

**MACRAO Executive Committee Meeting  
May 13, 2004**

**Lansing Community College  
Lansing, Michigan**

**PRESENT:** Sedgwick Harris, Tracey James-Heer, Karen Klumpp, Diane Praet, Vickie Scavone, Carol Taberski

Absent: Jeff Hartman, Marc Payne, Dorene Root, Mark Ulseth

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**CALL TO ORDER** Carol Taberski called the meeting to order at 10:00 a.m.

**MINUTES** Diane Praet moved and Karen Klumpp seconded approval of the March 25, 2004 meeting minutes. Approved.

**REPORTS** **Treasurer:** Carol Taberski reported for Marc Payne, who was unable to attend. The current balance is \$41,704.08. All institutions have paid their 2003 dues except for Wayne State. MACRAO income taxes have been filed and we have received a confirmation.

**President:** No report.

**President-Elect:** Diane Praet reported that there has been one Local Arrangements Committee meeting since the last Executive Committee meeting. The LAC has decided on a speaker, gift and nametags. They also have three leads on music and will meet again on June 25. The committees have received confirmations of their sessions. Diane will work with individual presenters to help determine the need for these sessions.

The dinner at AACRAO was very nice. Approximately 20 people attended.

**Vice President:** Sedgwick Harris presented information about the 2005 conference location. The Radisson in Lansing can provide 200 rooms and a \$109 room rate. A suggestion was made to include parking fee rates in the conference materials.

There was also discussion on the contract with the Radisson. The following suggestions were made:

- Reduce the number of rooms on Tuesday night to a dozen.
- Move the cut off date for room reservations to October 16.
- Request 200 rooms on Thursday, and 180 on Wednesday.

**Past-President:** Karen Klumpp reported that she will be starting the nomination process for the Vice President and Treasurer positions. Members of the 2004 Nominating Committee are Holly Diamond, Karen Klumpp, Dick Stevens, and Members-at-Large Donna Franklin (Cleary College), Pete Lacey (SCCCC), and Susan Cushnier (U-M Dearborn). Karen will e-mail the membership about the nomination process. She will also add a call for retirements section to the nomination form.

Karen Klumpp read through a draft letter to MCCSSA regarding the MACRAO articulation agreement. The letter is on hold until we know if it addresses all of the issues.

**Historian:** Dorene Root was unable to attend, so no formal report was made.

**Webmaster:** Mark Ulseth was unable to attend, so no formal report was made.

**Newsletter Editor:** Jeff Hartman was unable to attend, so no formal report was made.

The next newsletter is scheduled to come out in early August. There was discussion on how future newsletters should be distributed - printed or mailed electronically. The EC felt that it should remain a hard copy and a suggestion was made to expand the next edition to 12 pages.

Ideas for possible newsletter topics:

- MACRAO agreement
- Update on H.R. 3311
- Nominations for Vice-President & Treasurer
- Denise Anne Taylor (Conference speaker)
- 2004 Conference – Motown theme (logo available), Henry Ford, sessions (days & times)
- 2005 Conference location

**Directory Editor:** Vickie Scavone distributed a handout outlining the “Procedures to Apply for MACRAO Membership and Membership Approval Process.”

Diane Praet moved and Tracey James-Heer seconded a motion to accept International Academy of Design & Technology in Troy, MI for institutional membership. Motion approved.

## OLD BUSINESS

**Incorporation and Insurance:** Vickie Scavone provided additional information about incorporation for MACRAO.

1. The Michigan Annual Report (MAR) is short and we could do it ourselves.
2. There would be no change to our election process.
3. There would be a cost of \$275/hour for an attorney to educate us on the topic.

At Forest T. Jones, there is a minimum amount of \$1,000/year for Association Professional Liability insurance. There is an application form and MACRAO would need to provide financial statements to get an estimate for coverage. We can also receive a quote for a Convention Cancellation Plan. \$1 million is the recommended amount. Diane Praet will begin to fill out the necessary forms for the estimates.

**FERPA brochure:** Diane Praet made a motion to accept the revised FERPA brochure, contingent upon – (1) the last sentence in bullet #8 being changed to “This written consent (includes electronic signature) must;” and (2) the revision date being updated to June, 2004. The motion was seconded by Tracey James-Heer. Approved. Carol will send an e-mail to the membership letting them know it is available on the web.

## NEW BUSINESS

**Guest application:** Duff Zuby at Delta College would like to add a line to the guest application that indicates it is the responsibility of the student to satisfy all prerequisite guidelines. The specific wording will come from Duff.

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**Committee goals:** Diane Praet moved and Sedgwick Harris seconded approval of the Admissions Practices/Enrollment Management committee goals.  
Approved.

**NEXT MEETING** The next meeting is scheduled for Tuesday, June 15, 2004 at Baker College in Owosso.

**ADJOURNMENT** The meeting adjourned by Carol Taberski at 2:40 p.m.

Respectfully submitted,

Tracey James-Heer