

**MACRAO Executive Committee Meeting**  
**April 24, 2003**

**Lansing Community College**  
**Lansing, Michigan**

**PRESENT:** Holly Diamond, Pam Liberacki, Tory Parsons, Marc Payne, Diane Praet, Dorene Root, Vickie Scavone, Lauren Sorenson, Carol Taberski, Mark Ulseth

Committee Chairs: Jan Munday (Articulation), Megan McNally (Secondary School Relations)

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**CALL TO ORDER** Tory Parsons called the meeting to order at 10:00 a.m. Carol Taberski was welcomed back to the Executive committee.

**MINUTES** Holly Diamond moved and Carol Taberski seconded approval of the March 20, 2003 meeting minutes. Approved.

**COMMITTEE  
UPDATES**

**Articulation.** Jan Munday reported that the invitation for the Articulation workshop to be held June 19 and 20 at the Holiday Inn in Grand Haven have been sent. People have been asked to respond to an email message to indicate whether or not they will be attending. As of 4/22/03, there were only 17 people registered in addition to the 8 committee members. May 12 is the registration deadline date; May 19 the hotel deadline. Approximately 70 attendees are needed to meet the budget. The committee feels workshop attendance has been impacted by budget cuts. There will be discussion about whether or not to maintain the current timing and format of the workshop. The committee meets May 2.

**Secondary School Relations/New Professionals Workshop.** Megan McNally reported that this year's workshop will be held on September 11 and 12 at the Holiday Inn West in Lansing. The invitation for the day and a half workshop will be sent to all counselors since the sessions on day one will be applicable to all counselors, while sessions on day two will target new counselors. Tory Parsons will have the workshop added to the next DASUM agenda to request support from the admission directors for this program.

**EEOC.** Tory Parsons reported for the committee. Currently the committee is moving forward will planning the May 14 workshop. As of this date, no budget has been approved for the workshop. Pam Liberacki questioned if there is adequate time to approve a budget and move forward with the workshop since it has not been publicized. After further discussion, it was determined that Tory parsons will contact Stephanie Woodson, EEOC chair, to have conversation about the budget.

**Fall 2003 LAC.** Megan McNally and Carol Taberski are co-chairing the committee. They are on schedule. Session proposals are in. In most cases there will be six sessions per time slot. Notification has been sent to accepted presenters. They are working on identifying a keynote speaker. There will be a Roaring 20's theme for the Thursday night dinner in celebration of the 75<sup>th</sup>

annual meeting anniversary. There is interest in having a SEVIS session presented. Diane Praet suggested Megan contact the INS to see if they can do the session, or she may be able to use the people presenting at the Articulation Workshop. The LAC is budgeting for 250 attendees. The conference fee has not yet been set. Vendors are being solicited. Registration will be via the web again this year. Jan Munday requested that volunteers be solicited to set up and take down equipment since we provide our own so that presenters aren't missing sessions before and after the one they present.

**Professional Development.** Robert Drake was unable to attend, so Tory Parsons reported for the committee. The Support Staff workshop is on track and will be held in June.

## REPORTS

**Treasurer.** Marc Payne reported that the current balance is \$27,137.08. The \$525 for last year's College Knowledge poster is still to be paid. Tory Parsons asked that the annual budget be posted to the web site. Marc will see that this is accomplished. Federal taxes have been done. The possible incorporation of the organization was discussed. Vickie Scavone will talk with experts on her campus about our questions related to a 501B being incorporated. It may require us to hire a CPA to do taxes at year end. Liability insurance will be investigated also. AACRAO can provide vendor names.

**President.** Tory Parsons reported that the College Day/Night calendar is basically done and is being e-mailed to all directors of admissions. The ad hoc Committee on Committee Restructuring has been working. Another meeting is planned and they will move forward with preparing recommendations to present to the Executive Committee and then to the membership for a vote. There has not been much feedback to the committee.

**President-Elect.** Carol Taberski, appointed to fill the recent vacancy in the President-Elect position, was welcomed back to the Executive Committee. Carol had no report.

**Vice-President.** Diane Praet distributed the updated committee list. There will be a committee volunteer form in the August newsletter. It would be good to go into the fall conference with members coming on in 2004 identified so that they could be invited to the committee breakfast at the annual meeting. Diane reported that the Michigan dinner at AACRAO was a success and a lot of fun. Diane also attended the luncheon for Ockerman nominees at AACRAO. She thanked Mark and Vickie for all their hard work in preparing our submission for award consideration.

**Past President.** Holly Diamond distributed the nominations list. The committee is meeting May 6. Members of the Executive Committee should send their comments and other nominations to Holly prior to this meeting. The committee will identify three candidates for each available position (Vice President/Secretary/Members at Large). Tory Parsons suggested reviewing the committee members list to see if there may be viable nominees from that group. Holly Diamond will contact committee chairs and ask for nominations. She will also contact Dorene Root for additional information on nominees. Marc Payne and Holly will work on suggestions for leadership development.

**Historian.** Dorene Root is researching information on recent retirees. In order to be considered for honorary membership, the member must have contributed 'significant service to the Association.' The Executive Committee needs to consider what constitutes 'significant.' Reminder to committee chairs: be sure to send flyers, attendee lists, packets, agendas, etc. to Dorene for the historical record.

**Webmaster.** Mark Ulseth reported that the lost information on honorary members has been recreated and will be posted to the site. Future plans are to move reports into the same database as the directory so that others could post directly to the site.

**Newsletter Editor.** Lauren Sorenson talked about the mailing snafu with the last newsletter. There was a problem with the file we sent to the mailing services. The mailing service has been paid. There is a credit that will be paid back to MACRAO. We will continue to publish the newsletter in PDF format also. The next newsletter is planned for the last week in August and will include a report on the committee restructuring, the New Professionals Workshop, annual meeting update, proposed by-law changes, and nominations (if finalized).

**Directory Editor.** Vickie Scavone reported that campus directory editors will receive an e-mail telling them that they can update online. She has prepared a style guide that will be attached to the message.

There have been three requests for membership: 1) ITT, Grand Rapids and Troy, who were previously approved. ITT-Grand Rapids has paid their dues. ITT-Troy meets the criteria for membership also. ITT-Canton meets only one of the criteria for membership. Vickie will contact them to clarify their status. Tory Parsons will contact ITT-Troy to notify them that they have been approved for membership. 2) Saginaw Chippewa Tribal College does not meet either criterion for institutional membership at this time. They could apply for affiliate membership. Tory will contact them to discuss their situation. 3) Silver Lake College in Wisconsin applied. Vickie investigated and determined they were looking for college day/night information only.

Lauren asked if there is a way to identify new members so they can be sent a welcome to the organization from the President. Vickie will investigate how to make this happen.

**NEXT MEETING**

The next meeting is scheduled for May 30, 2003 at 9:30 am at a location at Lansing Community College to be determined.

**ADJOURNMENT**

The meeting was adjourned by Tory Parsons at 2:00 p.m.

Respectfully submitted,

Pam Liberacki