

MACRAO EXECUTIVE COMMITTEE
Friday, April 27, 2007
Eastern Michigan University

Present: Paula Dykstra, Sedgwick Harris, Karen Hutslar, Dorene Root, Howard Shanken, Mark Ulseth, Duff Zube

Absent: Sue Deel, Melinda Booth, Vickie Scavone

Call to order: Paula Dykstra called the meeting to order at 10:19 a.m. Approval of the minutes from March 23, 2007 was moved by Karen Hutslar and seconded by Duff Zube. The minutes were approved as distributed.

Treasurer's Report: Duff Zube presented the treasurer's report. Total revenues for the month are \$3,205.24, disbursements total \$1,760.53. Total funds available, April 27, 2007, are \$64,098.75.

President's Report: Paula reported that she has had several conversations with MSU regarding the progress being made on the MTN project.

Representatives from potential future conference host sites have been contacting her however; we are already committed to specific sites for the next two years.

President Elect Report: Howard Shanken reported on the progress of the fall 2007 conference and distributed a draft of the conference program. There has been a suggestion that the keynote for the fall conference be the MTN project. Howard asked for Executive Committee support for this idea, the EC supports. The project is moving along quicker than anticipated and there will be many institutions online by November, making the annual conference the ideal time to showcase MTN. The keynote session will be more of an event (demonstration) than a keynote. An effort will be made to incorporate news coverage of this historic event and representatives from Lansing that were involved in the original Cherry Commission report, or even the Governor will be invited to attend. The MTN sessions originally scheduled throughout the conference will be replaced with the opening session. It is also important to recognize the significant role that Michigan State University has played in bringing this project to fruition.

Howard reported that there have been some vacancies created on the Local Arrangements committee due to some resignations. The committee is large enough to accommodate this attrition.

Vice-President Report: Karen Hustlar reported that the committees are functioning well at this time. The Registrar's Drive-in was well attended and was delivered in a different format than previous years. Registration is open for the Summer Summit and also the Support Staff Workshop. Both of these events are scheduled for the same date this year, June 15. The Executive Committee recommended that the committees not schedule events on the same day. It was also noted that June 15 is the Michigan User's Group

meeting for the schools that use Datatel. This may have a negative impact on the attendance at the MACRAO events. In the future it would be beneficial to avoid a scheduling conflict with our own events as well as other events attended by MACRAO members.

Karen reported that there is still no co-chair for the Admissions Practices/Enrollment Management committee. There was discussion regarding whether or not MACRAO is meeting the needs of our Admissions contingent. The organization needs to ensure that we are offering meaningful Admissions/Enrollment Management sessions for this segment of our membership.

The suggestion was made to have the MACRAO committees meet together at the Fall Conference during a round table time slot. This meeting would be set up in one room with separate tables for each committee. The goal of this meeting would be to have the new chairs take over in November. Having all of the leadership positions filled by the annual conference would help facilitate a more productive December meeting.

The chairs of the committees have been invited to attend the May 24th Executive Committee meeting being held at the CMU Lansing Center Campus. The agenda for this meeting will be structured such that the Executive Committee will give their reports, then the Committee Chairs. Dorene will arrange for coffee and morning refreshments. There are no dining facilities at this location; we will need to go elsewhere for lunch.

Karen inquired about whether the committees have been notified regarding the status of their proposed sessions for the annual conference. Howard confirmed they have been contacted.

On June 15, Karen is going to be the EC representative at Summer Summit III at Houghton Lake. On that same day, either Howard or Sedgwick will be the representative at the Support Staff Workshop at Oakland Community College, Orchard Ridge Campus.

Past-President's Report: Sedgwick has selected several MACRAO members to serve with him in developing a MACRAO membership survey, they are: Kellie Van Buren, Oakland Community College, Tammy Grossbauer, Lansing Community College, Pete Lacey, St. Clair County Community College, Jim Dwyer, Saginaw Valley State University, Erica Sanders, University of Michigan, Scott Owczarek, Michigan State University, Holly Diamond, Lawrence Technological University, Cherie Hatlem, Albion College, Evan Montague, Alma College, Tyrone Rhone Jr., Olivet College.

Sedgwick will meet on May 8, with the individual who wrote the MACAC survey to see how their survey might be altered for use with our organization. The entire committee will meet at the end of May to set goals and deadlines for the MACRAO survey. A first draft of the survey will be distributed to the EC by early June; the final draft incorporating any changes will be finished by the end of June. The membership will have from July 1 to August 31 to complete the survey. Sedgwick will present the survey

results to the EC at the September or October meeting. Tory Parsons, past MACRAO president, will present the survey results at the fall conference.

There will be an email blast to alert membership when the survey is available. The email will direct them to both the MACRAO web site and also include a link directly to the survey. As an incentive to complete the survey, a free registration to the fall conference will be given away to one lucky winner.

Historian Report: Dorene will begin research on candidates being considered by the Nominating Committee. Sedgwick will provide her with the names.

Webmaster Report: Mark Ulseth reported there is going to be a 4th Floor on the MACRAO web site for institutions to post their on-line class schedules. Links will be added to the front page of the MACRAO web site for the Michigan Uniform Guest Application, College Day Night, and MACRAO agreement to make this information more accessible to the users. The front page of the web site will be redesigned sometime after May 15 to resemble the MTN site.

Mark proposed that he no longer be the webmaster and that he and Paul Schmidt be joint MTN coordinators for at least one year. There will probably only need to be one MTN coordinator after the initial year. Mark also recommended that the MACRAO web site be moved to the MSU server and Kristin Schuette become the new MACRAO webmaster. This would be an advantageous move for MACRAO because Kris has the technical expertise to roll in the MACRAO web site with the MTN web site and both sites would be housed at the same location.

Mark distributed an update on MTN.

Alpha sites are: Alma College, Henry Ford Community College, Macomb Community College, Michigan State University, Monroe County Community College, Oakland University and Wayne State University.

Beta sites are: Adrian College, Central Michigan University, Concordia University, Delta College, Grand Rapids Community College, Kellogg Community College, Kirtland Community College, Mott Community College, Siena Heights University, Spring Arbor University, St. Clair County Community College, University of Michigan-Dearborn, University of Michigan-Flint and West Shore Community College.

The Ad-Hoc MTN Committee will be presenting informational sessions to select groups beginning in May. Some of the organizations are as follows: MCAA, AICUM, President's Council, MACRAO EC, MACRAO Registrar's Drive-In, MACRAO Summer Articulation, DASUM, MACAC, MCCR, MCCAD, MUG, BUGMI, MCCVLC

Newsletter Editor: Melinda Booth was unable to attend. No report

Directory Editor: Vicki Scavone was unable to attend. Paula reported that an email was sent to the directory editor of each MACRAO institution asking them to review and update if necessary the MACRAO directory information. Over 30 individuals responded and many have now updated their information on the web. It was recommended that this procedure become a yearly occurrence.

Paula received an email from Gerri Daniels, Northern Michigan University regarding concerns with some of the difficulties experienced with the College Day/Night scheduling. What kind of change needs to be made; is the College Day/Night program working? Can these events be organized in such a way that one person could attend several all at once. Should the number of fairs be reduced? How should unsanctioned fairs be handled? Gerri indicates that the College Day/Night Committee does not feel they have the clout to make necessary changes. The Executive Committee will be in contact with the committee chair to discuss the situation.

Adjournment: The meeting adjourned at 1:20 p.m.

Respectfully submitted,

Dorene Root
MACRAO Historian