

MACRAO EXECUTIVE COMMITTEE

May 19, 2006

Grand Rapids Community College

Present: Sue Deel, Paula Dykstra, Sedgwick Harris, Diane Praet, Vickie Scavone, Howard Shanken, Michele Thomas

Absent: Melinda Booth, Dorene Root, Mark Ulseth

Call to Order: Sedgwick Harris called the meeting to order at 10:39 a.m. The minutes from February 17, 2006 were moved for approval by Diane Praet, seconded by Paula Dykstra and approved.

Treasurer's Report: Michele reported a beginning balance of \$58,025.37. She reviewed disbursements and miscellaneous receipts. The Registrar's Drive-In workshop made approximately \$500.00. The ending balance (funds available) is \$55,343.43.

There was a question on whether or not the Articulation Committee ever submitted a budget. Sedgwick reported that one was sent to him but it only had the \$1,000.00 needed for the hotel deposit for the Articulation Workshop. Based on their projected attendance of 75, the workshop should make approximately \$200.00. Diane noted that it should be made clear to the committee that no expenditures will be approved until the budget is submitted and approved.

Vickie asked if all 2005-06 membership dues had been paid. No, there are still a few outstanding such as I.T.T. Technical Institute, Olivet College, plus others. It was noted that an invoice was faxed to Olivet College on May 12. Diane Praet moved approval of the Treasurer's report. Howard Shanken seconded the motion; the report was approved.

President-Elect: Paula Dykstra reported that she made the down payment on the conference gift. Five vendors have committed to the conference; two are sponsors. Phone calls will be made next week to those that have not yet responded.

The session "Birds of a Feather" will be divided by systems with concurrent sessions. The systems will be Banner, Peoplesoft, homegrown, Datatel and smaller systems such as Jenzabar, etc.

E-mail has been sent to committee chairs on accepted sessions. She is waiting for mailing addresses for the session leaders. There is a mini-theme of diversity. She sees topics on American Indians, adult learners, athletes, beyond black and white and transfer students. She has an attorney who will lead two sessions on subpoenas

The session times are full and she's working with Mark Ulseth on the website. Eastern Michigan University will run the payments through and Carol Taberski is working on the food negotiations. There is entertainment planned which includes a beach party, steel drum band, a D.J., several contests and beach party movies. She is hoping for gift basket donations. The hotel is donating a weekend stay. She will bring a copy of the program to the next E.C. meeting.

Mark Ulseth has said that the transfer network is going ahead and could be presented as a pre-conference workshop but may also be a regular session offering. The keynote speaker, Kathleen DeBoer, is all set. She may speak on either communication between men and women or on competition – how to work with colleagues in a collaborative yet competitive way.

Vice-President: Howard Shanken reported that the contract for the 2007 conference was revised and will be returned to the Amway Grand. He noted that there has been much interest shown in this conference already.

He said that communication with the various committees has been challenging. Paula suggested that the chairs be reminded to be sure the co-chairs know what is happening so when it's their turn to chair the committee they know what the responsibilities are. She also noted that personal invitation should be sent for the chair/co-chair breakfast so all are clear on who should be there. It was determined that the outgoing chair and the incoming chair and co-chair should all be invited and attend – she budgeted for 25 people. This way the outgoing chair can be thanked and the incoming chair/co-chair can be given the information they need for the upcoming year

It was also noted that the Graduate Studies committee was a hard committee to communicate with. There are no sessions scheduled from this committee and no communication had been established yet. Howard would like to visit this committee and recommended that he continue to try to communicate with the group. Diane suggested a round table session for Graduate and Professional Studies – it would be good for the organization to see them on the program.

It is still being determined whether or not there will be a pre-conference workshop. It could be a good year to take a break from them so it's okay if one is not offered. The location of the conference could make attendance difficult for folks.

It was reported that the EEO Committee does have sessions going so all is well with this group. Paula may have to look again at the Graduate and Professional Studies committee. Paula may contact AACRAO to see how strong it is nationally. Sedgwick has a concern over the committee's leadership. He believes it's a group that could be active with the right leader. There was discussion about letting it rest for now, but

putting some real effort into reviving it in the future. The membership will be asked for feedback.

Past President: Diane Praet reported that there was no response from the newsletter request for nominations for Vice-President and Treasurer.

She said that the dinner at the AACRAO conference went well. There were 30 people in attendance and it was an enjoyable evening. She recommends that it be organized again for next year in Boston. She noted that the leadership conference is the first weekend in December and that MACRAO will reimburse up to \$500. AACRAO covers food, etc.

It was noted that the newsletter gave the MACRAO web address as MACRAO.COM - it should be changed to read MACRAO.ORG.

In late April an ad hoc committee was in touch with MSU staff and all are receptive to the transfer network. Funding is still in question. No outside sources have been secured so far. There have been no requests with an actual dollar amount known. There will be an initial cost plus maintenance plus individual institution costs.

Directory Editor: Vickie continues to receive bounce-back from e-mails. She would like to encourage the editors at the various institutions to update their directories. There have been some college name changes: Reformed Bible College is now Kuyper College. Also, Bay de Noc Community College is known as Bay College.

Vickie noted that Ecumenical Theological Seminary contacted her with an interest in MACRAO but has never followed through. She had a request for membership from Kaplan University. This would be affiliated membership. Paula moved approval, Diane seconded. Kaplan University was approved for affiliated membership.

President's Report: Sedgwick reported that there was a transfer agreement questionnaire sent out to school – this was not approved through the E.C. He has a concern over the distribution of documents not approved. There seems to be groundwork being laid to cause conflict between the Articulation Committee and the E.C. (and possibly the membership at large). It was suggested that Sedgwick and any from the E.C. could attend a joint meeting with the Articulation group to set the ground rules. It was determined that Paula, Howard and Sedgwick, as the leadership of MACRAO, should attend. They will go to an Articulation Committee meeting so it's not so uncomfortable for that group. The guest application could also be discussed with them at this time.

Sedgwick reported that there were some budgets to be reviewed. The Professional Development and College Day/Night were sent. Approved for travel scholarships for the Professional Development Committee was \$500.00.

College Day/Night budget is complete and approved. Total budget \$1,400.00

Graduate and Professional Committee asked for \$280.00 but Sedgwick never heard from the chair. Howard recommended letting the committee know that since they didn't meet the deadline they don't have an approved budget. Diane recommended the following: "Executive Committee has not approved a budget for this year. No conference sessions came forward from your committee so there is no need for money."

EEO budget (as approved at the February E.C. meeting):

Money for plaque	\$100.00
Brochure for nominations	\$100.00
Postage	\$ 39.00
One night comp. for room	\$150.00

and meals as appropriate for EEO award winner

No mileage or DVD costs will be reimbursed.

The rest of the budget will be decided on after it is known how the committee will handle the sessions.

Secondary School Relations: Doug Potter submitted a request earlier in the year for \$1,200.00 for the New Professionals Workshop and \$300 for mileage, meals, etc. for non-MACRAO panel members. A second request for \$450 for gift bags for conference attendees was received. No further communication with Doug Potter (the chair) has been received. Paula suggested that that Doug be told that based on the information we have received the E.C. is prepared to approve what he sent but we need the full list of expenses so it can be approved.

The Articulation Committee submitted the following:

Internet	\$100.00
Printing/publicity	375.00
Equipment	50.00
Food	67.00 x 75 participants
Rooms	255.00

	\$5,805.00

The initial request was for \$80 per participant (75) = \$6,000.

The E.C. then reviewed the letter Dorene Root sent to Ed Loyer's wife regarding the room arrangements for her. Paula will follow-up with Dorene.

Sedgwick reported that the budget from the 2005 conference has been finalized.

Support Staff Workshop: There was a question from the Professional Development committee about whether or not to hold the Support Staff Workshop. Pre-registration numbers are down and there was some concern that there weren't enough participants to make it worth holding. The quality of the experience may be compromised if there is not a larger group attending. Diane suggested that they go ahead and hold it as this is the only thing done for support staff. It was reported that Debbie Harju (co-chair of this committee) was okay to cancel it, but was worried about next year. Does canceling this year put next year's workshop in jeopardy?

It was decided that the E.C. would support whatever decision the Committee made regarding holding the workshop. There was some concern over the notification to folks if the decision is to cancel. They really don't want to send the wrong impression.

One last topic for discussion is an e-mail sent to the website from Catholic Social Services of Wayne County saying they are adding an educational component to their services. Response will be that we appreciate their interest in MACRAO but we are not open to service organizations.

The June meeting of the E.C. is cancelled. The July meeting will be in Traverse City at the Grand Traverse Resort.

Adjournment: The meeting adjourned at 1:51 p.m.

Respectfully submitted,

Sue Deel
Secretary