

**MACRAO Executive Committee Meeting
July 8, 2005**

**Lansing Community College
Lansing, Michigan**

PRESENT: Paula Dykstra, Sedgwick Harris, Tracey James-Heer, Diane Praet, Dorene Root, Vickie Scavone, Carol Taberski, Michele Thomas

Absent: Mark Ulseth

CALL TO ORDER Diane Praet called the meeting to order at 10:15 a.m.

MINUTES Paula Dykstra moved and Sedgwick Harris seconded approval of the May 19, 2005 meeting minutes with correction. Approved.

REPORT **Treasurer:** Michele reported that the current balance is \$51,180.80. We received some vendor checks for the upcoming conference and Support Staff registrations. We also received membership fees from Robert B. Miller College. The unclaimed property claim was received from the State of Michigan, and we paid our bill for liability insurance.

Michele talked to some of the technology people at her institution about developing registration software for MACRAO. They had concerns about liability and maintenance of it (i.e. not being available to do it). So, Michele obtained a quote from the software company ePly. Essentially, the company would be building a database and allowing us to access it. The initial set up cost would be \$4,275, with approximately \$600 in charges every year. The EC felt the quote was worth discussion and the price is valid for 30 days. The committee agreed that we would want to set ourselves up as a merchant. There were some questions about the cost of becoming a merchant, and whether or not we could collect dues this way. Therefore, the discussion was tabled and Michele agreed to look into it some more.

President: Diane read letters of interest from two Newsletter Editor candidates – Melinda Booth (Oakland Univ.) and Kara Fields (Walsh). The EC voted and Melinda Booth will be our new Newsletter Editor. Carol will work with Melinda on the fall edition. Articles for the upcoming newsletter should include the following:

- Fall Conference – Sedgwick
- New Professionals Workshop – Troy Tissue
- Ad-hoc Committee – Mark
- Travel grant & Support Staff wrap-up – Sue Deel
- Summit in the Woods – Jennifer Pahl
- Great Lakes Conference – Dorene
- Directory Update Info – Vickie
- Committee Interest Form – Paula
- Dates & etc. for 2006 – Paula
- Announcement about Newsletter Editor – Diane
- Nominations & Elections – Carol
- Registrar's Drive-In wrap-up – Noreen Naeyaert
- EEO Award – Patrick McNeal

-CD/CN – Lisa Remsing

Diane and Carol visited Shanty Creek and there have been no changes to the facility.

President-Elect: Sedgwick reported that the LAC has been really busy and he distributed an updated conference budget. There will be an early bird registration fee of \$150 for those who register between 9/12/05-10/14/05. Otherwise, the regular registration fee will be \$185. The Preconference Workshops will be \$40. The registration form is almost done. We have six vendors now. The LAC redistributed the vendor letter due to bad addresses and is hoping to get some more. They are working on getting some local vendors as well. The LAC would like to get some local sponsors. The Army wants to come and they are willing to sponsor and be a vendor. Sedgwick is talking with them.

The keynote speaker will be Gabrielle Bonner, who will speak about empowerment and educational leadership. We still have a request in to the governor and lieutenant governor's office. Sedgwick spoke to our AACRAO representative (Tom Bilger) and we will cover his expenses, except for travel. Michigan State may be a sponsor and ACT is donating our name tags. Also, the shirts are ready to go. Carol and Diane will get the plaques. The LAC has asked the committees to do gift baskets.

Sedgwick distributed a conference program draft. Diane commented that the ad-hoc committee will need a session time for open discussion, and on two different times. Overall, the committee is pretty much set with sessions. Sedgwick provided an example of what the conference program will look like. He is working on something for the newsletter. The committee sent a "save the date" email teaser and they received many bounce backs (more than 50). The menu will be really nice. Also, the Past President's reception is pretty much set. Sedgwick still need agendas for the Preconference Workshops. Finally, a conference registration system is still being determined.

December 9, 2005 will be the EC meeting with the committees. The location is TBD.

Vice President: The EC discussed the notion that committee members sit out before re-joining the same committee. Our bylaws cover this already. Specifically, Article IV, Section 1 states, "The members of these committees shall serve for a period of three years with the terms of one third of the members of a committee expiring each year to provide the basis for both reasonable continuity and rotation of membership." In other words, these members would not officially be on the committee.

Past-President: Carol reported that the Nominating Committee did not receive many nominations this year. However, the nominations they did receive were very good. Carol distributed a list of nominees. The EC discussed the nominees and decided on the following:

-Vice President – Howard Shanken (GRCC)

-Secretary – Sue Deel (Alma)

-Nominating Committee – Kristi Webster (4-year Private/Lawrence Tech), Scott Owczarek (4-year Public/Wayne State), and Daniel Seguar (2-year Community College/Delta).

Historian: Dorene reported that a committee met at the Dearborn Hyatt on June 13 to discuss the 2008 Great Lakes conference. Attendees were Dorene, Stella ?? (Indiana University), and Brad Meyers (Ohio State). Indiana and Ohio are committed and very happy about the location. These folks will be the core of

the LAC. The logo is already set – Great Lakes 2008. There will be an addendum to our contract with the Hyatt. The committee will meet again on August 18 in Toledo.

Webmaster: Mark was unable to attend, so Vickie reported on his behalf. The ad-hoc committee has decided on an official name – M-TENS, which stands for MACRAO Transfer Equivalency Transfer System. The committee’s concern is with MACRAO technical resources. The committee will meet again next week and Mark is the chairperson. Vickie presented a resolution from M-TENS, finalizing the committee’s goal/formation. Paula moved and Carol seconded a motion to approve their charge. Approved. Members of the committee include Jan Munday (Schoolcraft), Diane Praet (U of D Mercy), Paul Robinson (U of M), Vickie Scavone (Walsh), Paul Schmidt (Monroe CC), Alex Torres (MSU), and Mark Ulseth (Henry Ford CC).

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

Directory Editor: Vickie received a list of closed institutions in Michigan and who holds their files. This will be put on the MACRAO web site as a link.

Vickie brought forward a request from Grace Bible College in Grand Rapids, MI for institutional membership. Tracey James-Heer moved and Paula Dykstra seconded the motion. Approved, effective immediately.

There was a second request from Rensselaer Polytechnic Institute in Troy, NY for affiliate membership. Tracey James-Heer moved and Michele Thomas seconded the motion. Approved.

There are six affiliate members and one institutional member who have not paid their dues. Vickie will send a follow up letter to them. They will be removed from the directory if they do not pay their dues. These members should be re-invoiced when we invoice everybody else.

Vickie read an email from Jennifer Locke (Lansing CC) regarding a pilot web site for the NATN – National Articulation & Transfer Network. The letter asks for a list of transfer coordinators in Michigan. The EC discussed whether or not this would be a conflict of interest with MACRAO. There was agreement that we need to know more about NATN because their web site is not very clear. Our policy is that we do not give lists to vendors. In essence, Jennifer would be acting as an agent for a vendor. It was suggested that NATN be a vendor at our conference where they have access to our members and can do a session.

OLD BUSINESS

MACRAO paying registration fees for President to attend AACRAO: The EC discussed whether MACRAO should pay the registration fee for the President to attend AACRAO and there was limited support for this. The committee considers it to be professional development on a personal level. There was agreement that MACRAO should pay for the Vice President to attend the AACRAO state/regional meeting.

NEW BUSINESS

NEXT MEETING

The next meeting is scheduled for Friday, August 12, 2005 at the Lansing Radisson.

ADJOURNMENT

The meeting adjourned at 2:30 p.m.

Respectfully submitted,

4 MACRAO Executive Committee Minutes
July 8, 2005

Tracey James-Heer

7-8-05 EC minutes draft.doc