

Executive Committee Meeting
April 16, 2010
Central Michigan University-East Lansing Center
2900 West Road, Suite 301
East Lansing, MI 48823
10:00 AM – 2:00 PM

Attendees: Debbie Harju, Karen Hutslar, Tammy Grossbauer, Pete Lacey, Katherine Lichtenberg, Kristin Schuette, Janail Silver, and Vicki Stewart

Absent: Dorene Root and Scott Owczarek

Call to Order

The meeting was called to order at 10:25 AM by Debbie Harju. The minutes from March 19, 2010 were moved for approval by Karen Hutslar and seconded by Katherine Lichtenberg.

Comments from the Floor

None.

Executive Committee Reports

Treasurer

Funds available as of April 16, 2010:

Savings = \$32,796.39

Checking = \$15,782.74

Balance = \$48,579.13

Pete raised the question as to whether MACRAO should provide tax forms for speakers. Debbie, Karen and Scott will ask at AACRAO. Pete will check with MSFAA to find out what they have done.

President

Debbie deferred the update on the CEPI/Docufide Contract until a later date.

Debbie gave a brief update on the UIC/LDS Working Group(s) and reported that Tammy Grossbauer will join the proposed UIC/LDS Working Group. Further discussion and formalization of the group was deferred until May.

President-Elect

No report.

Vice-President

Katherine reported that she has been working on learning her duties and prioritizing the tasks of the Vice-President. Her next step is to begin work with the various committees on their session proposals for the annual conference.

Past President

Karen announced that Dorene Root is being recognized at AACRAO this year. Dorene will be awarded the Tom A. Bilger Citation for Service Award at the conference.

Karen also reported that she will be sending an email blast to the membership for nominations this month.

Karen shared that she had been contacted by Don Gwinn from the National Student Clearinghouse. The President of the Clearinghouse wants to meet with the Registrars of the 15 public universities in Michigan. Karen agreed to meet with him, as a representative of CMU, at AACRAO. She will update the EC on her meeting with him in May.

Secretary

No report.

Historian

No report.

Web Editor

Kris reported that she has made the changes to the College Day/Night Calendar. She has also posted the Outstanding Transfer Program Award Nomination form.

Newsletter Editor

Janail reported that the April newsletter is ready to be published. She just needs to take a picture of Katherine for her article and then it will be ready to post.

Membership Coordinator

Tammy reported that she is finding more outstanding payments in CVENT. She will, however, send the information to Pete to verify these payments are actually outstanding. Tammy will be closing out the Spring Drive-In this week and she has started the set-up for the Support Staff Workshop and will hopefully have it out this week. She will also set-up for the Summer Summit, but needs to get the information from Doug Potter.

Tammy also reported that she attended her first PALA meeting (Professional Associations Leadership Alliance). At the meeting, Mike Hansen shared updates on the State and what may happen in the elections this year. In addition, all the associates had a chance to share their particular issues and Howard Shanken updated everyone on the MTN.

Membership dues will be discussed at the May meeting. MACRAO currently charges \$150 for annual membership dues.

Old Business

The proposed Constitution and By-Law Changes were briefly discussed and remain under discussion.

A MACRAO Audit was briefly discussed, but it is still on hold. We need to look into what is needed to be prepared for an audit. Debbie will contact Chris Marx regarding this.

Karen is looking for feedback on the Record Retention, Whistleblower and Conflict of Interest policies. She will bring a finalized draft of these policies to the July meeting for the EC to review and approve.

Debbie reminded committee members to review their Executive Committee Roles and Responsibilities by the July meeting.

Committee Projects Update

The College Articulation Committee presented the 2010 MUUGA Surveys to the Executive Committee at the March 19 meeting. Tammy will resend the proposed surveys to the EC members for review. Please respond to Debbie by Wednesday, April 21, with any change recommendations. The EC will review and vote on the surveys before the May meeting.

College Day/Night Committee

Katherine will get in touch with Mike Eichberger regarding the revised College/Day Night Committee guidelines.

MTN (Disclaimer, Communications, etc...)

Paul Schmidt has sent a communication to all MTN members asking for feedback on combining this committee with Data and Technology and also how to get colleges/universities to update their MTN data. This has resulted in a clean-up of records by several schools.

Committee Budget Status Update

College Articulation – Summer Summit

Katherine presented the budget for Summer Summit, which does not include the CVENT fee. The CVENT fee will need to be added to their budget. Pete moved to approve the budget and it was seconded by Debbie.

Professional Development – Support Staff Workshop

The budget for the Support Staff Workshop has already been approved with changes. Lisa Masi had no objection to the changes..

Secondary School Relations – New Professionals Workshop

The budget for the New Professional Workshop was resubmitted with food costs and a \$350 CVENT supplement. Debbie made the recommendation that the supplement be taken out of the budget. Karen moved to approve the budget with this change and the motion was seconded by Pete.

Other

Debbie asked if there was anything the EC could do to make using/submitting the budget requests easier for the committees. Pete suggested providing a completed example.

Debbie asked Katherine to touch base with Chris Marx and see how he is doing with his ad hoc Sustainability Committee.

New Business

June EC Meeting Location

The June Executive Committee meeting will be held at Lansing Community College – West Campus. Tammy had reserved room W 157 for the EC to meet on Friday, June 18. This is the same day as the Support Staff Workshop which will also be held at LCC-West Campus. Tammy will do the welcome for the Workshop, the EC committee members will introduce themselves and then we will adjourn to have our EC meeting. The welcome is at 9:00 AM and the check-in begins at 8:30 AM.

AACRAO Representative – Annual Conference

Debbie reported that she was contacted by AACRAO with list of AACRAO representatives for the annual conference. Debbie asked Scott who he would prefer from the list. Brad Meyers name was on the list and Scott will talk to Brad to see what his calendar is like. Brad will be doing a FERPA session at the annual conference and it would be great if he could also be there as the AACRAO representative.

Data and Technology Applications and MTN Committees

Scott talked to Paul Schmidt and Linda Falkiewicz at the Spring Drive-In concerning the merger of the Data and Technology and MTN committees. Both are willing to do what it takes to get the merger together. Scott will follow-up with Katherine regarding his discussion. The EC will further discuss the merger at the May meeting.

Registrar's Practices Committee

The closing out of the Spring Drive-In is in process. There is still one outstanding payment for the Drive-In that needs to be processed. Katherine will ask Carrie to submit the final report to the Executive Committee.

Reminder – Dorene to Order all Committee Plaques/Awards

Debbie reminded the EC that Lisa Masi needs to get the recipient's name to Dorene for the Support Staff Award. Katherine will ask Lisa to submit this information as soon as possible.

Other

No other business.

Comments from the Floor

None.

Adjournment

The meeting adjourned at 12:45 PM. The next scheduled meeting will be Friday, May 21, at the Central Michigan University-East Lansing Center.

Respectfully submitted,
Vicki Stewart
MACRAO Secretary



Treasurer's Report to the MACRAO Executive Committee
 Friday, April 16, 2010

FUND BALANCE -March 19, 2010		
Savings:		\$32,791.96
Checking:		\$17,681.61
		\$ 50,473.57
RECEIPTS:		
Savings		
Interest-Savings - March 2010	\$4.43	
Checking		
Spring Drive-in 2010	\$1,845.00	
TOTAL MONTHLY REVENUES		\$1,849.43
TOTAL ACCOUNT BALANCE		\$ 52,323.00
DISBURSEMENTS:		
Executive Committee		
EC meeting food/beverage	\$109.45	
Cvent Expenses		
Capital One Merchant Fees	\$126.22	
Registrar's Practices Committee		
Spring Drive-in 2010 Catering	\$3,315.20	
Michigan Transfer Network (MTN)		
Monthly Service Fee - April 2010	\$193.00	
TOTAL MONTHLY DISBURSEMENTS		\$3,743.87
FUNDS AVAILABLE, April 16, 2010:		\$ 48,579.13
Savings:	\$32,796.39	
Checking:	\$15,782.74	
	\$48,579.13	

Respectfully submitted,

Pete Lacey
Treasurer