 2021 Administrative Professional Contribution Award. I have known and worked with Lisa for the past couple of years on the Washington State University (WSU) Everett campus as a colleague in recruitment/admissions and a collaborator in student success. Lisa is the epitome of a team player and is very deserving of this award.

Ms. Hunter has been a Washington State University employee since 1997, starting out in the College of Communication. In 2011, she moved into the role of Academic Coordinator Senior within the Carson College of Business. As a coordinator, she manages the Cesar Ritz program and supports business programs on the WSU Everett campus. Recently Lisa stepped up to serve as the interim advisor for business students on the WSU Everett campus. As part of the award criteria, I will address how Lisa meets the requirements of this award.

One of the first areas I want to touch on is how Lisa goes above and beyond her expected job responsibilities. I previously mentioned that Lisa serves as the interim advisor for business students on the WSU Everett campus. She was initially going to serve in this interim role for a few months, however, it is now March 2021 and she is still serving in this interim role. The WSU Everett campus is grateful to her and her dedication to our students, ensuring they have appropriate advising so they can be successful in their academic endeavors. If it were not for her serving in this interim role, I fear what would have happened to our business students and program. In addition to serving in this interim role, Lisa also served in another interim capacity on the Everett campus. While one of my colleagues was out on maternity leave, Lisa stepped up to serve as the chair of our reinstatement committee. My colleague knew that asking Lisa to oversee reinstatement while she was out meant that our students seeking reinstatement would be safe. Lisa is also very familiar with the reinstatement process and has wonderful relationships with our reinstatement partners on the Pullman campus.

Another way in which Lisa meets the award criteria is through her innovative problem solving. The WSU Everett campus is a young campus and Lisa's institutional knowledge has definitely helped us out on more than one occasion. Lisa regularly attends our bi-monthly Student Affairs meetings where she can help us troubleshoot any challenges we run into. A few months ago, during the Student Affairs meeting I reported that we have a new Exploring program on our campus. I mentioned that if a student did not quite meet the criteria for one of our programs, we would move them to Exploring and assign a "U" code. Lisa quickly jumped in and mentioned that in the Carson College of Business they were trying to change or remove "U" codes. She suggested I speak to Institutional Research to see what they would suggest we do with those Exploring students. It turns out the "U" codes are somewhat useless and really do not help the student understand the courses that they would need for the program they intend to pursue (outside of Exploring). I am grateful for Lisa's ability to recognize a problem and speak up for the greater good.

I want to mention that despite the distance of Lisa being located in Pullman and myself being located on the Everett campus, I have been able to build a positive working relationship with her. She is always pleasant to work with and she has become a wonderful asset and resource to us at WSU Everett.

I want to thank you for taking the time to consider Lisa Hunter for this wonderful award. If there is anything else I can do or provide to support Lisa, please do not hesitate to contact me at holly.longman@wsu.edu.

Sincerely,

Holly Longman, M.Ed.
Associate Director of Student Affairs
Washington State University Everett

March 29, 2021

AP Contribution Award Committee
Administrative Professional Advisory Committee

Dear AP Contribution Award Committee,

It is my pleasure to nominate Lisa Hunter for the 2021 AP Contribution Award. Lisa is the Partner Program Enrollment Manager for the School of Hospitality Business Management within the Carson College of Business. Lisa has worked for WSU for 24 years and I had the pleasure of being hired by Lisa in my initial role at WSU Everett. Throughout this letter I will touch on a few reasons that Lisa is incredibly deserving of this award.

As I mentioned above, I met Lisa when I interviewed and was hired into my position with WSU Everett. She had been an interim advisor for the Hospitality Business Management program until I was hired. Due to this Lisa was one of the first relationships that I built at WSU. She is incredibly helpful and knowledgeable in many different areas. Over the years I have always had Lisa to turn to with questions and to bounce ideas off, she gives wonderful advice. Due to her tenure at WSU she also has a profound sense of the processes and procedures. I have learned so much from Lisa and am so thankful to have her to turn to for advice and Lisa has been working with WSU Everett for the past two years as an interim advisor. Even though she is in Pullman she is a part of the Everett team and assists us with Everett focused initiatives even though she does not have to. When I was out on leave Lisa had no hesitations in stepping up and covering one of my areas while I was away. All of this is above and beyond her duties of advising students on an interim basis for Everett.

Lisa serves on multiple university committees as well as many within the Carson College of Business. Due to her knowledge Lisa is looked to for many different tasks. When the Carson College of Business was redesigning their curriculum, Lisa served on many of the committees bringing her expertise in scheduling, advising, university processes, etc. She did all of this while advocating for students not on the Pullman campus. For as long as I've known her Lisa has always had a "OneWSU" mindset. She has always thought of the students, staff and faculty on the other campuses, including the students in Brig, Switzerland that are many times forgotten.

If you are looking to solve a problem, look no further than Lisa Hunter. One of my favorite things about Lisa is her ability to solve problems. Working in Everett with limited resources we run into situations with classes, faculty, schedules, etc. where



we must get creative. Lisa was my go-to when I ran into issues, I knew that she would always have a creative solution to get the students what they needed. The example that comes to mind is scheduling. Every semester I would work with Lisa to come up with a way to get students classes with limited faculty. We eventually came up with a great system of sharing classes and faculty from other campuses, benefiting students across the system.

I am incredibly lucky to work with Lisa Hunter and am honored to nominate her for the AP Contribution Award. She is one of the hardest working and dedicated people I know. She is more than deserving of this award.

Please let me know if I can provide any additional information.

Thank you for the time and consideration.

Anna McLeod

Anna McLeod, M.Ed.

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