

MACRAO Executive Committee
May 15, 2009
CMU – Lansing Center, East Lansing, Michigan
2900 West Road – Suite 301
East Lansing, Michigan 48823

Attendees:

Debbie Harju, Karen Hutslar, Pete Lacey, Anne Monroe, Scott Owczarek, Dorene Root, Kristin Schuette, Howard Shanken, Stacey Stover

Absent:

Melinda Booth

Committee Members:

Craig Aimar, Kara Fields, Carrie Jeffers, Chris Marx, Doug Potter

Call to Order:

The meeting was called to order at 10:05 a.m. by Karen Hutslar.

The minutes from March 20, 2009 were moved for approval by Anne Monroe, seconded by Howard Shanken. The minutes were approved.

Comments from the floor:

We discussed the history and purpose of the MACRAO Guest Application. Issues involved include the various reasons for the application; to waive application fees, to waive assessment testing, to waive pre-requisites, etc. It was suggested that we add information to check the MTN's to see if the class transfers back to your home institution, consider eliminating the high school data, and add a recommendation for students to check pre-requisites before registering. The Articulation Committee will be sending a survey to the membership to ask for feedback on how the Guest application should be amended for the future. We also suggested that the results be done as a session at the fall conference. The Michigan Access Network portal and the universal identification number may provide other solutions for this in the future.

Committee Reports:

Articulation

The committee is currently in the midst of the Summer Summit preparations. They have extended the early bird deadline and are looking for some additional registrants. They thanked Kris for her help setting up the Cvent registration. They will have MACRAO stimulus dollars to hand out during the event for a silent auction. They have eight possible presentation topics for the annual conference. They will also continue to work on the guest application and information for transfer and FTIAC students.

College Day/Night:

No report.

Data and Technology:

No report.

Equal Education Opportunity:

No report.

Enrollment Management:

Anne shared that they lost the chair but a new chair, Chris Wolf, has stepped up.

Legislative Issues:

Anne said that they will be having a phone conference next week and Howard recommended they discuss the information happening at the state level.

MTN's:

No report.

Professional Development:

Anne shared that they will not be hosting the Support Staff Workshop this year.

Registrars Practices:

They had great attendance and feedback at the Registrar's Drive In. Record attendance and a wide variety of sessions. Good feedback on the food. Afternoon session focused on return to learn and they talked about veteran students and the transitions necessary. They also discussed no worker left behind monies and MI Works. The speakers stayed after to continue to answer questions. Participants came away with good ideas to keep enrollment high for next year using feedback from attendees. They will be submitting five sessions for the fall conference.

Secondary Schools:

They have a great group work hard and have good discussions. They have two sessions to recommend for the fall conference. The New Professionals Conference is scheduled for Wednesday, August 26, 2009 and Thursday, August 27, 2009 at the Sheraton Hotel in Lansing, Michigan. The theme is "Find the Fred in You" and it will address the book The Fred Factor. They also hope to see the Lugnuts baseball game. They have lots of creative ideas to promote registration and they plan to use Cvent for registration.

Officer's Report**Treasurer:**

Pete shared that we have not had a lot of budget activity. We have a balance of \$46,639.23 as of May 15, 2009.

Past President:

Howard shared that this has been an exciting month for MACRAO. He had an opportunity to present information on the MTN to the Community College Presidents of Michigan. He also gave a presentation at MACAC on the MTN. It continues to grow and we are only about fifteen schools away from almost one hundred percent compliance. Paul continues to work on data clean-up for the MTN. The Governor's office working on the RFP for the portal database agreed that we will retain the MACRAO database which allows us to keep the identity of MTN and link to their site. The government's stimulus dollars might be a good idea to pursue for future funding for the MTN. Howard and the nominations committee have received nominations for the secretary and nominations committee. They are still seeking nominations for the VP position. Various organizations have been addressed regarding the MTN with the goal of helping to build awareness. Doug Potter said that he may need a MACRAO representative to help with presenting on the MTN at Promoting the Publics.

Vice President:

Anne said thank you to the committee members who attended today's Executive Committee meeting. She has visited three sites in the northern part of the state for the 2010 conference site. She is currently considering Shanty Creek and Crystal Mountain. Boyne was also suggested for consideration.

President:

Karen and many Executive Committee and committee members attended the Governor's Summit. Karen recommended that MACRAO continue to attend and be present at this conference in the future. She wrote to Wilma Porter who is the current president of MFSAA and said that MACRAO would like to collaborate as organizations. We invited them to the fall conference and offered to maintain open dialogue. Karen will be speaking at the Summer Summit representing the MACRAO Executive Committee.

President-Elect:

The LAC team has been working hard at their preparations. With the approval of the LAC, Debbie made a tentative program and registration form for the 2009 annual conference. She is already receiving interest and registrations. She asked for feedback about using the one day registration and plans to begin using it soon.

Historian:

Scott McMillian is retiring soon and having served as a MACARO past president, he is automatically considered for honorary membership. Dorene is looking for any other nominations for honorary membership. Dorene suggested that we the nominations and elections procedures should be formally voted upon at a future meeting. The deadline to submit a session proposal for the 2010 AACRAO annual conference is May 29. She suggested to the committee chairs, they may

want to consider submitting one of their outstanding sessions for consideration at the national level.

Web Editor:

Kris has been working on Cvent registration formatting. She has been dealing with how to use credit card payments as well as how to input other content. She said that we will also need to discuss how to reconcile those who show up with payment on site.

Newsletter Editor:

Solicitation for honorary memberships should be included in the next newsletter. Another idea could be to have an "Ask your Executive Committee" column in the newsletter. If we do not receive submissions but want to address a specific topic, we could also use the column for this.

Membership Coordinator:

Scott will be working with Pete to get bills out after July 1, 2009. The Veteran's workshop has 160 registrants. Scott will not be at the next Executive Committee meeting because he will be presenting at the Articulation Workshop.

Old Business:

We are now officially set up on Cvent and are using Capital One as our credit card company. It has the potential to be a really helpful part of our registration process. It can be used for surveys, newsletters, reports, history, etc. People can opt out which may pose certain obstacles.

Karen asked for feedback about the proposed updates to the Mission Statement and recommended that we develop a process for updating this more frequently in the future. Debbie made a motion to table it to review and vote on at the next meeting, Anne seconded.

Karen distributed a 2009 budget providing updates on revenues and costs. She recommended that we should be cautionary about spending. Karen discussed how we bring in approximately \$16,000 a year in dues and spend \$12,000 a year for the MTN. She recommended the idea of considering other structures for dues for the future. Some ideas could be a sliding scale based on institution size, dues by member and not institution, etc. We need to retain a minimum of approximately \$30,000 as a safe guard in the budget. We discussed trying to share more information about the budget with the membership via the newsletter and perhaps a conference session, Ask your Executive Committee. She also recommended that we consider having an accountant to do an audit each year and to help with our fiscal questions. Discussion followed and it was suggested possibly we could find an accountant to volunteer to serve as a non-voting member of the Committee to help us with fiscal issues.

We are now in our third year with the Legislative Issues committee. The chair who served in this role for two years has stepped down and we have not been able to fill this committee since it began. We need to consider the viability of this committee for the future. Legislative issues are important and possibly an option would be to make the EC responsible for educating our membership on these issues.

New Business:

The 990 EZ tax form may still be an option for us to use rather than the 990 form. Pete will investigate this further.

Sample Policies for conflict of interest, whistleblower, and records retention were distributed for review. We are now required to have these policies in place.

We are seeking members interested in the newsletter editor position. We have had interest from one person. Karen will follow up with her to find out more about her background and skills for this position.

Adjournment:

The meeting ended at 1:32 p.m.

Respectfully submitted,

Stacey M. Stover
MACRAO Secretary



Treasurer's Report to the MACRAO Executive Committee
Friday, April 17, 2009

FUND BALANCE - March 20, 2009

Savings:	\$40,742.10
Checking:	<u>\$8,379.70</u>
	\$ 49,121.80

RECEIPTS:

Savings

Interest-Savings - Mar. 2009	\$5.31
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Checking

No deposit activity

TOTAL MONTHLY REVENUES	<u>\$5.31</u>
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TOTAL ACCOUNT BALANCE	\$ 49,127.11
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DISBURSEMENTS:

Executive Board

Cvent purchase	\$3,617.50
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Committee Chair meeting lunch	\$102.40
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Michigan Transfer Network (MTN)

Monthly Service Fee - Apr. 09	<u>\$991.00</u>
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TOTAL MONTHLY DISBURSEMENTS	<u>\$4,710.90</u>
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FUNDS AVAILABLE, April 17, 2009:	<u><u>\$ 44,416.21</u></u>
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Savings:	\$32,747.41
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Checking:	<u>\$11,668.80</u>
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	<u>\$44,416.21</u>
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NOTE: Transferred \$8,000 from Savings to Checking on 3/31/09 to maintain minimum checking account balance

Respectfully submitted,

Pete Lacey
Treasurer



Treasurer's Report to the MACRAO Executive Committee

Friday, May 15, 2009

FUND BALANCE - April 17, 2009

Savings:		\$32,747.41
Checking:		<u>\$11,668.80</u>
		\$ 44,416.21

RECEIPTS:

Savings

Interest-Savings - Apr. 2009	\$4.02
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Checking

Spring Drive-in Registrations	\$3,210.00
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TOTAL MONTHLY REVENUES		<u>\$3,214.02</u>
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TOTAL ACCOUNT BALANCE		\$ 47,630.23
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DISBURSEMENTS:

Michigan Transfer Network (MTN)

Monthly Service Fee - May 09	<u>\$991.00</u>
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TOTAL MONTHLY DISBURSEMENTS		<u>\$991.00</u>
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FUNDS AVAILABLE, May 15, 2009:

Savings:	\$32,751.43	
Checking:	<u>\$13,887.80</u>	
	<u>\$46,639.23</u>	<u>\$ 46,639.23</u>

Respectfully submitted,

Pete Lacey
Treasurer