

## **Executive and Chair/Co-Chair Committee Meeting**

March 19, 2010

Central Michigan University – East Lansing Center

2900 West Road, Suite 301

East Lansing, MI 48823

10:00 AM - 1:30 PM

**Attendees:** Debbie Harju, Tammy Grossbauer, Katherine Lichtenberg, Scott Owczarek, Kristin Schuette, Karen Hutslar, Janail Silver, and Vicki Stewart

**Absent:** Pete Lacey, Dorene Root

**Chairs and Co-Chairs:** Emily Clement, Michael Eichberger, Lauren Flanagan, Rachel Florence-Spaetzel, Lisa, Masi, Monique McGregor, Crystal Napier, Doug Potter, Nicole Rovig and Howard Shanken

### **Call to Order**

The meeting was called to order by Debbie Harju at 10:00 AM. The minutes from February 2010 were moved for approval by Karen Hutslar and seconded by Debbie Harju and approved with corrections.

### **Committee Reports**

#### **College Articulation** (Doug Potter, Emily Clement)

The Summer Summit will be held June 10-11 at McGuire's Resort in Cadillac. The committee is waiting for confirmation from McGuire's on the final menu prices and then they will submit a budget request. Doug will check with Pete Lacey about the tax exempt certificate. Using this certificate will save money for the event. The budget request will be sent to Katherine and then emailed to the Executive Committee for a vote. The committee is planning sessions on transfer issues, an update on No Worker Left Behind, a MiCAP update from Brandy Faith-Johnson and articulation best practices. A *Save the Date* reminder was published in the last Newsletter and Doug will send Kris the information to post on the website. The Committee has also drafted a survey to be sent to Admission Directors and Registrars regarding the Guest Application. The survey will be run through Survey Monkey.

#### **College Day/Night** (Michael Eichberger, Rachel Florence-Spaetzel)

The Committee started meeting in January and decided they wanted to relook at the way college fairs have been sanctioned in the past and to take this year to make some movement toward change. They feel there needs to be consistency as in the past everything was being

sanctioned and maybe the best rationale was not used. They decided to revise guidelines for the committee to follow. They sent out surveys to get feedback and shared the results with the Executive Committee. They created guidelines from the survey feedback for the committee and reviewed the guidelines and the rationale behind them with the EC as well. The EC suggested some changes and the committee will resubmit the guidelines with the changes. The EC will vote once they have the revised guidelines. Future potential changes were also discussed such as utilizing the MACRAO website to invite/rsvp for fairs and awarding for Best College Fair of the Year. The committee also wants to set the Fall College Fair calendar soon and the deadline is April 23. They are looking at an October deadline for the Spring fairs.

### **Data and Technology Applications**

Scott would like to combine the Data and Technology Committee and MTN. He passed the idea along to Paul Schmidt and he was very supportive of the idea. Paul felt there was not enough charge for the MTN for a given year and he felt a merger of the committees would be reasonable. Paul would be willing to co-chair to facilitate the transition. Scott also wants to find a new chair for Data and Technology.

### **Enrollment Management**

Scott reported that Enrollment Management will have their first meeting on April 12. They are planning new initiatives for this year. They are planning to bring the Enrollment Management track or cohort to the 2011 Annual Conference. This would involve a number of sessions that would be offered through the conference and with successful completion of these sessions an Enrollment Management certificate would be awarded. Detailed information is needed from the committee and the EC needs to have more discussion on the “institute” and awarding of the certificate before moving forward.

### **Equal Education Opportunity (Crystal Napier, Monique McGregor)**

The committee has set a meeting schedule for the last Friday of every month with a majority of the members new to the committee and to MACRAO. They have begun to start putting together ideas for sessions and applications.

### **Legislative Issues (Howard Shanken)**

The committee is looking at the Spring Drive-In to see if people are getting their arms around all the new initiatives of the State. They feel without MACRAO many things don't work and they are looking to the Executive Committee to set guidelines as to where we stand on the State's initiatives and how we are going to accomplish them. Howard has been working on the P20 taskforce for the community colleges. They have been drafting a document to get everything on the table and what will be needed. There is a PALA meeting next Tuesday and Tammy Grossbauer will attend. She is replacing Paul Schmidt. Howard will also attend this

year, but he would like to have someone take over for him. They would also like to look into using webinars to help keep people informed. Since many people find it hard to get away from the office, this would be a great alternative. The committee would like to see the Data and Technology Applications Committee or someone look into this.

**Local Arrangements** (Scott Owczarek, Katherine Lichtenberg)

The annual conference will be held at Shanty Creek on November 10-12. The theme for the conference will be *MACRAO 2.0 Reinvention Next Generation*. Scott met with the Conference Coordinator at Shanty Creek last week. Shanty Creek has done a 10 million dollar upgrade to their facilities and Scott previewed a slide show of the newly renovated Shanty Creek with the group.

**Michigan Transfer Network (MTN) Governance**

See Data and Technology Applications.

**Professional Development** (Lisa Masi)

The committee will host the Support Staff Workshop on Friday, June 18, on the west campus of Lansing Community College. The theme for the workshop is *Recharging in a 2.0 World*. They will have a consultant (Mary Ann Troy) who will come in for first half of the workshop to discuss twitter, MySpace, blogs and how we communicate using these tools and the appropriate and inappropriate use of these tools. Lunch will be provided and the afternoon will have interactive activities. There will be prizes and the awarding of the Outstanding Support Staff Award. The committee would like to give away thumb drives, but the EC is not sure they have enough to donate. If they are not able to get enough thumb drives through donations, they have budgeted enough money to purchase them.

**Registrar's Practices** (Nicole Rovig)

The Spring Drive-In will be held Friday, March 26, at Macomb Community College. There are currently 160 people registered. The committee is doing very well on collecting the fees and they are very pleased with the diversity of the registrants. The morning session will be primarily devoted to CEPI and Docufide. After lunch, the group will break out by SIS user groups and after that there will be another breakout of three topic choices. The workshop will end with a question and answer session. EMU has submitted 8 questions so far.

**Secondary School Relations** (Lauren Flanagan)

The committee had their first meeting last month, and will be meeting again next month. A handout was given to the Executive Committee with their goals for the coming year and other

information. They want to get back to their roots and hope to stay on track and keep with the theme this year. The committee also wants to make sure that all committee members know what is going on so that when leadership changes there is a smooth transition. They also will be hosting the New Professionals Workshop on September 1-2 at the Sheraton in Lansing.

### **Sustainability Committee Ad Hoc**

No update.

### **Comments from the Floor**

None.

### **Executive Committee Reports**

#### **Treasurer**

Funds available as of March 19, 2010:

Savings = \$32,791.96

Checking = \$17,681.61

Balance = \$50,473.57

Pete was unable to attend, but submitted his report electronically. A motion to approve the report was made by Karen Hutslar and seconded by Debbie Harju. The motion was approved.

#### **President**

Debbie welcomed Katherine Lichtenberg to the Executive Committee in her new position as Vice-President.

Tammy will represent MACRAO on PALA (Professional Associations Leadership Alliance). She will be replacing Paul Schmidt. Candidates to replace Howard Shanken on this committee were also discussed. Debbie has accepted a position on the MiCAP Advisory Subcommittee as the MACRAO representative.

Debbie had a request from Kaplan University to participation in the Michigan Transfer Network. Tammy will investigate to see if they are eligible. If there are eligible, she will have them submit an application.

Debbie also had a request from University of Saint Mary to post a position vacancy on the MACRAO website. In the past, it was decided that we would not post job listings on the website. It was discussed that at her discretion, the Membership Coordinator could send out job postings to the MACRAO list serve if she received one.

Date Notification Deadlines for Constitution and By-Law Proposed Changes

Resolutions from committees are due to the Executive Committee by September 10, 2010. The EC will circulate the information to the membership 45 days prior to the Annual Meeting. The information will be posted in the September Newsletter and an email notice will be sent by September 24, 2010. Debbie will put this on the Master Calendar.

### **President-Elect**

Scott has a conference call with Melissa Bisson on Monday, March 22, to discuss the Spring Drive-In discussion and questions. He will include Debbie and Nicole Rovig on the call.

The College Articulation Committee guest application survey needs to be converted to Survey Monkey. Scott supports the purchase of Survey Monkey for this survey and for future use by MACRAO.

Scott proposed the creation of another Executive Committee position, since the Membership Coordinator position has evolved and there is a lot more work. This position could help with CVENT and other duties. After some discussion, Tammy proposed that we evaluate in a year.

### **Vice-President**

Katherine assumed duties as the new Vice-President.

### **Past President**

Karen announced that a Nominations article appeared in the March MACRAO Newsletter. In April she hopes to send out an email blast to the whole membership. Karen asked the EC to get her any suggested changes to the nomination form in the next two weeks. She had earlier shared a draft of the retention document list as well as drafts of the Records Retention Policy, The Whistle Blower policy and the Conflict of Interest Policy. It was decided that these should be finalized at the July meeting. She has also earlier sent a copy of the EC overview for the web. A decision on putting this on the web was tabled and will be discussed at a future meeting.

### **Secretary**

No Report.

### **Historian**

No report.

### **Web Editor**

Kris discussed her back-up while she is on leave. If you have something that absolutely needs to be done send it to Kris or Scott, but If it can wait, save it until she returns to work full-time.

### **Newsletter Editor**

Janail announced that she will be asking the Chairs and Co-Chairs for newsletter articles. Also, Katherine will be sending Janail information on herself for an article in the next Newsletter.

### **Membership Coordinator**

Tammy received an application for an affiliate membership from Irene's Myomassology Institute of Southfield. Scott made a motion to approve the affiliate membership and it was seconded by Karen. The motion was approved.

Tammy reported that she successfully set-up her first CVENT event, which was the Spring-Drive-In. There was also discussion on CVENT payment versus collection of payment expense summaries. This will be discussed again at a future date.

### **Old Business**

The budget request from the Professional Development Committee was reviewed. Debbie made a motion to approve with changes regarding the CVENT fees, Scott seconded and the motion was approved. The EC will supplement CEVENT registration fees.

The budget request for the New Professional Workshop was reviewed. It was decided the EC needed more information as the expenses for food were not listed. Katherine will contact the Secondary School Relations committee for more details and ask them to resubmit their budget request.

The Budget request from the College Day/Night Committee for a post card was reviewed. Karen made a motion to approve the request and it was seconded by Katherine. The motion was approved.

All other agenda items deferred until the next meeting.

### **New Business**

All items were deferred until the next meeting.

### **Comments from the Floor**

None.

**Adjournment**

The meeting adjourned at 1:28 PM. The next scheduled meeting will be Friday, April 16, at the Central Michigan University – East Lansing Center.

Respectfully submitted,  
Vicki Stewart  
MACARO Secretary



**Treasurer's Report to the MACRAO Executive Committee**  
 Friday, March 19, 2010

FUND BALANCE -February 19, 2010		
Savings:		\$32,788.20
Checking:		<u>\$20,370.69</u>
		\$ 53,158.89
RECEIPTS:		
<b>Savings</b>		
Interest-Savings - February 2010	\$3.76	
<b>Checking</b>		
Spring Drive-in 2010	\$4,095.00	
TOTAL MONTHLY REVENUES		<u>\$4,098.76</u>
TOTAL ACCOUNT BALANCE		\$ 57,257.65
DISBURSEMENTS:		
<b>Executive Committee</b>		
EC meeting food/beverage	\$70.64	
<b>Cvent Expenses</b>		
Additional pre-paid registrations 2009-10	\$157.70	
Annual maintenance fees 2010	\$3,617.50	
Capital One Merchant Fees	\$52.24	
<b>Articulation Committee</b>		
Summer Summitt 2010 Deposit	\$2,500.00	
<b>Michigan Transfer Network (MTN)</b>		
Monthly Service Fee - February 2010	\$193.00	
Monthly Service Fee - March 2010	<u>\$193.00</u>	
TOTAL MONTHLY DISBURSEMENTS		<u>\$6,784.08</u>
FUNDS AVAILABLE, March 19, 2010:		<u>\$ 50,473.57</u>
Savings:	\$32,791.96	
Checking:	<u>\$17,681.61</u>	
	<u>\$50,473.57</u>	

Respectfully submitted,

Pete Lacey  
Treasurer