

MACRAO Executive Committee
March 20, 2009
CMU – Lansing Center, East Lansing, Michigan
2900 West Road – Suite 301
East Lansing, Michigan 48823

Attendees:

Melinda Booth, Debbie Harju, Karen Hutslar, Pete Lacey, Anne Monroe, Scott Owczarek, Dorene Root, Howard Shanken, Stacey Stover

Absent:

Kristin Schuette

Committee Members:

Annette Black, Dina DuBuis, Kara Fields, Doug Potter, Paul Schmidt.

Call to Order:

The meeting was called to order at 10:10 a.m. by Karen Hutslar.

The minutes from January 23, 2009 were moved for approval by Howard Shanken, Anne Monroe seconded. The minutes were approved. The minutes from February 27, 2009 were moved for approval by Howard with corrections, seconded by Debbie Harju. The minutes were approved as corrected.

Comments from the floor:

None

Committee Reports:

College Articulation – Doug Potter

Doug distributed several documents including their committee budget report, minutes from the last meeting and an event update for the upcoming Summer Summit V. Summer Summit V is scheduled for Thursday, June 18 and 19 at McGuire's Resort in Cadillac.

The committee would like funding to send a postcard and an informational document that thoroughly explains the MACRAO agreement to guidance counselors at the community colleges. There appears to be more and more community college students that are unaware of the MACRAO agreement until after they have earned a significant number of hours.

The committee also wants to do something in September at the "Promoting the Publics" event to increase awareness of the MACRAO Agreement to this group of high school guidance counselors. The suggestion was made to also take this opportunity to highlight MTN's.

Some questions that the Articulation Committee has proposed to the Executive Committee include:

1. What are we doing to encourage non-member institutions to join MACRAO? Is this a responsibility that the College Articulation Committee could add to its committee goals?

Scott addressed this issue by updating the group on which institutions are not currently MACRAO members. The organization is doing very well with soliciting membership. How to get institutions that are not currently very active to become more engaged was discussed. This might be a challenge that could be taken on by the Articulation Committee.

2. What are your recommendations to get member institutions to post their provisos on the MACRAO website? Although we send out e-mail reminders, is there a more effective way to actually get institutions to do this?

There is currently a link on our web site that does link to the other schools. We need to send a reminder to schools to make sure that they do update their provisos. Debbie suggested that a MACRAO Newsletter article could also be written to address this issue.

The suggestion was also made to contact Carol Quigley regarding a survey that she is doing to find out where the community colleges are currently posting the MACRAO agreement.

3. What is/was MACRAO's role in the development of the Michigan College Access Network? Are MACRAO and the MACRAO Transfer Agreement going to be on the Michigan College Access Network?

Karen is going to be sending out a note to the MACRAO membership regarding the most recent update. The main involvement will be training and getting the word out. The site will hopefully be live by 2010. Karen has requested that everyone read the project description that she has distributed and respond to her regarding suggestions and comments.

4. As an organization, have we thought about creating a MACRAO Face Book site? Social networking sites are one of the best ways to reach students.

Many institutions currently do have Face Book sites of their own. This could be a new responsibility for the College Articulation Committee; they could create and maintain this site. The Executive Committee supports pursuing this idea, and requests that the committee submit a formal proposal.

College Day/Night:

The committee is trying to enforce the sanctioning of MACRAO approved college fairs in order to ensure that unsanctioned fairs do not have high turnout by MACRAO institutions. The Utica High School fair has been given a special exception for sanctioning for this year due to new staffing at the high school.

Data and Technology:

We have a new chair for the committee and the committee is in a rebuilding phase. The idea of how to set up webinars was suggested as a conference topic.

Equal Educational Opportunity:

No report.

Enrollment Management:

The committee is soliciting ideas for session topics. How to connect alumni with technology was recommended as a possible topic. Another topic suggested was on marketing and Strategic Enrollment Management (SEM). A panel of one stop centers and a connection with AACRAO SEM were also discussed.

Legislative Issues:

The previous chair is unable to connect to the MACRAO web site for committee chairs so that she can remove old information. Anne Monroe will talk with her to see if she can help.

MTN's:

We currently have over 800,000 equivalencies and 53 active participants. Some of the non participants are the independent institutions. The committee will continue to work on recruiting the institutions not participating. They are also working on data cleanup. Working with external organizations to develop links and connecting MTN's is their third initiative. They are proposing two training sessions for the conference. The first will be working with new schools to get them signed up for MTN and the second will be data clean up sessions. They need a representative from Data and Technology to be a part of the committee.

Professional Development:

No report.

Registrars Practices:

The Spring Drive In is on April 24th and they currently have 50 registered attendees. The afternoon has a recruiting focus. It will be the same format as in previous years. They will have a bookstore demo from an institution that has already begun the new required process. The topic was also suggested as a session for the fall MACRAO conference. They are also providing a panel to address FERPA updates. Because the legal conference was cancelled due to

economic issues, it was suggested that there could also be a legal focus. The afternoon will focus on efforts to address special groups and recruitment.

Secondary Schools:

No report.

Misc.

Annual reports for committees are due in October. Under Achieves and History on the MACRAO web site you can locate the old committee minutes and reports. The Executive Committee will be discussing budget proposals and making decisions. Information about Cvent was distributed.

Officer's Report

Treasurer:

Pete shared that we have not had a lot of budget activity for March. We have a balance of \$49,121.80.

President:

Karen has prepared the Executive Committee manual and she continues to add to it as new responsibilities are uncovered. We also had a conversation about the benefits of the MACRAO Executive Committee Retreat. It was decided that we do not need to have an Executive Committee Retreat this year as we were all involved in the Leadership Summit. We will continue to evaluate how to best handle this in the future. It was recommended that we have a conference session about what people learned at the Leadership Summit during the MACRAO Conference.

President-Elect:

The conference is progressing. Debbie discussed Cvent and distributed some materials related to our event registration and refund policy.

Anne made a motion to vote that no refunds will be available 30 days prior to the event, Howard seconded. The motion passed.

Stacey made a motion that any unpaid registrations will be billed to the member institutions, Anne seconded. The motion passed. The motion was amended to any unpaid registrations will be billed to the member and/or member institutions. The motion passed.

Karen moved that we delete the statement that registration will not be finalized until payment is received, Anne seconded. The motion passed. This is to allow us to bill people who register but do not pay.

Howard made a motion that up until 30 days prior to the event date a full refund will be provided less \$10 or 10%, whichever is greater, Karen seconded. The motion passed.

A summary of the new policy is:

Up until 30 days prior to the event date a full refund will be provided less \$10 or 10%, whichever is greater. No refunds will be available 30 days prior to the event. Any unpaid registrations will be billed to the member and/or member institutions.

We have received a request to extend the membership deadline for submission of session proposals from March 31 to April 30 and Debbie would like to grant this request.

The pre-conference workshop times were discussed and it was recommended that we stay with morning sessions beginning at 9:00 am. Debbie is working with Howard on a Wednesday afternoon opening session (2:00 – 3:00 pm) with Brandy Johnson-Faith – Updates on Michigan College Access Network (MICAN) and/or Michigan College Access Portal (MiCap).

Past President:

Howard requested clarification on the past presidents who will be on the nominations process. They are Howard Shanken, Paula Dykstra and Diane Pratt Praet. The other members elected to this committee are Vicki Bassett (from Aquinas College), representing a private institution, Betty Wagner (from Central Michigan University) representing a four-year public university, Ron Hughes (from Macomb Community College) representing a two-year public institution. Howard will contact them and he will submit a call for nominations to the membership and will bring the nominations back to the Executive Committee.

Dorene will resend the draft of the nominations and elections procedure document to the Executive Committee for comments and suggestions. Howard recommended that we add a step that include communicating with those individuals who have been nominated but not selected

Howard also recommended that MACRAO stay highly involved in Lansing governmental issues.

Vice President:

We have a new chair for Data and Technology and Anne is looking for a chair for the Legislative Issues Committee. The Support Staff Workshop is tentatively scheduled for June 5 and the tentative date for the New Professionals Workshop is August 26-27. Anne visited Shanty Creek and Crystal Mountain as tentative conference sites. Stacey recommended a survey of the membership regarding preferred conference sites. Anne will also be working with the Executive Committee to approve committee budget requests.

Historian:

Dorene will resend the draft of the nominations and elections process to the Executive Committee.

Web Editor:

No report.

Newsletter Editor:

The March newsletter is ready to be sent to the membership. A save the date for Summer Summit was recommended for the newsletter.

Directory Editor:

Changes are made to the directory and list serv on a daily basis.

Old Business:

Cvent training materials were distributed and an invoice was submitted for payment. Karen will set up a conference call with Debbie, Kris, Pete and herself to figure out the collection of fees for the conference since we are opening registrations in June.

We will be continuing to work with the state of Michigan on the Michigan College Access Network and we will help to facilitate the electronic exchange of transcripts.

The 2009 budget was reviewed including costs that have come in since Karen submitted her previous budget report. We determined that we need a deadline for submission of committee costs in the future. Karen also needs feedback on the budget from the Executive Committee by April 1, 2009. Please respond electronically with any comments.

During the 2008 Leadership Summit we discussed our MACRAO mission statement. Karen has worked on it to correct typographical errors. She also added updated language that was recommended during the Leadership Summit. Karen will send the revised mission statement to the Executive Committee for review and electronic feedback.

The potential new MACRAO membership was discussed under the Directory Editor's report.

Scott reported that MSU will be hosting a Chapter 33 training program. It will be offered at Michigan State University on June 12 at the Henry Executive Center. He is requesting that MACRAO joint sponsor the lunch with possible other groups (such as NACUBA and MSFAA). The cost of the lunch is \$20 per person. Howard made a motion that Karen will act on our behalf and will contact other professional organizations and make a decision of agreement to sponsor the event as needed up to no more than 3,500. Stacey seconded the motion. The motion passed.

The leadership summit was discussed under the Vice President's report.

The MACRAO nominations and elections procedures were discussed under the Past President's report.

New Business:

The information was addressed under the Vice President's report.

Adjournment:

The meeting ended at 2:25 p.m.

Respectfully submitted,

Stacey M. Stover
MACRAO Secretary



Treasurer's Report to the MACRAO Executive Committee

Friday, March 20, 2009

FUND BALANCE - February 27, 2009

Savings:		\$40,736.14
Checking:		<u>\$9,370.70</u>
		\$ 50,106.84

RECEIPTS:

Savings

Interest-Savings - Feb. 2009	\$5.96	
------------------------------	--------	--

Checking

No deposit activity

TOTAL MONTHLY REVENUES		<u>\$5.96</u>
------------------------	--	---------------

TOTAL ACCOUNT BALANCE		\$ 50,112.80
-----------------------	--	--------------

DISBURSEMENTS:

Michigan Transfer Network (MTN)

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

TOTAL MONTHLY DISBURSEMENTS		<u>\$991.00</u>
-----------------------------	--	-----------------

FUNDS AVAILABLE, March 20, 2009:

Savings:	\$40,742.10	
Checking:	<u>\$8,379.70</u>	
	<u>\$49,121.80</u>	<u>\$ 49,121.80</u>

Respectfully submitted,

Pete Lacey
Treasurer