

**Executive Committee and Chair/Co-Chair Meeting
March 25, 2011
Central Michigan University-East Lansing Center
2900 West Road, Suite 301
East Lansing, Michigan
10:00 AM – 2:00 PM**

Attendees: Debbie Harju, Karen Hutslar, Carrie Jeffers, Tammy Grossbauer, Katherine McMullen, Dorene Root, Kristin Schuette, Janail Silver, Vicki Stewart

Absent: Pete Lacey

Chairs and Co-Chairs: Emily Clement, Chris Engle, Rachel Florence-Spaetzle, Stephanie Jordan, Monique McGregor, Chris Marx, John Meldrum, Nicole Rovig, Alexis Thompson

Call to Order

Debbie Harju called the meeting to order at 10:08 AM. Debbie welcomed everyone and asked that we start the meeting with introductions. After introductions were made, a group activity lead by Carrie Jeffers was presented. The group divided into teams of two and took a MACRAO trivia challenge. Prizes were awarded to all.

The minutes from February 18 were moved for approval by Karen Hutslar and seconded by Carrie Jeffers. The motion was approved.

Comments from the Floor

None.

MACRAO Web Site Tour/Demo (Kristin)

Kristin Schuette gave the group a tour of the MACRAO Website. Kristin demonstrated such things as how to login, how to maneuver the site, where to find your user ID, what information is available and where to find it, where to submit session proposals, where to find committee lists/news, where to locate current committee documents and registration lists.

Debbie congratulated Kristin on the fabulous job she does maintaining the MACRAO web site.

Committee Reports

College Articulation (Emily Clement)

Emily reported that the Summer Summit will be June 16-17. The budget has been submitted to the Executive Committee and the cost will be \$75.00 per person. A Save the Date reminder has been sent and they have requested the notice also be in the newsletter and set-up in CVENT. Sessions discussed for the summit involved speakers on legal issues, transfer issues, is there a credit crisis in America and the politics of credit. They may also present some of these sessions at the annual conference.

College Day/Night (Rachel Florence-Spaetzel)

Rachel reported that the committee wants to establish their calendar no later than the first week of May. Also, the committee has been contacted by the group who runs the NACAC fairs and they want to bring scanners to fairs. They would scan a bar code with the student's information and then the student would not have to complete perspective applications. The committee does not feel this is a viable choice, since it could not be used by the majority and also the cost factor. The Secondary School Relations Committee has been talking about sponsoring a mentoring program with the College Day/Night Committee. The committee is looking forward to working with them on this initiative.

Data and Technology Applications/Michigan Transfer Network (MTN) Governance

No report.

Enrollment Management

No report.

Equity in Education (Monique McGregor, Stephanie Jordan)

Monique reported that the committee met a couple of weeks ago to discuss proposals for the annual conference. They will be meeting again next week to finalize their proposals.

Legislative Issues (John Meldrum)

John Meldrum has agreed to become the Chair of the Legislative Issues Committee. Debbie Harju thanked John for stepping up and taking on this responsibility. Debbie asked Kristin Schuette to share information with John from the UIC/LDS Ad hoc Committee. Kris will contact John next week.

Local Arrangements (Katherine McMullen)

Katherine reported that the Local Arrangements Committee met on February 4 and March 11. The conference theme and logo have been identified and she shared them both with the Executive Committee. Michelle Lapierre, Marriott International, has been confirmed as the keynote speaker. Michelle's talk will focus on social media. AACRAO representative, Jeff Von Munkwitz-Smith, will also be attending and will do a session for registrars on social media. Katherine also reported that the call for sessions and workshops was sent on March 7 and there will also be an article in the March newsletter. The submission date for sessions/workshops has been extended to April 15. Pre-conference workshops must have plans confirmed by April 15 as they will need to release rooms at the Inn at St. John's by May 1.

Professional Development (Alexis Thompson)

Alexis reported that the committee is finalizing details for the Support Staff Workshop. They are focusing on taking advantage of professional development opportunities. The workshop is scheduled for June 24. The committee is also working on proposals for sessions at the annual conference.

Registrar's Practices (Nicole Rovig, Chris Engle)

Nicole announced that at last count, they had 110 members registered for the April 8 Spring Drive-In. The final reminder for the Drive-In was sent out last night. All the details and the presenters are in place for the Drive-in and CEPI is on board. The committee will meet in Lansing on April 7 to do a walk thru of the Radisson and to review sessions for the annual conference. Nicole asked Katherine about pre-conference workshops. Katherine gave her an overview on what type of workshops had been offered in the past. There was discussion on if we need any pre-conference workshops and John Meldrum suggested that we ask Barmak Nassirian to come and do a legislative update. Debbie asked John to work with Katherine to look into the possibility of this.

Debbie Harju asked Carrie Jeffers to do the welcome for the Executive committee at the Drive-In.

Secondary School Relations

The New Professionals Workshop is planned for August 31-September 1. They have all sessions planned with presenters assigned. Alison Carter, Director of Admissions at Michigan Technological University, will be the keynote speaker. Debbie Harju has also agreed to speak to the group. The committee is moving to eliminate paper and is planning to use jump drives or DVDs in place of paper. A save the date message has been requested to be included in the next MACRAO newsletter and the invitation is close to the final version. The invitation will be mailed

and emailed. The workshop is also listed on the MACRAO website and registration information will be added soon.

The committee is in the planning stages for a new mentoring program for new admissions officers. They plan to kick off this program in August at the workshop. They will be collaborating with the College Day/Night Committee on this program. They are also in the discussion stage for implementing a marketing plan to promote college planning sessions for juniors and sophomores. If they move forward with this idea, they would again collaborate with the College Day/Night Committee.

The committee has also submitted three session proposals for the annual conference. There are also several more proposals that are currently be discussed for possible submission by the committee.

Sustainability Ad Hoc (Chris Marx)

Chris announced that the AACRAO Transfer and Articulation Committee has put a call out for session proposals for the annual conference.

Chris reported that the Sustainability Ad Hoc Committee is looking for guidance and feedback from the Executive Committee on the report submitted to the EC by the Ad Hoc committee. He also has information collected at the annual conference, but wants to wait to present this until the committee receives guidance/feedback from the EC. The EC has the sustainability report and each EC member will respond with their top five ideas from the report by April 8. After Chris receives the EC's feedback, he will do a session proposal and provide an update at the annual conference.

UIC/LDS Committee Ad Hoc

Kris reported that the committee's biggest issue has been helping CEPI zero in on their date set population. They have also been helping CEPI write their information in language registrars could understand. Kris feels CEPI has been doing a better job of getting their information out and it being written in language that is understandable. She also feels that it seems like everyone is on a good path and we are in a good place right now.

Karen brought information on the STARR LISTSERV. She felt the LISTSERV was a helpful place to pose questions. She also brought CEPI questions for committee. Kristin was not sure CEPI would have the answers for these questions. Discussion followed on CEPI issues/download. Debbie asked Janail to put something in the newsletter regarding STARR.

Executive Committee Reports

Treasurer

Funds available as of February 28, 2011

Savings = \$32,841.27

Checking = \$31,474.17

Balance = \$64,315.44

Pete reported via email that the tax return for 2010 was submitted on March 8. He would like to post a copy to the MACRAO web site for future reference.

Pete also reported that once again, he received a notice from the IRS that MACRAO failed to submit the 990 in tax year 2007. He has fought this twice before and thought it was settled. The good news is that he finally talked to a lady at the IRS who apologized and said the bill was in error. She told Pete she would send a letter confirming that MACRAO owes nothing to the IRS. This letter was received.

As Pete mentioned at our last meeting, American Express has continued to take \$7.95 a month out of our account even though we no longer accept their card via CVENT. He finally got a person to help get American Express disconnected on their end and reverse the past charges. We should receive a check for approximately \$30.00 from American Express. To date, it has not been received.

Pete has corrected the January monthly report. He noticed that when he was working on the February report that he had not counted the \$2500 deposit for the Summer Summit in the report and had double counted the \$25.00 from the travel grant for the fall conference (it was already in the December report). The changes have been made to the January report and sent to the Executive Committee. The total funds available as of December 31, 2011 should be \$66,689.13.

Via email a motion was made to approve the February Treasurer's Report by Debbie Harju and seconded by Karen Hutslar. The motion was approved.

President

Debbie recently received an email from the University of Michigan-Dearborn regarding the MACRAO Agreement. Karen Hutslar responded to the inquiry.

Debbie reported that the next multi-state conference is a go. While at AACRAO, she had conversations with Jack Miner (OSU) and Bob Kubat (Purdue) and it was decided to go with 2013 instead of 2014 which was under consideration. The conference will be held in Indianapolis.

While travel budgets are a concern, Debbie believes this would be a great opportunity for our membership as AACRAO is on the west coast and in Denver in 2013 and 2014. It would be of value to the membership and it would be less expensive than AACRAO. Dorene suggested the program be handled differently than the last time. Debbie responded that they have already been discussing that issue. Debbie will be going to Indianapolis to look at potential sites. If anyone is interested in going with her, please let her know.

Karen and /Debbie attended the State and Regional Leadership Workshop at the AACRAO Conference. John Goldberg from Goldberg and Associates, PLLC, provided some updates for non-profits. Beginning in 2012 payments to individuals and corporations in excess of \$600 will require a 1099 be issued to the individual/corporation. The filing date will be 2013. The Executive Committee will need to determine how to track and coordinate payments and reporting.

President-Elect

See Local Arrangements Committee report.

Vice-President

Carrie presented an update on the Summer Summit Budget. After review and some discussion, it was determined that the budget will need to be resubmitted.

Carrie had an inquiry from Chris Wolfs about the location of the MACARO stamp on transcripts. Per Emily Clement, it is recommended that the stamp be placed on the top right hand corner of the first page. This is stated in the MACRAO Transfer Agreement Handbook. Debbie asked Janail to include this item in the next newsletter.

Emily Clement inquired as to who is responsible for making changes to the Michigan Uniform Undergraduate Guest Application (MUUGA). Carrie and Doug Potter presented a session the annual conference regarding the MUUGA and the two committees (Articulation and Registrar's Practices) have shared notes from the session. They have recommended changes, but wonder if they should be made and who should make them. Debbie suggested that the Enrollment Management Committee take possession of the document. Debbie will look at the by-laws. Once changes are made, the document should be posted. However, the document has to be found. Debbie will take it as an action item to try and locate the MUUGA so it may be updated. There was some further discussion regarding changes to the document, such as removing the requirement for a college/university seal to be affixed to the document. The consensus from the group is to leave the "not official without college/university seal." on the document. A motion to leave the seal was made by Debbie and seconded by Karen.

Carrie presented the budget for the New Professional Workshop that was submitted to her by Tom Hampton, Secondary School Relations Committee. The committee is proposing an

increase to the cost of the workshop. Debbie is concerned about raising the rate. Carrie will go back and work with Tom on the cost. The committee is trying to move more toward digital, which incurs more cost. Carrie will discuss some options with him.

Carrie received an inquiry from Chris Wolfs regarding UICs on transcripts. He wondered if you are not sending your transcripts out, do you have to have the UIC on the transcript. The Executive Committee discussed and concluded that it was best practice to encourage everyone to print the UIC on transcripts.

Carrie reported she is currently working on the 2012 conference site. The conference will be November 13-15 and it looks like the location will be the Bavarian Inn in Frankenmuth. Carrie and Katherine will do a site visit there before the end of April. She is still negotiating with the Bavarian Inn and working on the budget.

Carrie reported that she has updated all committee information on the website. There are still several committees who need new members, including the Michigan Transfer Network. Carrie asked that we all encourage others to get involved. Janail will add an article on this to the newsletter.

Past President

Karen reported that the Nominations Committee is seeking nominations for the 2011-2012 positions available. An announcement went out in the February newsletter and another will go out again in the March newsletter. Karen encouraged everyone to nominate someone. Karen would like to be able to bring the nominations to the July meeting. Karen asked Tammy for a membership list.

The Executive Committee is considering adding an additional position to the committee for legislative issues. The EC will be reviewing this idea in the future.

Secretary

No report.

Historian

Dorene reported that August 1 is the deadline for committee chairs to submit names of award recipients. Also, if anyone is retiring, please let Dorene know. She will research the person to see if they are eligible to be considered for honorary membership.

Emily Clement inquired about changing the name of their award in honor of Wynn McDonald. Debbie asked that she put a proposal together and submit it to the Executive Committee.

Web Editor

See UIC/LDS Ad hoc Committee.

Newsletter Editor

Janail reported that she is working on the next newsletter. She needs just one more article before it goes out.

Membership Coordinator

Tammy reported that CVENT is up and running for the Spring Drive-In. Tammy reminded everyone that anyone with an event they want on CVENT should submit information to her even if everything is not finalized. The earlier they get started the better. Tammy is also working on the membership directory. Kris is working on something for Tammy that will give her better information on the directory. Such as when it was last updated and so forth.

Old Business**CVENT Contract – Merchant Fees Update**

The Executive Committee discussed the value of using CVENT and the future use of CVENT. The EC feels that we can negotiate down the associated merchant fees and it does have value for future use. The EC will continue the discussion, but will need to come to a consensus by October. The contract expires in February 2012 but notice to CVENT is required in October.

By-Laws and Refund Policy Language—Outstanding Payments Update (Debbie)

Due to past incidents of nonpayment, Debbie is reviewing the by-laws and refund policy language. The Executive Committee discussed the idea of revising the policy. Debbie will follow-up once she completes her review.

Next Steps/Response to Sustainability Ad Hoc Committee Report (All)

It was decided that each member of the Executive Committee would list their top five ideas from the Sustainability Report and respond back by April 8.

EC Annual Calendar – Updates for 2010-2011 (Debbie)

Debbie distributed the annual calendar to the Executive Committee today. Once updates are made, it will be posted.

Leadership Manual (Carrie)

Carrie reported that all updates to the Leadership Manual are complete.

MACRAO Transfer Agreement Process Review Discussion (All)

Emily Clement asked what the process was to become a signator of the MACRAO Transfer Agreement. Dorene stated there were forms to be completed, reviewed by the Articulation Committee and submitted to the Executive Committee for approval. Karen added that the forms are on the website. They are on the Policies and Processes page. Karen has the two documents and asked Emily to review them on-line. The Articulation Committee will review the forms and submit any proposed changes to the Executive Committee. Karen could make any approved changes and repost on the website.

New Business

EC Role – Legislative Representative (By-Law Changes)

This item is deferred until the April 15 meeting.

Michigan College Access Network Advisory Council

The Michigan College Access Network Advisory Council membership has been named, but it has very little representation from higher education. Karen contacted Brandy Johnson who informed her that this council is not specifically for the portal but for all aspects of the Michigan College Access Network to encourage more students to attend college. Brandy also informed her that Tom Freeman from the Department of Education is looking to form a portal users group and asked that we feel free to suggest names. The Executive Committee discussed this and decided that we could put some names together, not necessarily MACRAO committee members, and submit them. Karen will take the lead to solicit nominations for the portal users group.

Comments from the Floor

None.

Adjournment

The meeting was adjourned at 1:54 PM. The next meeting will be held Friday, April 15, at the Central Michigan University-East Lansing Center.

Respectfully Submitted,

Vicki Stewart
MACRAO Secretary



Treasurer's Report to the MACRAO Executive Committee - March 2011
 Friday, April 15, 2011

FUND BALANCE -February 28, 2011		
Savings:		\$32,841.27
Checking:		\$31,474.17
		<u>\$64,315.44</u>
RECEIPTS:		
Savings		
Interest-Savings - March 2011	\$4.17	
Checking		
Spring Drive-in 2011	\$2,800.00	
American Express Settlement	31.80	
		<u>\$2,835.97</u>
		\$67,151.41
DISBURSEMENTS:		
Executive Committee		
EC Chair/Co-Chair Meeting Food & Drink	\$118.91	
Cvent Expenses		
Additional Pre-paid Registrations	\$240.40	
American Express Fees	\$7.95	
Capital One Merchant Fees	\$68.40	
Michigan Transfer Network (MTN)		
Monthly Service Fee - April 2011	<u>\$193.00</u>	
		<u>\$628.66</u>
FUNDS AVAILABLE, March 31, 2011:		<u>\$66,522.75</u>
Savings:	\$32,845.44	
Checking:	<u>\$33,677.31</u>	
	<u>\$66,522.75</u>	

Respectfully submitted,

Pete Lacey
Treasurer