

MACRAO EXECUTIVE COMMITTEE
February 17, 2006
Eastern Michigan University, Welch Hall

Present: Melinda Booth, Sue Deel, Paula Dykstra, Sedgwick Harris, Diane Praet, Dorene Root, Vickie Scavone, Michele Thomas, Mark Ulseth

Absent: Howard Shanken

Call to Order: Sedgwick Harris called the meeting to order at 10:18 a.m. He requested that the secretary e-mail meeting reminders and directions to meeting sites about a week before the meeting. The minutes from January 20, 2006 were approved.

Treasurer's Report: Michele reported that the beginning balance is \$57,223.98. She received some outstanding exhibitor and registration fees from the fall conference. Phone calls have been made to those institutions that still owe registration fees. If they have not paid by the time the notices for dues are sent, the fee will be added to the dues. Sedgwick will look into a refund for someone from Walsh College who left the college before the conference. The accounting for the fall 2005 conference is nearing completion. It looks like MACRAO lost about \$5,000 on the conference.

The Annual Report for 2005 is posted to the website. Diane will look for the 2004 report. Michele noted that she will not be at the March meeting but will send a report.

President's Report: Sedgwick reported that there was not the attendance hoped for at the 2005 Fall Conference which would account for some of the loss. There has already been a question about whether in 2008 (when the conference is back at the Hyatt in Dearborn) there would be a one day option. Sedgwick said it was too early to tell. Sedgwick has asked the sales representative from the Radisson for counts from meals, etc. but she has not responded yet. These are needed to help with numbers and expectations for future conference planning.

Sedgwick has a bill from Stacey Stover for a poster for college night information. Michele will check on whether or not it has been paid. We have received budgets from two committees – Professional Development and EEO. Paula's contract with the hotel for the 2006 conference has been signed.

Sedgwick reported that he told Alex Torres (chair of the Articulation Committee) that MACRAO will not approve the printing and distribution of the brochure about Community Colleges. He will also let Alex know that the other brochure, which addresses the M-Tens and other issues, was not approved either.

President-Elect: Paula reported that she has an agreement for the keynote speaker to sign but it may need some modification. She will send it to the speaker and will let us know if the speaker signs or wishes changes. She will also think about a back-up speaker, just in case one is needed.

Paula distributed a new version of her budget – she is still a little over budget, but negotiations are ongoing regarding meal costs. Also, meeting rooms will be discounted if the number count is high enough. She is assuming 275 paid attendees with 250 of those registering early and 25 registering later.

We have two vendor checks – one includes a sponsorship. There was discussion about some of the other lines in her budget. She wishes to keep all as is for now but there was a math error that will be corrected. Paula moved approval of her budget with modification for the math error. Michele seconded the motion and it was approved.

EEO budget: The committee is asking for mileage for their panel members and DVD handout costs. The following items and amounts were approved:

Money for plaque	\$100.00
Brochure for nominations	\$100.00
Postage	\$ 39.00
One night comp. for room	\$150.00
and meals as appropriate for EEO award winner	
No mileage or DVD costs will be reimbursed	

The rest of the budget will be decided on after it is known how the committee will handle the sessions.

Professional Development: Concern was expressed about how far north and west the Support Staff Workshop is this year. It will be a three hour drive for folks from Detroit. The P.D. budget was discussed and the travel grant was added. The budget was approved with that addition. Budgets from the rest of the committees are still to be received.

Paula said that the Graduate & Professional Studies and the EEO committees will offer a pre-conference workshop and will likely need a budget for that.

There was then a discussion about the M-Tens group. Is there a chance that there could be a pre-conference workshop offered by this group? Mark Ulseth gave an update on the work of this group. There is a chance there could be a working/training session offered but he's just not sure. The last meeting held by the group was the end of January and it's now time to move ahead or abandon the program. Alex Torres would like to talk to the programmers at MSU to see if they are able to move ahead with the programming needed to make it all work. It will come down to whether or not there is enough in it for MSU to give the time required to this project. The programmers would use some of the MSU site

so it would be a conflict of interest for them to do the work on their own time. Mark believes things are moving in the right direction, but he's trying to respect Alex and his work with this. Scotty McMillan is on board with the project as are the programmers and Alex's boss. Mark believes this needs to be done now or walk away from the project. It's been talked about long enough. It should be done by June or July to fit in MSU's time schedule. The M-Tens committee needs to continue to educate MACRAO members about this and will attend the Registrar's Drive-In to update that group. Paula said she will leave this on the fall conference schedule as a tentative pre-conference workshop.

Paula said she needs more session proposals. A third of the sessions are coming from sources other than committees. Melinda said she will put out a request for session proposals in the newsletter.

Paula noted a change to a recurring session. Birds of a Feather will meet in different rooms this year with a different room for each different software group. This has moved out of a roundtable format and into its own time. She noted that there has been interest expressed about discussing different student groups such as different ethnic groups, athletes, veterans, etc. The pre-conference workshop from the EEO and Graduate & Professional Studies groups focuses on non-traditional students.

Paula will send confirmation soon on the July 21 meeting in Traverse City. A teaser has been sent to Melinda for the newsletter on the fall conference.

Vice-President: No report.

Past-President: No report.

Historian: No report. There was discussion about how to present the honorary membership for Ed Loyer. This will be Thursday night before dinner and during the announcements. Paul Wright will be asked to write the words for this.

Webmaster: Mark reported that all internet servers at Henry Ford Community College have been replaced. There is no secure server anymore (so no credit card payments can be handled through the website). The new software is not conducive to forms. However, he can get some statistics from the software and he shared some of them.

In December: The MACRAO website had 3,653 unique visitors and 5800 total visitors. Monday was the most popular day with 11:00 to 2:00 seeing the most activity. Mark also had statistics on the average time spent on a page and the colleges using their own site and clicking the MACRAO link to access our website.

Mark has also talked to Scott Owczarek about the Data and Technology committee's work on the website. So far they have not done anything with it.

Newsletter: Melinda reported that it took longer to get everything gathered for this issue than it has previously. She asked that folks get her any information they may have on “Members on the Move,” etc. She now has the volume and issue numbers so we’ll see those on the next issue. It was suggested that perhaps state and national updates could be added to the newsletter such as the Cherry Commission, the Michigan SSN privacy act, issues from AACRAO, etc.

Directory Editor: Vickie reported that Baker College, Allen Park last month was approved for affiliate membership because the campus was not listed in the Council of Higher Education Directory. Since that meeting, Baker College, Allen Park has provided documentation which reflects full accreditation by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. There was a motion to amend the action from the last meeting and change membership for Baker College Allen Park from affiliate to institutional membership. The motion was seconded and approved.

Vickie also reported that she was informed that Robert Ross University (which was denied membership last month) was a fraudulent institution.

Old Business: Sedgwick will talk with Alex Torres about the articulation document that Alex hopes to distribute (created by the Articulation Committee). He will tell Alex that the Executive Committee did not approve the document for several reasons. The Articulation Committee came to the Executive Committee after the document was created and it represents an opinion of MACRAO as a whole. The MACRAO members would need to vote on anything that represents the entire group and this has not been done. The brochure is outside the purview of the Articulation Committee. It was noted that the discussion should be held with both the chair and the co-chair of the Articulation Committee.

New Business: There will be a Michigan dinner at the AACRAO conference. It will be the same night the State and Regional folks hold their meetings. There will be a note on the message board and Diane Praet will be the contact person for this.

March’s meeting will be in Lansing at the MCCA building (near the Radisson). It will be March 10. April’s meeting time and place will be discussed then.

There was a request for a college fair in Utica but it was not sanctioned. Stacey Stover and her committee felt the area was already well-covered. Invited to this fair were the upper echelon of four-year schools. There were so many schools excluded that it went against the purpose of these fairs. While the representative said they wanted this to be a trial, there was so much that was against the spirit of what these fairs are supposed to be about that it was denied.

It was also decided that next year no fairs would be accepted without published times and dates. If they are not held during the day then they will be from 6:30 to 8:00 p.m. It's too hard to make changes and get them published.

Adjournment: The meeting adjourned at 1:19 p.m.

Respectfully submitted,

Sue Deel