

MACRAO Executive Committee Meeting
May 30, 2003

Lansing Community College
Lansing, Michigan

PRESENT: Pam Liberacki, Tory Parsons, Diane Praet, Dorene Root, Carol Taberski

Absent: Holly Diamond, Marc Payne, Vickie Scavone, Mark Ulseth

CALL TO ORDER Tory Parsons called the meeting to order at 10:00 a.m.

MINUTES Diane Praet moved and Carol Taberski seconded approval of the April 24, 2003 meeting minutes. Approved.

REPORTS **Treasurer.** Marc Payne was unable to attend, so no formal report was made. Tory Parsons discussed the budget report Marc sent her, but there were several questions about the format which will need to be clarified by Marc at the next meeting. Tory also reported that Registrar's Practices final cost for the drive-in workshop was only \$265 and \$800 had originally been requested.

President. Tory Parsons discussed her efforts in working with all of the committees and urged Diane and Carol to do the same during their Presidential years. Much effort has been put into helping the committees understand their budgetary responsibilities.

President-Elect. Carol Taberski presented an initial proposed budget for the upcoming annual meeting. Plans are moving forward for the annual meeting. Robert Johnson from Oakland University is scheduled to be the keynote speaker. There will be minimal mailings sent, with the majority of the conference information being disseminated via e-mail. Diane Praet made a motion to accept the LAC's working budget. Pam Liberacki seconded the motion. Approved.

Vice President. Diane Praet reported that she has begun a 2004 draft committee membership list. There will be a call for committee volunteers in the August newsletter. The total number of members on any committee will continue to be limited to twelve. The Local Arrangements Committee will be added to the list of 2003 Committee members.

Past President. Holly Diamond was unable to attend. Tory reported that the Nominations Committee is continuing their work.

Historian. Dorene Root reported that she has provided information to the Nominations Committee about the potential candidates for Vice President, Secretary, and Members-at-Large. She is continuing to investigate potential honorary memberships also.

Webmaster. Mark Ulseth was unable to attend. Tory commented that the web site is looking very good. Honorary member information has been re-posted to the site.

Newsletter Editor. Vickie Scavone was unable to attend. Diane Praet reported that Vickie Scavone told her that she'll be following up with those institutions that have not accessed the online directory information.

OLD BUSINESS Both items on the agenda for discussion, Incorporation and Insurance, were tabled until Marc Payne and Vickie Scavone could be present to discuss their findings.

NEW BUSINESS a) Newsletter Editor vacancy. Lauren Sorenson is no longer at Lake Michigan College, so she has resigned as Newsletter Editor. Tory is working to identify a permanent replacement for this position. Lauren has offered to assist with the August newsletter if necessary. Our best wishes to Lauren in all her future endeavors, and our thanks for doing such a wonderful job as editor.

b) Tory reported on the upcoming workshops. **Articulation:** The conference will be held as scheduled. They are expecting 50-60 participants. **Support Staff Workshop:** Registration materials have been e-mailed. The event will be held at Baker College-Owosso. The cost is \$40 per person. **New Professionals:** Scheduled for September 11 and 12. **EEOC Workshop:** Rescheduled for August 13 at Oakland University. All originally scheduled speakers have agreed to participate on the 13th.

c) EEOC budget. Tory presented the budget proposal from the EEOC. Diane Praet made a motion to approve the \$800 as outlined in Items 1, 2, and 3 plus \$200 support for the workshop. The motion was seconded by Tory Parsons. Approved. A suggestion was also made that EEOC open the workshop to non-MACRAO members also.

d) Carol Taberski received an e-mail from a member asking about the MACRAO Agreement. The concern was about institutions who are signatories, but apparently as not participating as originally intended. Tory will ask the Articulation Committee to follow up with the institutions in question to determine how they are using the agreement.

e) Tory indicated that she will have a copy of the Michigan Uniform Guest Application posted to the MACRAO

website and then notify the membership that it is available for their use.

NEXT MEETING

The next meeting is scheduled for Thursday, July 10, 2003 at the Grand Rapids campus of GVSU beginning at 10:30 a.m.

ADJOURNMENT

The meeting was adjourned by Tory Parsons at 12:30 p.m.

Respectfully submitted,

Pam Liberacki

5-30-03 EC minutes.doc