

MACRAO Executive Committee
Friday, April 18, 2008
CMU – Lansing Center, East Lansing, Michigan
2900 West Road – Suite 301
East Lansing, Michigan 48823

Present: Melinda Booth, James Dwyer, Karen Hutslar, Debbie Harju, Scott Owczarek, Dorene Root, Kristin Schuette, Stacey Stover, Duff Zube

Absent: Howard Shanken

Guests:

Admissions Practices/Enrollment Management – Beth Gierada (Chair)
Articulation – Christopher Marx (Co-Chair)
College Day/Night Programs -- Lacy Otteman (Chair)
Data and Technology – Dorian Chalom (Co-Chair)
Equal Educational Opportunity – William Daniels (Co-Chair)
Legislative Update (Ad-Hoc) – Carol Quigley (Chair) and Marcie Otteman (Co-Chair)
M-Tens Ad Hoc – Paul Schmidt (Chair)
Professional Development – Katherine Lichtenberg (Chair) and Mark Jacek (Co-Chair)
Registrars Practices – Kara Fields (Chair)
Secondary Schools College Relations – Meghan Kelly (Chair)
Chris Walden from Miller College

Call to Order: The meeting was called to order at 10:12 am by Karen. Karen explained that Executive Committee meetings are open to the public and reviewed the format of the open meetings. The minutes from the Executive Committee March Meeting/Retreat were moved to be approved by Duff and seconded by Debbie. Motion carried.

President Elect's Report: Karen distributed lists of each committee as well as a Great Lakes Final Program Session Form. She also discussed the Credentials Company and said that they would be willing to work with all committees to assist with registration for workshops.

Committee Reports:

Articulation Committee: The Committee submitted an update and a report. The report was reviewed including their proposals for the fall conference. The Committee will be awarding two awards for Outstanding Transfer Programs this year. They are planning for the Summer Summit which will be June 18-20 at The Garland. They are working on IPEDS data collection as it relates to the Michigan Uniform Guest Application. Their project includes asking for ethnic background

without asking for additional detailed information. A recommendation was made that they team up with the Data and Technology Committee to make suggestions for the Guest Application. They are also planning on sending out a survey about the Guest Application as it relates to IPEDS. Another suggestion was to add the MTN's link onto the Guest Application so that students have access to this.

The Committee is also working on developing a MACRAO Articulation Handbook that will guide the process of setting up articulation agreements. During the Summer Summit, they requested the Executive Committee to participate in an informal conversation on Wednesday as well as events on Thursday and Friday.

Admissions Practices and Enrollment Practices: The Committee will be meeting for the first time after today's meeting. They have made recommendations for conference sessions.

College Day/Night Committee: The Committee is in the process of mailing out letters regarding the College Day/Night process and how fairs are approved to the high school superintendents. This letter will accompany the 2008/09 College Day/Night calendar. They have the support of the Directors of Admission of the Four Year Public Universities in Michigan and will be working with the private and community college Admissions Directors as well. They are also working on developing an email that will announce unapproved fairs.

Data and Technology Committee: The Committee has submitted fall conference sessions.

Equal Educational Opportunity Committee: The Committee is meeting next week. They are solidifying membership.

Legislative Affairs Committee: The Committee has met two times. They have annual conference sessions as well as sessions they would like to provide at the Summer Articulation Summit. They are currently Ad Hoc and trying to determine if they should become a full Committee. They are also looking to build membership with some MACRAO members that have extensive work backgrounds.

Professional Development Committee: The Committee has a new Co-Chair; Mark Jacek. They have 3 sessions that have been accepted for the fall 2008 Conference. They have posted information on the 2008 Outstanding Support Staff Service Award and the 2008 Support Staff Workshop to the MACRAO web site.

Registrar's Practices Committee: The Committee has just completed the Registrar's Drive In Workshop and received excellent feedback. They have been working to revise the structure of the Drive In and feel that they have found the right mix of panel discussions and presentations. The Committee is focusing on

session proposals and they will be meeting again in May. They are currently looking for a Co-Chair.

Secondary Schools and College Relations Committee: The Committee is currently planning the New Professionals Workshop. They are asking for session topics. In addition, they wanted clarification as to whether MACRAO feels that members are confused by this session being designed for Admissions staff and not Registrars. They have developed session proposals for the annual conference.

Budgets for committees: Debbie publicly thanked the committees for their work thus far this year. There were many good questions from the chairs relating to budgets and fall conference expenses. Since committee annual budget requests are due in February and there are plans to push back the deadline for submission of fall conference session proposals, beginning next year the Executive Committee would like the committees to include only annual committee expenses on their budget request form; fall conference session expenses are not to be included. Fall conference session expenses are to be submitted on the associated fall conference session proposal form. Reimbursement or payment for MACRAO committee expenses or fall conference expenses will only be granted if it is pre-approved by the Executive Committee.

Refund policy: The Executive Committee would institute a new MACRAO Event Registration and Refund Policy. The policy was reviewed and explained.

Committee and EC documents: Karen reviewed the MACRAO Committee membership and MACRAO Executive Committee documents that will be posted to the web site. These documents are to help explain the roles and duties involved in serving on a committee or on the Executive Committee. This is so that possibly more people will be informed and interested in joining. Generally committees should try to have members selected by December/January and they would include about 12 members.

Demo of membership sign-in, e-mails and committee web pages: Scott and Kris provided an overview of how to sign in to the MACRAO web site and the committee pages. In the future, the list serve and membership directory will be merged to clean up data. If committees want to post information on the web, they can access this function under committee news.

Professional Development: Karen asked that the group review the discussion questions previously submitted to the committees and provide feedback.

- Ideas included a leadership development conference, orientation for the chairs at the conference, a leadership track for the chairs and co-chairs, developing goals as an association, and training for chairs/committee chairs on how to do Instant Messaging and other types of meeting formats. Skype was suggested as a free tool that we might explore.\

- We had a conversation about why the committees start in the fall. It was explained that this is typically due to the annual conference.
- Recommendations for a letter recognizing that you are on a committee and a certificate at the end of the term were made and it was explained that this is a current practice.
- We also had a discussion about how to involve committee members remotely (i.e. Upper Peninsula) for conference calls/emails, global conference lines, etc. Data and Technology Committee will investigate possible options.

Other obstacles:

- Registration for the support staff workshop was discussed. Kris will assist by posting the registration on the MACRAO web site.
- We had a discussion about how to best work with uninvolved committee members who do not follow through on commitments. This led to a conversation about communication techniques. One idea included asking people for the amount of time they can contribute. Another is to show members the busy times of various committees. We can also ask seasoned professionals to join committees in an ex officio role to give guidance and support without having to take on a full committee membership.
- Succession planning and how this relates to when we do our leadership training was discussed. Mentorship of incoming chairs/co-chairs is an idea and it was suggested that perhaps the New Professionals Conference and Professional Development Committee would want to look into this further.

Benefits:

- Networking
- Committee chair breakfast
- Leadership retreat
- Stronger sense of the organization at a local, state and national level

Conference Sessions:

- Recommended a call for proposals to solicit ideas for sessions from the membership.
- Focus on developing sessions for MACRAO as professionals including topics that go beyond our roles in Admissions and Registrars.

Officer's Reports

Treasurer's Report: Funds available as of April 18, 2008:

Savings = \$56,032.20

Expenditures = \$4,014.70

Balance = \$52,017.50

The Treasurer's report was moved for approval by Debbie and seconded by Jim.

President's Report: No report

President Elect's Report: The Local Arrangements Committee (LAC) has been finalized and they will be meeting May 28, 2008. We had a discussion regarding the entertainment for the upcoming conference.

Vice President's Report: Howard signed the tentative contract for the 2009 fall conference to be held at Boyne Mountain Resort November 4 – 6, 2009. Debbie will be working with Kris to develop an online session proposal form for this conference. The committees' membership numbers at this time are: Executive Committee = all positions filled; Admissions Practices/Enrollment Management = 8, Articulation = 12, College Day/Night = 10, Data and Technology = 7, Equal Educational Opportunity = 9, Graduate and Professional = 0; Legislative Update (Ad Hoc) = 7, Local Arrangements = 10, M-Tens = 5, Professional Development = 7, Registrars Practices = 13, Secondary Schools College Relations = 11.

Past President's Report: The Nominations Committee will be meeting May 1, 2008 and Jim will develop materials for the newsletter and web to post regarding the nominations process. It will be important to address to the membership that they should talk to the candidates before submitting their names to make sure they are interested. Jim will also mention that individuals should feel welcome to nominate themselves. Jim will provide the names of nominees to Dorene to gather research. After that, the names will ideally be submitted to the Executive Committee by the end of summer so that the materials are ready before the annual conference. The nominees will be contacted after the Executive Committee reviews the recommendations.

Historian's Report: Dick Stevens from Macomb Community College is retiring and would also be eligible for honorary membership. Paul Schmidt will write up the materials on Mark Ulseth for his honorary membership. Dorene will contact Kay Keck at Kellogg Community College to see if she will do the write up for Sedgwick and will contact Ron Hughes at Macomb Community College to see if he would do a write up for Dick Stevens.

Web Editor's Report: No report

Newsletter Editor's Report: The April newsletter has been sent out to the membership. Melinda made a recommendation that the newsletter should be sent out prior to the next Executive Committee meeting instead of within the week immediately following the Executive Committee meeting. Due to technical issues, it was agreed that this is a sound plan. She had fewer bounce backs this time but recommended that we may need other email address than our work emails for these types of MACRAO communications. Kris has experienced

similar issues and suggested we may want to look at a MACRAO gmail account. Melinda suggested an update on our meeting with the Committee Chairs for the May newsletter. She has had an offer from a MACRAO member to help with the newsletter writing the highlight of the month section and asked for individuals to recognize.

Directory Editor's Report: We have received an application for membership from Robert B. Miller College. Scott has investigated and they meet the criteria. Karen moved for membership and it was seconded by Stacey. Scott mentioned that if we move the list serve from Oakland to MSU it will cost \$12 per year. This was moved by Karen and seconded by Stacey. A vote lead to unanimous approval. Scott also asked that if a decision is made to develop a MACRAO@gmail.com web site, where would the responsibility be housed? We discussed the possibility of having this with the Web Editor, Newsletter Editor and the Directory Editor.

MTN Governing Committee's Report: We have been somewhat flat with uploads in MTN's lately. Paul submitted a document showing the web site hits and how this has increased since MTN's went live. We discussed distributing information on the MTN's within the College Day/Night mailing and at the upcoming MACAC conference. Karen will work on locating the posters. Melinda will help Lacy to write a short description explaining what the MTN's poster is to be included in the mailing. Paul also submitted a document that lists the MACRAO institutions that do not have courses uploaded to the MTN's. We have 48 institutions uploaded as of April 17, 2008 which equals 58% of the membership participating since November 2007. As we finish uploading the schools that are in progress, we will be at 72% participation. A proposal for how to structure the MTN Committee was submitted. Paul made a recommendation for MACRAO to develop a Membership and Publicity committee that would handle publicity for MTN's and other activities/accomplishments.

Old Business: None

New Business: Karen recommended that we approve the College Day/Night committee budget so that they can move forward with their mailing. The approval is based on their proposal including the costs to print and mail the MTN's poster. This was moved by Karen and seconded by Stacey. This was unanimously approved.

Debbie recommended a more formal calendar for the web site with what is due and when. Melinda has offered to begin assisting with this.

We recognized the great communication from the committees participating today.

Karen will follow up with Howard regarding asking Ron Hughes to participate in future meeting about bylaws. We discussed transition books and addressing our

duties and updates from the committee regarding the Michigan Uniform Guest Application. We will need to revisit dues and the MTN's Committee as well as the new logo for MACRAO. Paul suggested that the Articulation Committee may help with recruitment of non participating institutions in the MTN's.

Adjournment: The meeting adjourned at 2:48 p.m.

Respectfully submitted,

Stacey M. Stover
MACRAO Secretary

Treasurer's Report to the Executive Committee
MACRAO 4/18/2008

BEGINNING BALANCE, Savings, March 06, 2008	\$ 50,180.89
BEGINNING BALANCE, Checking, March 06, 2008	<u>5,431.24</u>
	\$ 55,612.13

RECEIPTS:

Fall Conference 2007

Membership Dues 2007: Mid Mich CC & Finlandia	250.00
Miscellaneous: Boyne Refund	98.92
Interest Payment, savings	71.15

Total Revenues: 420.07

TOTAL FUNDS AVAILABLE \$56,032.20

DISBURSEMENTS:

Executive Board Costs:

Meals (March Retreat)	556.34
Lodging (March Retreat)	1375.11

Fall Conference 2008:

Food (Feb 29, 2009)	261.00
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MTN:

Monthly Service Fee	991.00
URL Renewal	99.95
Posters	731.30

TOTAL DISBURSEMENTS \$4,014.70

FUNDS AVAILABLE, April 18, 2008: \$52,017.50

Savings, April 18: \$50,252.04
Checking, April 18: \$1,765.46

Respectfully submitted,

Duff Zube
Treasurer