

**MACRAO Executive Committee Meeting  
May 19, 2005**

**Kellogg Community College  
Kellogg, Michigan**

**PRESENT:** Sedgwick Harris, Tracey James-Heer, Diane Praet, Carol Quigley, Dorene Root, Vickie Scavone, Paul Schmidt, Michele Thomas, Mark Ulseth

Absent: Paula Dykstra, Carol Taberski

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**CALL TO ORDER** Diane Praet called the meeting to order at 10:18 a.m.

**MINUTES** Michele Thomas moved and Tracey James-Heer seconded approval of the April 7, 2005 meeting minutes with correction. Approved.

**REPORT** **Treasurer:** Michele reported that the current balance is \$49,867.70. We received registration fees of \$10,100 from the annual conference, and \$1,720 from the Registrar's Drive-In. Overall, there has not been a lot of activity. There are still a few outstanding fees not paid from the fall conference. The Registrar's Drive-In is paid now.

ITT – Grand Rapids has not paid their membership fees yet.

Michele filed our income taxes and received an unclaimed property claim form for \$85 from 1998 from Wayne State. This money is unclaimed by MACRAO. Michele will submit the proper documents and report back when we receive the \$85.

Diane will contact Noreen (Registrar's Practices) and Jennifer Pahl (Articulation) to clarify that committee members are expected to pay the registration fees for workshops.

**President:** Diane distributed a committee report letter from the Articulation committee.

The EC discussed the vacant Newsletter Editor position. Carol is willing to do one newsletter if needed. Sedgwick will send a call out to the membership.

**President-Elect:** Sedgwick reported that the LAC met again last month. The entertainment on Wednesday night will be a dueling piano show, and Thursday night will be a Las Vegas theme. The Radisson is willing to decorate, so the committee is looking into those expenses. The LAC is still working with state government representatives on a possible keynote, but they have contacted a speaker's group as well. The keynote will be confirmed very soon. As of early July, an email teaser will be sent out to members to save the date. Sedgwick has lost two, possibly three LAC members due to promotions. Therefore, Duff Zuby and Terah Zaremba will join the committee. All committees will receive a letter about their session time slots in July. The sessions look excellent; we have one extra session right now. We also have up to five vendors. The pre-conference planning is coming along too. The EC will do an email vote on the LAC budget. Finally, the committee is working with the Chamber &

Convention Bureau regarding local Lansing businesses for different sponsorships.

The EC discussed thank you gifts for keynote speakers. The EC, LAC and committee chairs all received the same gift last year (frames).

The LAC may do registrations through Kellogg Community College because they have a registration system. A suggestion was made that MACRAO consider developing or purchasing their own registration system. It could be money well spent. Mark recommends paying less than \$20,000 for such a system. The Data & Technology committee should research this option. The EC discussed the current registration process and possible software solutions. Michele will talk to some of her technology people at her institution. Mark will look into this as well.

July 1 is the due date for newsletter articles. Paula will be asked to do an email reminder in June to the committees.

**Vice President:** Paula was unable to attend, so no formal report was made. In her absence, Diane Praet distributed a revised contract for Grand Traverse. The EC agreed to sign the contract and tell Shanty Creek no thank you.

Paula will attend the Summit in the Woods to represent the EC.

**Past-President:** Carol was unable to attend, so no formal report was made. Diane reported that Carol is working on nominations and elections and has a seven person committee.

**Historian:** Dorene is pulling together a group of folks to discuss the joint conference with Indiana and Ohio for 2008. The group will meet at 10 a.m. on June 13.

**Webmaster:** The company Mark has been working with on our web site is no longer interested in the project. The transfer wizard is more appealing to organizations. Mark will investigate whether or not there is anything we can use off the shelf. He suggested waiting until we know what happens with the transfer wizard.

**Newsletter Editor:** No report; the position is currently vacant.

**Directory Editor:** Vickie brought forward a request from Michigan Theological Seminary in Plymouth, MI for institutional membership. Tracey James-Heer moved and Sedgwick Harris seconded the motion. Approved.

Vickie reported that Robert Miller College needs to be invoiced dues. Also, there is a graduate assistant from MSU who has not paid the \$25 individual membership fee.

The directory update letters have not been done yet, but they will be soon.

## OLD BUSINESS

**Visit to Lansing:** On April 20, 2005, MACRAO members Diane Praet, Vickie Scavone, Mark Ulseth, Paul Schmidt, Paul Robinson & Alex Torres, joined Senators Switalski and Cherry for a meeting in Lansing. Representatives from the Michigan Community College Association and the President's Council were in attendance, along with two aides from the Senator's staff. The two issues on the table were (1) a common course numbering system, and (2) transfer wizard. The common course numbering system discussion was dropped pretty quickly.

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It was determined that the 3<sup>rd</sup> floor of the college mall is deficient because there are some schools missing. One big issue is funding for schools that have not participated before. Jennifer Pahl agreed to write a letter to private schools that are not linked to the 3<sup>rd</sup> floor. MACRAO should only be encouraging schools to participate in this.

Diane suggested that we need to decide what to do within 2-6 months. A suggestion was made to define what a transfer wizard is (to us), versus a commission report (which suggests the future). The Senators are looking for a reply back from us. The EC discussed the transfer wizard in length. Ultimately, Sedgwick Harris moved and Tracey James-Heer seconded a motion to form a task force to discuss this issue and make it a priority. The committee should be represented by individuals from a 2-year school, 4-year school, and private institution, as well as from Articulation and Data & Technology. The goal of the task force is to develop a proposal to create a transfer wizard. The committee will meet as needed – on average, once a month. This will be a joint effort between the EC and Articulation. We would like to hear back from Articulation on this subject by early next week. Furthermore, we should reply to the Senators by July 1.

**NEW BUSINESS**

**MACRAO paying registration fee for President to attend AACRAO:** The EC committee discussed whether or not to pay the registration fee for our President to attend AACRAO. Currently, we spend \$500 for the President-Elect to attend Leadership Training. Sedgwick suggested creating a budget for it. The EC agreed that having Michigan represented at AACRAO is important. Paul Schmidt recommended trying it out for three years and then revisiting it. Another suggestion was to put it in the EC budget (the cost is approx. \$395). However, there were some mixed feelings on the subject. Tracey James-Heer moved and Michele Thomas seconded a motion to table this discussion.

**NEXT MEETING**

The next meeting is scheduled for Friday, July 8, 2005 at Lansing Community College.

**ADJOURNMENT**

Sedgwick moved and Tracey James-Heer seconded a motion to adjourn. The meeting adjourned at 2:54 p.m.

Respectfully submitted,

Tracey James-Heer