

MACRAO Executive Board Meeting
April 28, 2000
Lansing Community College
Lansing, Michigan

PRESENT: Holly Diamond, Karen Klumpp, Lisa Kujawa, Pam Liberacki, Dorene Root, Dick Stevens

ABSENT: Sue Beerbower, Vickie Scavone, Mark Ulseth, Paul Wright

CALL TO ORDER

Karen Klumpp called the meeting to order at 10:00 a.m. and welcomed the committee chairs (or representatives) also present: Jan Ball, Data and Technology; Tom Goodley, EEOC; Stuart Baker, Enrollment Management; Angela Wafer, Professional Development; Carolyn Somsy-Miller, College Day/Night; Carol Taberski, Registrar's Practices; Cheryl Guc, Graduate and Professional Studies; Colleen Stephenson, Secondary School Relations.

COMMITTEE REPORTS

EEOC. The committee has fifteen members and has divided into work groups. The Award Winning Programs session will be presented to the entire group at GLACRAO vs. having an individual session.

Enrollment Management. Submitted six sessions for the fall conference and two sessions (one workshop) have been approved. The other sessions will be held for MACRAO 2001.

Professional Development. The Support Staff Workshop will be held Monday, October 16 at the Lansing Sheraton. Christine Holton will be the speaker. The attendance at last year's program was good. The committee is aware of the concerns of some regarding the timing of the workshop and the ability of institutions to send staff in the fall.

College Day/Night. The calendar for fall and spring 2000/2001 is nearly complete. A transfer calendar is being prepared also. The calendar is on the web site. College Knowledge posted is being printed and will be mailed in July. More high schools are asking to be on the calendar. The U-M Flint fair will not be on the calendar next year. CD/N just rewrote the guidelines for fairs and will be presenting them to the Executive Committee for consideration.

Secondary Schools/College Relations. New Professionals Workshop will be held September 12 and 13, 2000 at the Lansing Sheraton. Possible "staying fit while on the road" theme.

Registrar's Practices. Last month the Registrar's Drive-In Conference was held. There were about 90 attendees. For the first time a small fee was charged. The suggestion was made that next year the committees request support from the Executive Committee so that this remains no fee to the membership. The committee will contact Brad Myers at Ohio State about sessions for the fall conference.

Graduate and Professional Studies. A new group of people has been recruited to be on the committee. There is only one scheduled session for the fall conference. The committee would like to become more active within MACRAO. There was discussion about working with institutions to schedule graduate fairs, and also to work with the consortium of MACRAO institutions in the Detroit area that provide services to

area businesses. The Executive Committee would be supportive of efforts this group might bring forward. There may also be opportunities in the virtual arena. This committee has taken on the responsibilities of the International Committee and will be discussing a consortia arrangement.

Data and Technology. Working on the poster to advertise the Michigan College Mall, as well as bookmarks and pens to increase the visibility of the web site. The committee also had several questions about technical support at the GLACRAO conference.

Articulation. Two sessions scheduled for the fall conference. The Summer Workshop will be June 14-16 in Mt. Pleasant with the theme, "Odyssey 2000-Dimensions of Transfer." This program won AACRAO's Albert Okerman Award. The \$500 award will be used to support the workshop.

Executive Committee members then shared information with the committees.

Karen:

1. It is time to begin thinking about committee members for the next year.
2. MACRAO does not pay honorariums to presenters (may reimburse for expenses). All requests must be reviewed and approved by the Executive Committee.
3. AACRAO is looking for nominations for national leadership positions. Please let us know if you are interested and have a name to suggest.

Dick Stevens:

1. Reserve hotel rooms asap. The Wyndham has approximately 200 rooms and there will be an overflow hotel. Parking is \$12 per day. There will be a banquet on Thursday evening at COSI (a hands on science center). The room rate is \$79 per night. We are expecting 500-600 attendees.
2. The conference Steering Committee is made up of representatives from each state. The Local Arrangements Committee is divided into Program/Facilities/Entertainment/Meals. Paul Schmidt is a member of the LAC, and Dick and Holly Diamond are working on the program committee.
3. There are 6-7 session tracks. Be sure your program titles will accurately reflect content so that attendees can make appropriate session selections.
4. The joint conference will be evaluated before we consider doing it again. There is the potential to do a joint conference every four years if MACRAO does a north/south rotation for conference location.
5. Paul Schmidt should be contacted regarding Physical Arrangements.
6. Still many items to be determined, but there will be an opening plenary session. The last session may be a speaker who would be of interest to all. Each state will have a business luncheon on Thursday.
7. Upcoming meetings: May 5 (LAC); May 15 (Program Committee); June 23 (MACRAO Executive Committee and Committee Chairs)
8. By May 15, committees should make contact with the person responsible for your program area if they haven't contacted you (see Holly Diamond's e-mail).
9. The program is divided into areas in an attempt to match each state's committee structure. We are collaborating with other committees. The four areas are 1) Admissions topics; 2)

Data/Research/Technology; 3) Professional Development; and 4) Records and Registrar's Topics.

10. The goal is to mail final conference information to the memberships in August.
11. If you want to advocate for a session that was not selected, contact Holly or Dick asap.
12. A Leadership Workshop is planned for the Fall 2001 conference for committee chairs/co-chairs/members. The conference will be at Shanty Creek, and unused sessions for the 2000 conference can go forward for 2001.

The Executive Committee meeting was called to order at 1:30 p.m. by Karen Klumpp.

MINUTES

Lisa Kujawa moved that the minutes of the February 25, 2000 meeting be approved as written. Dorene Root

seconded. Approved.

REPORTS

Vice President

Holly continues to work with Dick Stevens on the 2000 conference. She has contacted the two schools who have not paid their institutional dues. It was suggested that next year a letter or postcard be mailed to all named members at unpaid institutions in case the institutional representative has left or changed. The Shanty Creek contract is ready to be signed. Working on a theme and session ideas for 2001 via the list-serve.

President

-Reported for Sue Beerbower that August 15, 2000 is the target date for the summer newsletter.

-Reported for Vickie Scavone that the directory has gone to the printer, the web site, and will be out to the membership in 4-5 weeks.

-Karen has been working on the job descriptions and position timelines and relating the information to information in the Constitution and By-Laws. When finalized, this will be included in the Chair Handbook. She plans to have this finalized by the May meeting, with the intent to review each December.

-Paul Schmidt has sent a proposal for a project. He is proposing that the MACRAO website be used for Degree, Credential, and Enrollment Verification. Karen will mail the proposal to absent Executive Committee members for their input prior to the May 19 meeting. The Clearinghouse is doing this type of work also. Should MACRAO be doing this too?

-There was lengthy discussion about the guest application and its usage throughout the state. The Executive Committee will consider additional modifications that more accurately reflect the original intent of

the application.

AACRAO is calling for nominations for leadership positions.

-Additional discussion ensued about the Support Staff Workshop date issue. The committee indicated that attendance has been good in October and it seems that institutions still have funds available to send their staffs. Karen will contact Angela Wafer and request attendance data for the past couple years.

-Has contacted Christine Holton to learn about Skill Path.

-MVU is still interested in working with MACRAO. Should the ad hoc committee be reconvened to meet with the MVU people for an update?

Past President

Report from the Nominations Committee. If you have a nomination, or are personally interested, contact Lisa Kujawa. A message will be put out on the list serve and on the web. The committee considers rotation of public, private, 2-year, 4-year, admissions, registrar, gender, and organizational involvement. The goal is that pictures and biographies of nominees will be in the summer newsletter.

Treasurer

No report.

Webmaster

No report.

Historian

-Discussed the honorary member process and when it begins. Dorene needs possible names early so that she can do research.

-Received a note from Everett Marshall, a 91-year old retired member. A new building at EMU is being named for him. He sent a copy of the article that will be forwarded to Sue for inclusion in the next newsletter. Dorene will write him a thank you note.

-Is there an opportunity at the fall meeting for our usual reception honoring past presidents? This will be investigated.

NEXT MEETING

Friday, May 19, 2000 in Room 205B, Arts & Sciences Building.

ADJOURNMENT

The meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Pam Liberacki

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Question? Comments! contact: [MACRAO](#)
Last Revision: Wednesday, December 17, 2003