

MACRAO Executive Committee
Friday, February 27, 2009
SAC - Central Michigan University

Present: Debbie Harju, Karen Hutslar, Pete Lacey, Dorene Root, Kristin Schuette

Absent: Melinda Booth, Anne Monroe, Scott Owczarek, Stacey Stover, Howard Shanken

Call to Order:

The meeting was called to order at 10:05 a.m. by Karen Hutslar. The minutes from January 23, 2009 were discussed; a few modifications were noted and will be forwarded to the MACRAO Secretary before posting the minutes. Due to no quorum, the minutes could not be approved at this meeting and will be carried forward for approval at the March meeting.

Officer's Reports

Treasurer:

Pete Lacy reported on the fiscal condition of the organization. He is not aware of any outstanding bills at this time. He distributed the February Treasurer's Report, highlights are summarized below.

Beginning balance: \$64,782.73

Revenues: \$754.57

Disbursements: \$15,430.46

Funds Available: \$50,106.84

He also transferred some money from savings into the checking to maintain our minimum checking account balance.

President:

Karen Hutslar reported that she has received a letter from John McDonald regarding the MACRAO agreement and his desire to have the MACRAO Agreement accepted by all institutions with no provisos. Although it is agreed this would be ideal, MACRAO as an organization can not mandate what other schools accept and do not accept. Karen has communicated with John. The upcoming Governor's Education Summit and the proposed College Access Network will be addressing possible solutions to articulation issues.

The Leadership Summit evaluations were all positive and the general consensus is that the Leadership Summit should be an annual event. The value to the membership versus the cost of this event was discussed.

The Executive Committee retreat was also discussed, should this event be continued? The suggestion was made to consolidate the Leadership Summit with the Executive

Committee retreat to save on costs. It could be a full two day event with committee chairs and the EC having separate agendas for a portion of the meeting. Incorporating these events into the annual conference was also suggested. Further discussion needs to occur at the next meeting regarding the timing, site and who is in charge of the Leadership summit.

Karen has forwarded the tentative agenda for the 2009 Governor's Education Summit and has registered for this event. She will update everyone on the outcome of the summit. She also reported that Paul Schmidt attended the last meeting on the College Access Network.

President Elect:

Debbie reported on the planning process for the Fall 2009 Annual Meeting. She has prepared the first marketing tool, a letter to the membership. An early bird registration rate of \$235.00 has been established, \$275.00 regular rate. Although this is slightly higher than in the past, the registration costs will be offset because the room rates are less. She shared information identifying past registration rates and room rates compared to this year's conference projected cost. She is projecting an approximate \$403.00 per person conference cost for two nights, this figure compares favorably to the overall conference cost in 2007. This will be the first year that individuals will be able to submit online session proposals. The call for proposals is scheduled from March 1-31. Debbie and Paula Dykstra are heading to Boyne Mountain today for a walk-through with the hotel staff.

The option of establishing a Thursday half day workshop rate for the "Passion Profile" was discussed. It was determined that this is a viable option and an early bird registration rate of \$150.00 and a regular rate of \$180.00, was established. The half day rate would include Alaina's workshop, the book, and a box lunch. The other preconference workshops proposed early bird fee will be \$45.00 with a regular rate of \$55.00. There will be free MTN training at some time during the conference; the specifics will be finalized at a future date.

Debbie is working with the Committee Chairs on collecting used books for a proposed book exchange for Wednesday night. The Vice President is also working with the Committee Chairs to identify a charity event for the conference that will be determined at a future date.

Vice President:

Although Anne was unable to attend the meeting, she submitted her report via email.

Anne passed along a special thank you to Karen, Debbie and Stacey for getting certificates out for the first ever Leadership Summit.

Committee updates:

- The committee budgets are being submitted in a timely way.

A few committee members have been added to some committees including two to Articulation, and two to Legislative Update. There is still a need for more members on this committee, please bring forward names of individuals who would be willing to serve on the Legislative Update Committee. They also need a chair – Anne suggested perhaps inviting this committee to an EC meeting or contacting them personally to give them some sort of purpose or charge. Karen also reported on the Data and Technology committee, there are only four committee members and no chair or co-chair.

- So far, not too many Committee Chairs have responded in the affirmative to attending the March Executive Committee meeting. The Registrar's Practices and Secondary School Relations Committee chairs will be unable to attend.
- Anne asked if there is a way we can create archival folders on the MACRAO website for committees to store past work, minutes, budgets etc. Kristin confirmed that this capability already exists on our website.
- Annual meeting information: The Committee Chairs have made suggestions for charities, including the option to donate money, food, clothing, toys for tots, and having a charitable activity such as working in a soup kitchen.

Responses to a question sent out to institutions regarding how many individuals they might send to the annual meeting resulted in the following figures:

GVSU:2-3

SVSU: 12

NMC:4-5

Walsh: 0

Wayne: 6-8

Schoolcraft: 2

EMU: 5-6

UMD: 1

Cleary: 4-6

Karen reported on some other committee news:

- A request from the Articulation Committee was brought forward to the EC. They would like to do a MACRAO Agreement education campaign this year. They would like to send a letter to the leaders of institutions to address the provisos and also send a letter to all parents of graduating seniors with a copy of the MACRAO Agreement brochure. Printing the brochures for widespread distribution was also requested. We discussed that we have tried to get away from printing brochures because of the cost and referring people to the brochure on the website. It was recommended to wait for any decisions until after the Governor's Education Summit and see what direction the state will be taking.
- The Articulation Committee would like to have Mark Sanborn as the keynote speaker for the Articulation Summer Summit as well as purchasing the "Fred Factor", for each attendee. They are waiting to hear back from his agent to see what the cost would be. The EC would need to see the final costs before approving.

- The Utica school district wants to have a college fair in April but did not request it in time to make it on the schedule and they would like an exception made. Betty Wagner (Director of Admissions at CMU) is working with DASUM on possibly offering an alternative and sticking to the deadline.

Past-President:

Howard Shanken was unable to attend, however, Karen reported in his absence on the following:

- The Legal Summit has been put on hold and will not be held this year but Howard hopes to look at this for next year.
- Howard will be having the Nominations and Elections Committee meet for the first time in March.

Historian:

Dorene has reviewed all of the Executive Committee minutes in the archives for information regarding when the MACRAO mission statement was formulated and has found no reference to the mission statement. Dorene and Debbie have drafted a Nominations and Elections Committee procedures document. She will email copies to the Executive Committee for comments and input.

Web Editor:

Kristin updated the EC on the new on-line session proposal tool. A brief demonstration on how to use this site was given.

Newsletter Editor:

Melinda Booth was unable to attend. She reported via email that two articles are ready for the next newsletter.

Directory Editor:

Scott Owczarek was unable to attend. No report.

Old Business:

Karen distributed the MACRAO 2009 Executive Committee proposed budget, this item will need to be voted on at the March meeting. One item has changed on this budget; the proposed Legal Summit has been postponed

CVENT – was discussed, should we invest in this registration software product? The discussion revolved around making this decision for a three year period, if after that time, we determine that it is unaffordable, we may need to revisit. This action item needs to be voted on before the next regularly scheduled EC meeting. Karen will send an email to the Executive Committee for a vote. An electronic vote to support Cvent was passed with support from Howard, Anne and Stacey.

It was decided that the EC would not have a retreat this year and there will be no April meeting.

New Business:

Karen distributed the revised MACRAO Mission Statement and list of MACRAO accomplishments. The document will be discussed further at a later meeting.

Karen also distributed the final budget summary from the Great Lakes 2008 conference; MACRAO earned a profit of \$3,395.41, plus we have \$882.50 in outstanding collections for the conference. The other states have been sent their checks: IN (\$1,222.26) and OH (\$1,793.00)

990 Form (non-profit form discussed at the AACRAO meeting). This form needs to be submitted to the IRS by March 15th. Pete is working on preparing this document and will consult with Duff.

MACRAO Agent Registered with the State – have we determined who this individual is? Usually this individual is the organization's President or Treasurer.

Kris reported that the Online Repository for Committee Documents is on our website, but currently, no one is using it. We need to let more committee chairs know where this site is and encourage its use.

PDF documents – The community college registrar's have inquired about assigning the Data and Technology Committee the task of looking into a universal PDF transcript document. It was decided that this is not a project that MACRAO can pursue as transcripts fall under the jurisdiction of each institution.

The next meeting is scheduled for March 20, at the CMU Lansing Center.

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

Dorene Root
MACRAO Historian



Treasurer's Report to the MACRAO Executive Committee
 Friday, February 27, 2009

FUND BALANCE - January 20, 2009

Savings:		\$50,721.57
Checking:		<u>\$14,061.16</u>
		\$ 64,782.73

RECEIPTS:

Savings

Interest-Savings	\$14.57
------------------	---------

Checking

Fall Conference 2008

School registration & workshop late payments	\$440.00
--	----------

Membership Dues	\$300.00
-----------------	----------

TOTAL MONTHLY REVENUES	<u>\$754.57</u>
------------------------	-----------------

TOTAL ACCOUNT BALANCE	\$ 65,537.30
-----------------------	--------------

DISBURSEMENTS:

Executive Board Costs

Leadership Summit Hotel (rooms/mtg space/breakfast)	\$3,653.97
---	------------

Leadership Summit Lunch and Dinner	\$775.64
------------------------------------	----------

Fall Conference 2008

Profit sharing with IACRAO and OACRAO	\$3,016.22
---------------------------------------	------------

College Day Night Committee

Printing and Postage	\$4,493.63
----------------------	------------

Articulation Conference 2009

Summer summit conference deposit	\$2,500.00
----------------------------------	------------

Michigan Transfer Network (MTN)

Monthly Service Fee - Feb. 09	<u>\$991.00</u>
-------------------------------	-----------------

TOTAL MONTHLY DISBURSEMENTS	<u>\$15,430.46</u>
-----------------------------	--------------------

FUNDS AVAILABLE, February 27, 2009:

Savings:	\$40,736.14
----------	-------------

Checking:	<u>\$9,370.70</u>
-----------	-------------------

	<u>\$50,106.84</u>
--	--------------------

	<u>\$ 50,106.84</u>
--	---------------------

NOTE: Transferred \$10,000 from Savings to Checking on 2/3/09 to maintain minimum checking account balance

Respectfully submitted,

Pete Lacey
Treasurer