

MACRAO Joint Committee/Executive Committee Meeting
January 20, 2006
Walsh College

The meeting was called to order by Sedgwick Harris, MACRAO President, at 9:13 a.m. Sedgwick welcomed everyone and introductions were made.

Committee Reports:

Articulation – Alex Torres. Alex noted that his budget was submitted in December. The committee is busy with the planning of the Articulation Workshop which will be held this summer in Houghton Lake. Prices were discussed as well as entertainment plans for the conference. Alex noted that last year the committee submitted a response to the Cherry Commission and indicated that they were waiting for a response. The topics were credit amnesty, reverse degree, graduation rates and M-Tens. The committee is still discussing credit equivalency systems. The Articulation Committee session proposals for the fall conference are: Articulation 101; Transfer Students and the Issues They Face; Legislative Update; Helping Students Plan in a Cyber Environment.

The committee noted that they are watching and discussing current legislative initiatives. It was suggested that this committee could do a session on this depending on what happens over the summer. It could be folded into the legislative update session but could also be its own topic.

College Day/Night – Stacey Stover. Stacey indicated that the committee was discussing how it used to function and the changes that have taken place. It seems that schools are now telling folks when they'll have their fairs. MACAC is a part of the group again. The committee has e-mailed host sites and requested three dates. They have gotten a good response from schools. The committee plans to meet on February 10th to schedule the calendar for a quick turnaround. They are looking at the number of unsanctioned fairs. They are also revising evaluation forms.

Session proposals: The Future of College Fairs; How to Host an Effective College Night on a Budget.

There was a discussion about how the calendar for college fairs is set and how sites are selected. Also discussed were the differences between corporate fairs, education fairs and college fairs. It was noted that MACRAO members should not attend unsanctioned fairs if at all possible. The fair in Ann Arbor is an example of an unsanctioned fair – they charge money and they make money. There is no worry about sanctioning corporate fairs. The committee hopes to send an e-mail to schools to educate them about sanctioned vs. unsanctioned fairs. They will also send out notices about who should get first invitations to fairs. It was noted that there are no penalties for attending an

unsanctioned event – only peer pressure. It was also noted that there should be follow-up regarding transfer fairs.

Data & Technology – Scott Owczarek. Scott indicated that the committee is excited about the M-Tens website. They are also working on sending transcripts via PDF files. They are working with Grand Rapids Community College and others on this project. The committee plans to look at the MACRAO website to try to make it more interactive.

They have six proposals for the Fall 2006 conference: Academic Folders; How to Trust Your Staff and Still Protect the Integrity of the Academic Record; PDF transcripts – How Can it Work For Me; The Perfect Divorce – How to Make the Most Out of Your School's Technical Staff; The Desperate Registrar; What Does it Take to Print Diplomas In-House.

The committee had some suggestions for the LAC which included having a later deadline for session proposals. This would enable better technology offerings (the committee plans to e-mail MACRAO members and ask them what topics they would like to see). They also suggested that the LAC make it a priority to have projectors and screens available to presenters – at least one per room or session time (an alternate suggestion was for MACRAO to purchase equipment for this use). It was noted that this is a huge expense for MACRAO. Hotels and conference sites charge very large amounts for the use of this equipment. If enough people could bring equipment it could be shared. It was also noted that many folks prefer their own equipment as they know their presentation will work on it. Storage would be a problem for the organization if it were to purchase equipment as would the fact that the equipment would be outdated in a year or sooner after purchase.

There was further discussion on this topic. There was a suggestion to negotiate the price of the use of this equipment with hotels and/or pursue vendor help to underwrite the cost. Paula Dykstra stressed that the LAC must know ahead of time the needs of presenters with regard to this equipment. She said they cannot produce AV equipment at the last minute.

Equal Education Opportunity – Patrick McNeal. Attending for the chair, Iris Shen-VanBuren, Patrick reported that the committee would like to videotape part of their sessions ahead of time rather than transporting students and/or counselors to Traverse City for the conference. They are hoping for an “Ask the Student” session using a non-traditional student, minority student, Caucasian student, mixed race student and transfer student. Other session proposals are Challenges facing Native American students; Full Spectrum Campus Diversity – Beyond Black and White. They are also considering some sort of pre-conference workshop. There was a suggestion that the committee look at the unique needs of the international student. He said he would take that suggestion back to

the committee. They would like to have enough offerings to have a track at the conference.

Another suggestion was that committees could work together on some topics. One idea was for the professional development committee to work with the EEO committee on the topic of the challenges of working with international students, transfer students, etc. Both sides often need educating – sometimes we don't know we may be offending someone.

Patrick indicated that the committee did not realize that all printed material (such as brochures) needed to be reviewed by the Executive Committee. They have a brochure that he will submit for review. There was a suggestion that anything that is currently being printed could be sent electronically instead. It was noted that some things are printed and sent to schools so they can reproduce it if they wish.

Graduate & Professional Studies – Jane Franko. Jane indicated that the committee would like a name change. They'd like to bring in the non-traditional work and also work with international students. They are planning a pre-conference workshop and are thinking of the topic of the Return to Learn initiative by Governor Granholm. They don't have any session proposals yet. There was a reminder to tap into the "homegrown" talent we all have at our schools. Another thought was that we need to think globally and to remember that some outside perspective on some of these topics is also a good thing.

Professional Development - Debbie Harju. Debbie was present for Angie Mishler who is the current chair of this committee. She had several questions for the board. The first was about the travel grant. The travel grant money comes through the executive committee but is represented in the budget of the Professional Development Committee. The LAC also needs to be sure to account for it in their budget because it is lost revenue for them – the grant covers registration fees for the person receiving it.

Debbie reported that the committee suggests a \$40.00 registration fee for the Support Staff Workshop and reminded the executive committee that the PD committee (and their schools) contributed much of the needed supplies last year (such as copy costs, signage, giveaways, packets, etc.). The workshop will be at Ferris State University in June. There was a question about whether or not the workshop location should be centralized a little more. Debbie noted that Ferris will offer inexpensive accommodations for anyone wishing to stay overnight.

Another question centered on the Support Staff of the Year award. Is the award to be for one person or for an entire office? The idea behind the award was to recognize the office but, in some cases, that may be just one person. The language should probably be clarified. Also, the committee was wondering if the offerings for the workshop should be aimed at staff appreciation (and so a "day away" kind of thing) or more professionally

oriented. Supervisors like the professional development offerings but a blend would probably be best. Debbie noted that session proposals would be submitted soon.

Registrar's Practices – Ron Hughes. Ron reported that the registration fee for the Drive-In Workshop is \$20.00 per person. The workshop will be March 31st at Schoolcraft Community College. They will send an electronic postcard and the date is on the website. Registration will be handled electronically. Session proposals (submitted in December) include Advanced Registrar 101; Back Filling with Creative Systems Reporting; Grading Truth or Consequences; Transcripts – Fact or Fiction (best practices on transcripts); Systems Birds of a Feather (round table); I.T. from Mars, Registrars from Venus; Registrar 101 – Academic Planning; Registrar's round table. It was suggested that they could also add a session on the Michigan social security number law.

Secondary Schools – Doug Potter. They are planning the New Professionals Workshop for September 7 and 8 at the Holiday Inn in Mt. Pleasant. They expect around 40 people. Session proposals will be submitted soon. One idea being considered is online registration. The committee has minimal budget needs.

Admission Practices/Enrollment Management – Stephen Linden. Stephen reported that their session proposals include Tried and True Admissions Practices; Developing a Department Handbook; Implementing Enrollment Management: Year One and Two. They are planning their next meeting for spring. The budget will be submitted soon.

Sedgwick thanked all the committee chairs and representatives for being present. He said that it is good to hear all the talk about collaboration between the committees. It makes good sense to combine forces. He noted that it is very important to have three to four session proposals from each committee. He reminded committee folks to get their newsletter articles to Melinda Booth and to let the Executive Committee know of events so a member can be present for the welcome.

Paula noted that AV needs must be articulated and it would be helpful if the committees could note the targeted audience for session proposals. She thanked all for their suggestions and their hard work.

Vickie Scavone reminded everyone to ask her for e-mail addresses and labels every time they need them. She updates constantly and information changes often.

Committee chairs and representatives left at 11:15 a.m.

The Executive Committee meeting was called to order at 12:03 p.m.

Present: Sue Deel, Paula Dykstra, Sedgwick Harris, Diane Praet, Dorene Root, Vickie Scavone, Howard Shanken, Michele Thomas

Absent: Melinda Booth, Mark Ulseth

Sedgwick said he would be asking for agenda items the week prior to executive board meetings. A motion to approve the minutes from December 9, 2005 was made by Paula Dykstra and seconded by Howard Shanken. The minutes were approved.

Treasurer's Report: Michele reported that the fall conference numbers and receipts are complete. There was \$19,393 in credit card receipts. Two schools paid dues. Sedgwick noted that there were still a couple of loose ends to wrap up and the conference accounting would be complete. There is \$57,223.98 available as of January 20, 2006.

Vickie Scavone requested a reimbursement for a person who had registered for the conference and a pre-conference workshop but who left Walsh College before the conference. Two schools have not paid their dues – Cooley Law School and Olivet College. Sedgwick will contact Olivet.

Sedgwick distributed and reviewed a budget sheet he prepared for the committee with numbers from the fall conference. There was a quick discussion about the travel grant with general agreement that it should be represented on the Professional Development Committee budget.

President: Sedgwick asked members of the EC to review the brochure created by the Articulation Committee. There is concern about this being on the website and implying MACRAO representation of the contents. The Community College Deans have a brochure they have created that would be more appropriate since MACRAO does not represent just community colleges. Sedgwick will let Alex know that the brochure from his committee will not be on the website. Included in the brochure is a response to the Cherry Commission but there is no clear idea what Alex wishes to do with the brochure if it is approved. The brochure seems to represent responses from MACRAO to the Cherry Commission, M-Tens and others, all under the Articulation Committee heading. There was concern over the wording in the document. There seem to be responses in it that do not fall under the purview of the committee. Mark Ulseth, as chair of the M-Tens Committee, should be bringing a report from that area, not Alex and/or the Articulation Committee.

It was suggested that the Articulation Committee needs to re-focus the document on the items it is charged with – not the whole scope of what's currently in the document. There was a discussion about how to handle situations where committee members put ideas through forcefully. There was also discussion about the demise of the International Committee.

Committee chairs need to be made aware of the process by which a document could be created and published. Howard and Paula will review the committee chair handbook. Sedgwick will talk with Alex.

Sedgwick distributed the document of conference evaluations and asked that the EC review it. When he receives the disc of photos from the conference he will forward it to Mark for the website. There was a discussion regarding the balance of sessions at the fall conference – Admissions topics vs. Registrar topics. One way to help with that is to ask the committees to provide the target audience for their session proposals. The fear with this is that this could lead to lower attendance if folks don't believe a session could be useful to them.

The EC meeting schedule is: February 17 at Eastern Michigan University (Welch Hall), March 10 at MCCA Building in Lansing, April 7 (no site yet), May 19th at Grand Rapids Community College, June 16 at Kellogg Community College, July 21 (Traverse City?), August 18 at University of Michigan. September and October dates will be forthcoming.

President Elect: Paula distributed her preliminary budget for the fall 2006 conference. There was discussion regarding attendance, pre-conference workshops, extra meals, and sponsorships. She raised the vendor fees for this year. There was a reminder that any boxes vendors may ship in advance of the conference will have to be stored and will likely incur a fee for storage. The food cost is still being negotiated. The keynote speaker will be Kathleen DeBoer from the University of Kentucky. She'll speak on the communication differences between men and women. Paula indicated that her budget is still a little in the hole, but is confident that the number will come down.

The theme for this year's conference is Seasons of Change. She hopes to have one season for each segment of the conference. She has sent Melinda the newsletter information.

Vice President: Howard Shanken passed around a booklet put together by the Tourism Bureau of Grand Rapids on the Fall 2007 conference. He has reserved 150 rooms per night for two nights for the conference at the Amway Grand. There are many options for activities in Grand Rapids including the Gerald Ford Museum. The room rate is good at \$109.00. There is 10% leeway without penalty on room reservations. The contract must soon be signed – Howard will confer with Sedgwick about this.

There was discussion about whether or not to offer a one-day registration. The general feeling was that the one day option pulls from the spirit and community of MACRAO. There were concerns about losing the spirit and enthusiasm that members bring to the conference.

There was another discussion about whether or not to add a session to Thursday. Evidently some of the feedback indicated that the break times between sessions were too long. However, it's already hard enough to get enough session proposals and at the location this fall there will be a longer distance physically between session rooms. There will also be many things for people to do between sessions at this location so there shouldn't be the same challenges as at the Lansing location.

Past President: Diane asked how much the committee should disclose to any persons nominated for Vice-President about the fall conference for their year being the Great Lakes conference (three states). There was general agreement that the usual conversation can be had initially and then a private conversation could be had with any who express agreement to have their name brought forward. The person will be a little ahead of the usual schedule in that the location will already have been chosen as well as part of the planning committee.

Webmaster: No report.

Newsletter: No report.

Historian: Dorene Root reported that there will be volume and issue numbers on our newsletters now. She researched those and updated all the newsletters that did not have numbers so this next newsletter will be accurate.

She reported that Mark Ulseth was not able to put the video tribute to Ed Loyer on the website. Dorene will make the video available at the conference for anyone who did not see it and wishes to view it. Dorene will bring forward the names eligible for honorary memberships. It was noted that Ed is eligible for an honorary membership this year. Retirements are standard in the newsletter so the names will appear. The honorary members will be honored during dinner on Thursday. Sedgwick will invite Sandy Loyer to be present (her room will be provided).

Directory Editor: Vickie reported that she had seven requests for membership over the last several months. If they are approved, Sedgwick will send a letter to them and Michele will send a bill for dues. The requests are:

1. Ecumenical Theological Seminary in Detroit. They are accredited. Approved for institutional membership.
2. I.T.T. Technical Institute in Canton. Approved for institutional membership.
3. Baker College in Allen Park. They are eligible for affiliate membership. Approved.
4. University of Toledo in Toledo, Ohio. They are eligible for affiliate membership. Approved.
5. Lauren Wendlen. She's a graduate assistant at Grand Valley State University. She is eligible for individual membership. Approved.

6. Anne Monroe. She's from Interlochen Center for the Arts. She's eligible for individual membership. Approved.
7. Robert Ross International College of Nursing. They are not accredited by the Council of Higher Education. There is no record of any accreditation information. Denied.

Old Business: None.

New Business: MACRAO should pay for Sedgwick to go to the AACRAO lunch representing our Michigan organization. The cost is \$35.00. There will be a change to the Executive Committee budget for the AACRAO lunch for \$35.00.

Michele is checking past postage needs.

Adjournment: The meeting adjourned at 2:25 p.m.

Respectfully submitted,

Sue Deel