

**Executive Committee and Chair/Co-Chair Meeting
January 21, 2011
Central Michigan University-East Lansing Center
2900 West Road, Suite 301
East Lansing, Michigan
10:00 AM-2:00 PM**

Attendees: Debbie Harju, Carrie Jeffers, Tammy Grossbauer, Pete Lacey, Katherine McMullen, Kristin Schuette, Vicki Stewart

Absent: Dorene Root, Janail Silver

Chairs and Co-Chairs:

Emily Clement, Donna Dunford, Chris Engle, Linda Falkiewicz, Rachel Florence-Spaetzel, Monique McGregor, Colleen McIlwain, Nicole Rovig, Chris Wolfs

Call to Order

Debbie Harju called the meeting to order at 10:08 AM. Debbie welcomed everyone and asked that we start the meeting with introductions. The minutes from December 15 were moved for approval by Katherine McMullen and seconded by Debbie. The motion was approved.

Comments from the Floor

None.

Committee Reports

College Articulation (Emily Clement, Colleen McIlwain)

Emily reported that the College Articulation Committee had their first meeting on January 7 and have set-up a monthly meeting schedule. Colleen McIlwain will be the Co-Chair this year. The committee currently has 11 members, but they are open to add additional members.

Emily also reported that the deposit for the Summer Summit, which is June 16-17, needs to be submitted soon. She also asked about promoting the Summer Summit on the website. The

Executive Committee requested that she send an email to the Vice President with the details and she may also send Summer Summit information for the Newsletter to Janail Silver.

Concordia contacted the Articulation Committee to inquire about being a signator to the MACRAO Agreement. Kris Schuette responded that there are forms on the website for this process. After some discussion, it was decided that the Executive Committee will review the process and respond to Emily. Emily will then let Concordia know what the process is and what steps need to be taken.

College Day/ Night (Rachel Florence-Spaetzel)

Rachael reported that the College Day/Night Committee met at the annual conference and finalized their Spring Calendar. Things are going smoothly and the committee is looking at a couple of items. One of the items is an on-line RSVP system, which they were working on with Scott Owczarak. Now that he is leaving, Rachel asked where this project was now and who they should be working with. Kris asked Rachel to write a summary of what they want and then submit it to her. While the RSVP system is their priority, the other item they are working on is getting on-line evaluations. Rachel also asked who to contact regarding updated membership lists. The list needs to be updated as many host sites do mailings. Debbie asked Rachael to send Janail Silver an article describing their dilemma with the membership lists. Debbie also asked Rachel to send Carrie Jeffers the details to be posted on the website.

Data and Technology Applications/Michigan Transfer Network (MTN) Governance

(Linda Falkiewicz)

Linda reported on the merger of the two committees. The main Initiative was to help streamline the committees. One issue they had with the merger was that the committees had different membership structures.

Linda had a request from the University of Michigan and Keweenaw Bay Ojibwa Community College to join the MTN. Since Keweenaw Bay Ojibwa Community College is an affiliate member of MACRAO, their request was declined. Participation in the MTN is limited to Institutional Memberships.

MACRAO's Agreement with MSU regarding the MTN runs for three years from date of signing. Linda does not have a date or a signed copy of agreement. Debbie will forward a signed copy to her. Paul Schmidt has sent Linda several MTN items via email and she is trying to build a file on all items related to the MTN.

Enrollment Management (Chris Wolfs)

Chris reported that the Enrollment Management Committee has not had any meetings yet as they typically meet in February. They are still hoping to have a pre-conference workshop on enrollment management. Katherine McMullen requested Chris submit the pre-conference workshop details on or before April 15 so she can confirm or release the extra rooms being held by the Inn at St. John's. Once the committee meets, they will have a better idea on the size of what they would like to do.

Equity in Education (Monique McGregor)

Monique reported that the Equity in Education Committee will meet in February. Stephanie Jordan will be the Co-Chair. Monique would like to recruit more members for the committee. She will be sending an email to Janail Silver asking her to post a notice to this effect in the Newsletter. Carrie Jeffers has two new members for the committee, which she has not yet listed.

Legislative Issues

The Legislative Issues Committee is currently looking for a Chair. There was a brief discussion on who might be willing to Chair the committee and Debbie discussed the previous idea of merging the UIC/LDS Ad hoc Committee with Legislative Issues. The Executive Committee will continue to discuss creating a Legislative Issues position on the Executive Committee. The Constitution & By-Laws will need to be adjusted and presented to the membership. For now, Kristin Schuette has agreed to chair the UIC/LDS Ad hoc Committee and act as the liaison for the Executive Committee.

Melissa Bisson will be reissuing a letter on enrollment definition. Kris asked her to list deadlines, but she had not heard back from her to date. Kris will follow-up with Melissa. Nicole Rovig was concerned for other Registrar's who are not in on secondary conversations and how they could be kept up to date. Kris asked Debbie to send out a communication to the MACRAO membership regarding the letter from Melissa. Chris Wolfs asked about a list serve dedicated to UIC. Debbie felt the MACRAO List Serve would be the portal for this.

Local Arrangements

Katherine reported that she has recruited 10 members for the LAC, but she is still looking for a few more members from four-year schools. They will have their first meeting on February 4. The theme for the 2011 annual conference will be Social Media in Higher Education. The conference will be November 2-4 at The Inn at St. John's in Plymouth. She has a possible speaker, who she is hoping to secure. Katherine asked all the Chairs/Co-Chairs to keep the Social Media theme in mind as they plan their sessions for the conference. If any of the committees are planning to have a pre-conference workshop, Katherine will need the information on the workshop by April 15.

Professional Development (Donna Dunford)

Donna reported that the Support Staff Workshop will be held in June at Saginaw Valley State University. The Committee is currently trying to develop a theme.

Registrar's Practices (Nicole Rovig, Chris Engle)

Nicole reported that the Registrar's Practices Committee has met. They reviewed the notes from the annual conference regarding the guest application. They have reported the feedback to the Articulation Committee. The Articulation Committee will review the feedback at their February meeting.

The Spring Drive-In will be held at the Radisson in Lansing on April 8. They have a rough draft of the program and would like to open registration on February 1. They will have an early bird conference fee of \$40 until March 11. After March 11, the fee will go up to \$50. The format will be similar to last year. CEPI has the event on their calendar already. The Radisson is giving a special room rate of \$99.00. Nicole asked what the Executive Committee felt about her adding a question to the event survey about the cost of the Drive-In.

Secondary School Relations

Carrie gave a brief report as neither the Chair or Co-Chair was able to attend. The Chair has been in email contact with all committee members and the committee will meet in February. The committee will have a report in after their February meeting.

Sustainability Committee Ad Hoc

The Executive Committee is still reviewing the report submitted by the Sustainability Committee. See Next Steps/Response.

UIC/LDS Committee Ad Hoc

Please see Legislative Issues.

MACRAO Web Site Tour (Kristin)

The presentation has been deferred until a later date.

Leadership Manual (Debbie, Carrie, Katherine)

Leadership Manuals were distributed to the Chairs / Co-Chairs and Debbie asked that they read the Manual cover to cover. The Chairs /Co-Chairs were also advised that there are some forms on the website. If they have any questions, they may email Carrie Jeffers and she will get the information to them. Katherine McMullen reviewed the Calendar of Committee Events for the Chairs/Co-Chairs. It was noted that committee reports will be due at the end of September instead of October. Carrie also suggested that the committees post their meeting minutes and other committee information on the MACRAO website. This information is displayed to the MACRAO members/public.

CVENT Coordination for all MACRAO Events (Debbie and Tammy)

Debbie and Tammy discussed CVENT and how it works. This is MACRAO's the third year of using CVENT and the Executive Committee will review the future use of CVENT prior to the expiration of the contract. Tammy asked that the Chairs/Co-Chairs let her know at least a month before they want to activate the events in CVENT. She needs as much detail as possible for set-up. Also, Tammy will give the committee weekly or every other week an excel spreadsheet report with who has registered for their event. Any CVENT questions should be directed to Tammy.

EC/Chair and Co-Chair Meeting Schedule (All)

Debbie distributed a proposed meeting schedule for review. The February EC meeting will be held via email. The May meeting will be held at The Inn at St. John's in Plymouth. The EC meeting time will be held from noon to 4:00 PM.

Leadership Workshop (All)

Debbie asked if the group felt we needed a leadership workshop this year. After some discussion, Chris Wolfs suggested having something at the Executive Committee-Chair/Co-Chair meetings that coincides with the calendar and also provide a professional development opportunity. The group approved Chris's idea. Some suggestions were made as to topics and Carrie will submit some additional topics after discussion with the committees.

Executive Committee Reports

Treasurer

Funds available as of December 31, 2010:

Savings = \$32,833.34

Checking = \$36,434.81

Balance = \$69,268.15

Pete gave an update and stated that MACRAO was in good health. He reminded the Chairs/Co-Chairs not to spend money without approval. He also, reminded them that when they have an event and a budget, to please remember to send a report to follow-up. Pete needs to have this report. In addition, Pete stated that a MACARO expense is tax exempt. In this case, Debbie would sign and Pete would send a certificate for tax exemption. A motion to approve the report was made by Katherine McMullen and seconded by Carrie Jeffers. The motion was approved.

President

Debbie agreed to stay on one more year as President. This was the result of the current President, Scott Owczarek, accepting another position and having to step down. This now leaves the Past President position vacant. Discussion will continue as to the replacement of the Past President. The position of Past President leads the nominations committee which will need to convene in March. There are at least two positions that will need nominations. Debbie also shared that she received a "thank you" from Craig Aimer. Craig had to step down from the Vice-President position as a result of his taking another position.

President-Elect

Katherine gave an update about the upcoming annual conference. See Local Arrangements Committee. She is using a Social Media theme for the annual conference and urged everyone to think in that direction.

Vice-President

Carrie reported that she is looking forward to learning her new duties and getting to know everyone. She is very excited to be onboard. Currently, she is working with committees who

need more members and trying to help fill those vacancies. Carried urged everyone to please feel free to contact her with any questions.

Past President

No report. This position is currently vacant.

Secretary

No report.

Historian

No report. Debbie noted that there is a potential honorary membership candidate, Barbara McKinney.

Web Editor

No report.

Newsletter Editor

No report. Debbie asked everyone to send any articles they may have for the Newsletter to Janail Silver.

Membership Coordinator

Tammy reported that she will have CVENT ready for the Registrar Practices Committee Spring Drive-in by late next week. Tammy has been mailing Registrars and Directors asking them to update the directory. She asked that everyone please go back to your institutions and remind your Directory Editor to update. Debbie asked Nicole to bring the issue of updating the Directory up at the Spring Drive-In.

Old Business

CVENT Contract-Merchant Fees Update (Pete)

Pete reported that if we chose to contract with CVENT again we will renegotiate the merchant fees/account.

By-Laws and Refund Policy Language—Outstanding Payments Update (Debbie)

Debbie reported that she will continue to evaluate this topic and will report back at the March meeting. There is a published refund policy and event policies need to match this

Next Steps/Response to the Sustainability Ad Hoc Committee Report (All)

Debbie reported that the Executive Committee is still reviewing the report. After a close review of the report, the EC will compile a response. Debbie will provide Chris Marx with this response in the near future.

EC Annual Calendar—Updates for 2010-2011 (Debbie)

Debbie reported that she will be reviewing and updating the calendar. She will provide the calendar to the Executive Committee in March or possibly email it out in February.

Spring Drive-In Income and Expense Report (Debbie and Carrie)

Debbie asked for new projected Income and Expense Report for the Spring Drive-in. Nicole will provide the report.

New Business

Directory Updates (Katherine, Tammy, Carrie and Debbie)

Please have your Directory Editor review and update the MACRAO Directory. If you see anything yourself, please let someone know so it can be updated.

Drive-In Site Visit (Carrie)

Carrie received a request from Nicole to have a site visit. Nicole reported that they have already done the visit.

AACRAO Representative at Annual Conference (Katherine)

Katherine reported that she has been given a list of representatives from AACRAO who might be invited to the annual conference. There is a person on the list who has a lot of expertise with social media. She would like to invite this person to the conference due to this expertise. Linda Falkiewicz knows this person from the AACRAO Technology Conferences and thought he would be very good. It was decided that Katherine will invite this person and also Brad Myers.

Other

Nicole asked if MACRAO had a contract with Survey Monkey as she would like to have a survey for the Spring Drive-In. Pete stated we did not have a membership with them. We have used Survey Monkey before, but it was a one-time payment.

Comments from the Floor

None.

Adjournment

The meeting was adjourned at 1:42 PM. The next meeting will be held via email on February 18.

Respectfully Submitted,
Vicki Stewart
MACRAO Secretary



Treasurer's Report to the MACRAO Executive Committee - January 2011

Friday, February 18, 2011

FUND BALANCE - December 31, 2010		
Savings:		\$32,833.34
Checking:		\$36,434.81
		<u>\$69,268.15</u>
RECEIPTS:		
Savings		
Interest-Savings - January 2011	\$4.17	
Checking		
Membership Dues 2010	\$250.00	
Spring Drive-in 2009	\$30.00	
Voided checks	\$344.32	
TOTAL MONTHLY REVENUES		<u>\$628.49</u>
TOTAL ACCOUNT BALANCE		\$69,896.64
DISBURSEMENTS:		
Executive Committee		
EC Meetings food/beverages	\$170.03	
Fall Conference 2010		
Miscellaneous supplies	\$326.53	
Articulation Committee		
Summer Summit 2011 Deposit	\$2,500.00	
Cvent Expenses		
American Express Fees	\$7.95	
Capital One Merchant Fees	\$10.00	
Michigan Transfer Network (MTN)		
Monthly Service Fee - January 2011	<u>\$193.00</u>	
TOTAL MONTHLY DISBURSEMENTS		<u>\$3,207.51</u>
FUNDS AVAILABLE, January 31, 2011:		<u><u>\$66,689.13</u></u>
Savings:	\$32,837.51	
Checking:	<u>\$33,851.62</u>	
	\$66,689.13	

Respectfully submitted,

Pete Lacey
Treasurer