

**MACRAO Executive Committee**  
**Friday, May 16, 2008**  
**CMU – Lansing Center, East Lansing, Michigan**  
**2900 West Road – Suite 301**  
**East Lansing, Michigan 48823**

**Present:** Melinda Booth, Jim Dwyer, Karen Hutslar, Scott Owczarek, Kristin Schuette, Howard Shanken, and Duff Zube

**Guest:** Paul Dykstra

**Absent:** Debbie Harju, Dorene Root, Stacey Stover

**Call to Order:** The meeting was called to order at 10:13 by Howard. Minutes from the April meeting were unanimously approved.

**Treasurer's Report:** Funds available as of May 16, 2008

Savings = \$54,293.98

Expenditures = \$1,458.71

Balance = \$52,835.27

**President:** Howard is back to work part-time following his surgery, and feeling good. He will resume MACRAO projects as is consistent with his increasing workload and recovery.

**President-Elect:** Great Lakes Conference web site is up and running with tentative schedule for the event. Some links are working while some are not up yet. She also reported that she has received the signed contract from the DJ and that the first MI LAC meeting is scheduled for May 28. The planning process has been challenging due to geographic constraints and limited meeting times but plans are moving forward for the Dearborn located event.

**Vice President:** No report.

**Past-President:** Nominating and Elections committee has solicited the membership for nominations via email blast and newsletter article. Jim will secure final list to submit to Dorene for confirmation of MACRAO involvement.

**Historian:** No report.

**Web Editor:** The web editor has been busy with many MACRAO projects this month. Kristin developed a registration form on the MACRAO web site which can be used by any committee for any event. The Support Staff Workshop is using the form now. The form will NOT take payment but committees can use it to track participants. The EC can

view all registration lists. To view lists, log in to the web site (member login & menu) and click the "Event Registration Lists" link.

Debbie sent Kristin a layout for collection of session proposals. This would be used for the 2009 Annual Meeting session proposals. Since it's so far off, Kristin will work on the College Day/Night and Transfer Fair calendars first.

Kristin met with Lacey, chair of College Day/Night committee, to discuss building an online College Day/Night and Transfer Fair calendars system. Kristin will build an online request form that anyone requesting an event can use. The chair and co-chair of the CDN committee will get an email notifying them of the request, so they can log in, see the queue of requests and approve or deny them. Either way, the system will email the requestor notifying him/her of the decision. Approved events will display on the public view of the calendar. The new calendars will have links to websites, dynamically update, and will be more web accessible. Historical data will be maintained (meaning "past" months/years won't be deleted). Kristin has begun building the systems and Lacey will be entering existing data from hard-copy to a spreadsheet so Kristin can load the existing data to the new system.

Lastly, as suggested by Lacey, the Member Services link on the MACRAO home page was moved to the top of the page.

**Newsletter Editor:** The new timing of the newsletter (sending newsletter immediately before EC instead of within one week) worked much better. The May newsletter is out to the membership and posted on the web site. Most of the mailing list was sent via [MACRAOmail@gmail.com](mailto:MACRAOmail@gmail.com), but we did exceed the limit on sent mail. Scott is checking into the customer service to see if we can seek exemption from the limit or break the membership list up differently for future emails.

**Directory Editor:** Gmail account has been created. Scott, Melinda and Kristin all have access. It was discussed that we consider a higher annual conference registration fee for institutions with unpaid dues, as a potential by law change. Scott will work to establish listserv for MACRAO and then merge with the directory.

### **Old Business**

Honorary Membership – We discussed honorary memberships and at this time the following people qualify:

- Sedgwick Harris
- Richard Stevens
- Mark Ulseth

Dues increase: The EC previously approved the dues increase for institutional members from-\$125 to \$150.00 and from \$175 to \$200 for affiliate members. There was additional discussion confirming that a dues increase was appropriate to cover the rising

cost of events, including the increased professional development opportunities planned by the EC for the general membership and committee chairs and co-chairs.

Goals: Howard discussed that we should be creating goals for the EC.

December meeting with chairs and co-chairs: We discussed this event and will need to finalize plans.

Registration for events: We have discussed this in the past on having something to assist our chairs. Howard is checking into CVENT to see if it is something we may want to pursue.

### **New Business**

Refund policy: Debbie finalized a refund policy for all MACRAO events. The policy was moved for approval by Karen and supported by Duff. Debbie will share the new policy with the committee chairs, it will be posted to the web site, and there will be an item in the e-newsletter.

Bylaws: Paula Dykstra will be working with Ron Hughes to look at the most recent by-law changes and make recommendations to the group for upcoming revisions. The goal is to make these recommendations to the membership, post them on the web site, and vote on them at the fall meeting. They will include:

- removing the M-TENS committee, and establishing the MTN Governing Committee as a standing committee
- converting the Legislative Update ad hoc committee to the Legislative Issues standing committee
- Delete the Graduate and Professional Studies standing committee
- extending the treasurer (and possibly secretary) term from two years to three years
- Late fee for membership and conference. We need a timeline for when institutions need to respond before having to face sanctions.
- Look at raising the limit that we can charge for individual and affiliate memberships, which are currently set at \$150 and \$250 respectively.

We also discussed some editorial changes. Both Paula and Howard felt this had been done before but was not reflected in the recent version on the Web. Karen will check to see who has the electronic version of the form and what prior changes were recommended.

ACT: We discussed an ACT representative attending an EC meeting

Articulation Committee: The committee submitted a guest application survey for approval in two parts: one for sending institutions, and the other for receiving

institutions. The survey will be administered via survey monkey. The EC reviewed it and recommended that it be combined into a one part survey, if possible. They are also making changes to the Guest Application to deal with the new ethnicity reporting requirements from IPEDS. It was suggested that they also seek input from the Community College Admission Directors and DASUM. Karen will contact the chair.

MACRAO logo: Melinda shared the options for a new MACRAO logo, and collected feedback on several top choices and the recommendation to change to darker blue and also to look at examples in the size that it will actually appear. She will obtain updated proofs and work with Kristin to post to the web site and publicize via e-newsletter a survey for the membership to vote on 2-3 options. The goal is to unveil and implement the new logo at the Great Lakes Conference.

**Adjournment:** The meeting adjourned at 1:00 p.m.

Respectfully Submitted,  
Melinda Booth, Acting Secretary

Treasurer's Report to the Executive Committee  
MACRAO 5/16/2008

BEGINNING BALANCE, Savings, April 18, 2008	\$ 50,252.04
BEGINNING BALANCE, Checking, April 18, 2008	1,765.46
	<hr/>
	\$ 52,017.50

RECEIPTS:

**Fall Conference 2007**

<b>Membership Dues 2007:</b> Hibbling	175.00
<b>Registrar's Drive-Inn (04.03.2008):</b>	2050.00
<b>Interest-Savings:</b>	51.48

Total Revenues: 2,276.48

TOTAL FUNDS AVAILABLE \$ 54,293.98

DISBURSEMENTS:

**Executive Board Costs:**

Meals	293.11
Office Supplies:	65.60

**Fall Conference 2008:**

Entertainment	100.00
---------------	--------

**MTN:**

Monthly Service Fee	991.00
---------------------	--------

<b>Service Charge-Checking</b>	9.00
--------------------------------	------

TOTAL DISBURSEMENTS \$1,458.71

FUNDS AVAILABLE, May 16, 2008: \$52,835.27

Savings, May 16: \$50,303.52

Checking, May 16: \$2,531.75

Respectfully submitted,

Duff Zube  
Treasurer