

MACRAO Executive Committee Meeting
February 3, 2003

Lansing Community College
Lansing, Michigan

PRESENT: Pam Liberacki, Tory Parsons, Diane Praet, Vickie Scavone, Lauren Sorenson

ABSENT: Holly Diamond, Marc Payne, Dorene Root, Steve Shablin, Mark Ulseth

CALL TO ORDER Tory Parsons called the meeting to order at 10:35 a.m.

MINUTES Diane Praet moved and Pam Liberacki seconded approval of the December 6, 2002 meeting minutes. Approved.

REPORTS **Treasurer.** Marc Payne was absent so no formal report was presented. Tory Parsons passed out the revised copy of the expense voucher. Approved expenses are outlined in the Leadership Handbook. Pam Liberacki suggested the statement on mileage reimbursement, which is the current IRS reimbursement rate, be added to the form. In general, mileage reimbursement is only allowable for those external to MACRAO.

Tory Parsons also reported on the budget. All 2002 conference expenses have been paid. There are only two people still unpaid and she is working to secure those funds.

\$28,098.57 is the current balance. This does not reflect checks totaling \$630 to be deposited. The 2002 Annual Meeting was \$1,900 over budget. The 2003 LAC has not set the rate for the annual meeting.

There was discussion about putting the yearly budget information on the web and all agreed that we should have further discussion when Marc Payne is at the meeting.

Tory Parsons raised a question about the Registrar's Workshop. Lunch for participants will be on their own. The committee expects about \$400 in other expenses and this is part of their budget proposal.

President. Forty-six first time attendees have been sent a letter. Tory will be emailing a schedule of events to all members. Steve has been sent a sample letter of welcome to be mailed to all committee members. Committee lists need to be updated to include the home institution of the members.

Tory reviewed committee budgets. The following committees have submitted budgets: College Day/Night; Data and Technology; EEO; Professional Development; Registrar's Practices. The following committee budgets are still outstanding: Graduate; Enrollment Management; Articulation; Secondary Schools. Tory will follow up with the outstanding committees. Sessions proposals are due **February 15**. Tory plans to attend each of the workshops and encourages other Executive Committee members to attend also.

Tory discussed our working relationship with MACAC. Barb Soisson, President of MACAC, asked to send a representative to the College Day/Night Committee and this was approved. It is good to foster cooperation between our two organizations. There was discussion about how MACRAO and MACAC can work together and avoid duplicating activities. Vickie Scavone noted that requests from MACAC for mailing labels should come through Michael Lopez, chair of the College Day/Night Committee. Diane Praet asked about our organization and who we serve. Vickie Scavone reports that the admissions type is larger than the registrar type in our directory.

The College Day/Night Committee asked the Executive Committee to discuss the recommendation that the standard time for college nights be changed to 6:30 pm to 8:00 pm from 6:30 pm to 8:30 pm. The Executive Committee recommends leaving the schedule as is and allowing individual sites to make their own adjustments.

The ad hoc Committee on Committee Structure Changes has met once. They have researched the other ACRAO organizations and have some proposed changes. The Executive Committee had discussion about the proposal and was particularly concerned that data and technology components be moved to an admissions and a registrar committee. Vickie Scavone pointed out that there is a lot of data that is no longer easily accessible. The proposed Marketing and Public Relations Committee was discussed. Many of the items suggested for the committee are the responsibility of Executive Committee members. Tory Parsons has already asked the committees to review and update their committee definitions. The responsibilities of the Executive Committee members need to be reviewed also.

The Executive Committee supports the proposal with the recommendation that #6 (Marketing/Public Relations) be reviewed again. Tory will post the information to the web site, write an article for the newsletter, solicit direct input from the past presidents, and send information to the general membership for feedback.

Vice-President. Diane Praet reported on the AACRAO conference she attended in December. The conference

for state and regional leaders focused on issues such as incorporation and insurance. We need to find out if we are incorporated which is recommended by AACRAO to protect us on liability issues. We should also purchase general liability insurance which would probably cost about \$200-\$500 per year. Only 3-4 ACRAO's have this in place already. Pam Liberacki suggested that Marc Payne investigate and report back to the Executive Committee at the April or May meeting with a recommendation on insurance and incorporation. The conference was very intense and informative. Diane Praet suggested sending the Vice President every other year.

Past President. In Holly Diamond's absence, Tory Parsons reviewed the copy of the article for the newsletter about the Nominating Committee and the process that Holly sent.

President-Elect. Congratulations Steve!

In Steve's absence, Tory Parsons reported on the proposed logo for the 2003 annual meeting. The logo is to read '75 Years of MACRAO.' It was pointed out that 2003 is actually the 75th annual meeting, not the 75th anniversary of the organization. A letter and email has been sent out calling for session proposals. Steve will be writing a newsletter article.

Webmaster. Mark Ulseth sent a report that the URL license was only \$100. Mark will be posting budget information. There are no recent minutes on the site and we will look into locating the missing minutes and getting them posted.

Newsletter Editor. Lauren Sorenson reported on the upcoming newsletter. The deadline is the third week of February. The newsletter will include several articles, advertisements of upcoming events, and committee articles. Lauren will investigate the cost of having a mailing service prepare and send the mailing.

Directory Editor. Vickie Scavone reported that she has completed two mailings: one to institutional contacts regarding web updates and the other to the membership regarding the by-laws.

Web updates have been available since November. There were some problems that are being cleaned up and some additional modifications being made to make the site more workable. The goal is to not have to print a directory and to make a PDF version available.

Ave Maria and ITT were approved for membership. Ave Maria has paid their dues and will be listed in the directory. ITT has not yet paid so Tory will contact them.

OLD BUSINESS

1) Ockerman Award. A complete set of color copy of the web site has been made. Tory has written a letter and will complete the form and send with a summary of the pages to review. Deadline for submission is February 14.

NEW BUSINESS

1) The recommended site for 2004 annual meeting is the Hyatt Regency in Dearborn. **The dates will be November 10-11-12, 2004.** The room rate would be \$119 with free parking. It may be possible that we will do an event at Greenfield Village. After discussion all the sites, the Executive Committee asked Diane to go forward with contracting the Hyatt.

2) Travel Grants Proposal. Diane Praet presented the PACRAO model and suggested we establish a similar travel grant to support travel and/or conference fees for a couple members who would not otherwise be able to attend. Tory Parsons noted that this would be a good way to increase participation and knowledge of the organization. **A vote on this item will be tabled for further discussion at our next meeting.**

3) MACRAO dinner at AACRAO. Diane Praet will work with the AACRAO office to identify a site for MACRAO members attending the national meeting to have dinner. Diane will write ad for the newsletter and coordinate RSVP's for this event. Additionally, there is a luncheon for State and Regional representatives on Tuesday at AACRAO. MACRAO will pay the \$35 fee and Tory Parsons will contact Steve Shablin to see if he is attending AACRAO, otherwise Diane Praet will attend.

NEXT MEETING

The next meeting is scheduled for March 10, 2003 at 10:00 am at a location to be determined.

ADJOURNMENT

The meeting was adjourned by Tory Parsons at 2:55 p.m.

Respectfully submitted,

Pam Liberacki
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