

Executive Committee Meeting

Shanty Creek Resort

2:30 – 5:30 PM

Friday, July 23, 2010

Attendees: Debbie Harju, Karen Hutslar, Tammy Grossbauer, Pete Lacey, Katherine McMullen, Scott Owczarek, Janail Silver and Vicki Stewart

Absent: Dorene Root and Kristin Schuette

Call to Order

The meeting was called to order at 2:48 PM by Debbie Harju. The minutes from June 18 were moved for approval by Karen Hutslar and seconded by Katherine McMullen.

Comments from the Floor

None.

Executive Committee Reports

Treasurer

Funds available as of July 23, 2010

Savings = \$32, 808.61

Checking = \$19,622.02

Balance = \$52,430.63

Pete reported that the membership bills had been sent out and that he received the first payment yesterday from Madonna University.

There have been some institutions inquiring about paying their membership dues with a credit card. It was discussed as to whether CVENT could be set up to for dues payment. It was decided that the Executive Committee will evaluate the use of CVENT to collect membership dues next year.

There has not been a final Income/Expense Report submitted for the Summer Summit. Katherine will follow-up with Doug Potter.

The Spring Drive-In has also not been finalized. A final Income/Expense Report has not been submitted. In addition, there is still one person who owes for the Drive-In. Tammy will send

Pete the name of this person and he will adjust the membership dues for that institution to include this payment.

President

Debbie shared that she had taken part in a conference call with members of OACRAO and IACRAO regarding the possibility of a tri-state Great Lakes conference. Karen Hutslar, Dorene Root and Diane Praet also participated in the call. People seem to be in favor of holding a regional conference like this, but the soonest it could happen would be 2014. They are looking at Indianapolis as the location for the conference. The Executive Committee discussed the pros/cons of this type of conference with institutional budgets being a major concern. Debbie will provide updates when more information becomes available.

President-Elect

Scott reported that the Local Arrangements Committee met today and selected a t-shirt for the conference. They also did taste testing and picked a menu for the conference. The conference program is full with six sessions per block and they may actually have to adapt to seven sessions. This does not include any vendor sessions. The guest speakers are Darren Bakst (Council on Law for Higher Education) and Brad Myers. Brad will do two FERPA sessions. The LAC will be sending a "save the date" and putting everything on the website. The pre-conference workshops will be included in the conference fee. We will also have a Wednesday only and Thursday only registration option. The Keynote address will be Thursday from 9:00-10:30 AM with Lloyd Carr. Members will be required to wear their name tags for entry to this event. The LAC has also scheduled some entertainment such as a scavenger hunt, a DJ and beer and wine tasting. Scott felt everything was looking good and the cost of the conference would possibly be around \$220.

Scott also reported that he had attended the AACRAO Tech Conference this week. While at the conference he spoke with Leroy Rooker and Barmak Nassirian. Barmak applauded MACRAO for their pro-active approach with the state of Michigan's P-20 SLDS.

There is a consensus that a communication needs to go out to the membership regarding UIC/LDS. Karen and Scott will take the lead on this update and send it out to the membership. The update would be basically what we know at this point. It would then be updated on the MACARO website under committee reports.

Melissa is supposed to be providing Debbie with updated information. Once she receives this information a more comprehensive update will be sent out from Debbie.

Vice-President

Katherine reported that she is still in negotiations with the Inn at St. John's in Plymouth for the 2011 conference site. She will have more to report on this in September.

Katherine also presented the following Committee reports.

Articulation Committee

There was no update from the Articulation Committee. However, Katherine had contacted Doug Potter regarding the Guest Application Survey. Doug responded that the committee is working on getting the survey out and on a distribution list. Katherine and Tammy will follow-up with Doug. Tammy will contact Doug about using the MACRAO member list.

College Day/Night Committee

The College Day/Night Committee reported that they have the Fall MACRAO travel calendar online. They also have the Spring calendar online (deadline is the 1st week of November) and they have begun approval of Spring fairs.

The committee is planning to send post card reminders in August to high school counselors. They requested approval of \$407.00 from the Executive committee for the post cards. This amount was approved by the EC. Ferris State University will print the post cards and mail them. FSU will absorb the postage cost.

Equal Education Opportunity Committee

The next meeting of the EEOC is August 6. They met previously on June 1 and June 25.

The nomination form for the 2010 Equity in Education Award was posted to the MACRAO website and an announcement was emailed to all MACRAO members. A copy of the announcement was also sent to Janail Silver to include in the upcoming MACRAO Newsletter.

The EEOC has submitted three session proposals for the upcoming conference.

They have also submitted a request to update their committee name to the Equity in Education Committee.

Enrollment Management Committee

The Enrollment Management Committee met last week to discuss the potential 2011 pre-conference as well as a few last minute sessions if space was still available for the Fall 2010 conference. They have many ideas and will be getting together a proposal for the pre-conference workshop for Enrollment Management.

They would like to offer a cohort based Enrollment Management certificate at a pre-conference/throughout the conference for 2011. They feel enrollment management is the bridge between Admissions and the Registrar, and so they want to use this idea as a way of expanding professional opportunities for those involved in each of these roles. The Executive Committee feels this is a great idea. However, all agreed that we would like more information and perhaps we should bring someone in to talk about it as there are many unanswered questions. Debbie would like the committee to submit a formal proposal in writing. The EC would need to approve of this venture before it is taken forward.

Professional Development Committee

The Professional Development Committee reported that the Support Staff Workshop, *Recharge in a 2.0 World*, was a success and they believe they came in under budget. The Transfer Team from the Office of the Registrar at Oakland University won the 2010 Outstanding Support Staff Award. Alexis Thompson (co-chair) has already started planning for next year's support staff conference.

The committee is working on session proposals for the 2010 conference. The EC recommended that Katherine ask them to come up with some networking activities rather than sessions at this point.

Registrar's Practices Committee

The committee is currently working on confirmation of panelists as well as speakers for the session proposals that were accepted by the LAC for the annual conference in November.

An updated FERPA brochure has been submitted to the Executive Committee for approval at their July 23, 2010 meeting. Once the brochure has been approved it will be posted to the MACRAO website.

The Committee will have a combined meeting with the Articulation Committee on September 10, 2010 to discuss the Guest Student Application session that they will be presenting together at the annual conference.

Secondary School Relations Committee

The committee reported that invitations have been sent to Admission Directors for the New Professional Workshop. Due to some issues, CVENT registration is not yet up and running so they are taking email reservations until they have it sorted out. Scott is currently helping them get in touch with Tammy. They already have several RSVPs and they are hoping for at least 50 registrants.

Sustainability Ad Hoc Committee

The committee submitted a report detailing 12 categories they are exploring. They would like to meet face-to-face with the Executive committee to fully present and explain the results of their work to date and requested to be put on the agenda of the next Executive Committee meeting.

Debbie inquired if the EC could receive their results before the next meeting. Katherine will ask Chris Marx to submit the information before the meeting. The Executive Committee will listen and respond.

The session for first time attendees was inadvertently not submitted for the Fall 2010 conference. Alternatives to this session were discussed by the Executive Committee. It was decided that a special invitation would be sent to first time attendees to attend a reception in the Presidential Suite on Wednesday night from 6:00-7:00 PM.

Past President

Karen reported that there is testing going on now in the Portal with Admission personnel. She shared an email from Betty Wagner with regard to this.

Karen presented the Nominations Committee report to the Executive Committee. Karen moved to accept the nominations as presented by the Nominations Committee, Debbie seconded the motion. The EC took a vote. They will finalize their decision in two weeks.

Secretary

No report.

Historian

Scott gave Dorene's update regarding possible Honorary Membership candidates for this year. Howard Shanken and Paul Schmidt as past presidents will automatically receive Honorary Membership. Dorene also researched Duff Zube's contributions to MACRAO. Scott made motion to approve Duff Zube for honorary membership and it was seconded by Karen. There will now be four honorary memberships presented at the annual conference. It was decided that Pete Lacey would make the presentations. We will need a written paragraph from someone who knows each of them well. Dorene will make contact to see who will do the write-up. In addition to the Honorary Memberships, the EEO Award and the Transfer Program Award will also be presented at Thursday night's dinner.

Debbie noted that honorary members are not on the web site as a membership category. Scott suggested creating a MACRAO honorary member group in the directory.

Web Editor

No report.

Newsletter Editor

Janail sent an email asking for information for the Newsletter, but didn't really get a response. Debbie suggested contacting the chairs one on one. Janail will do this next week. She will then have the Newsletter out the following week.

Membership Coordinator

Tammy reported that the New Professional Workshop has been launched on CVENT.

The Banner Users Group of Michigan contacted Tammy regarding the use of CVENT. They were looking to see if we could do a registration for them. The EC discussed the issues involved, including possible contractual issues. Tammy, Pete and Debbie will investigate and make a decision. They will report back via email.

Old Business

Proposed Constitution and By-Law Changes (All)

The proposed changes were discussed by the Executive Committee. Debbie will reprint the Constitution and By-laws and distribute to the EC. The proposed changes will then be presented to the membership at the annual meeting in November.

It was decided that the proposal to allow retired MACRAO members to become ex officio members and be able to assist on committees would not be pursued this year. There was also discussion about adding another voting member to the EC in the event of a tie vote. Discussion on this issue will be continued.

Policies to be Discussed/Approved (All)

The Record Retention, Whistleblower, and Conflict of Interest policies were discussed. Karen will condense them and send them out to the EC. Once the EC has approved them, they will be posted on the website.

Executive Committee Roles and Responsibilities (All)

After a brief discussion, it was decided that Debbie will present the Executive Committee Roles and Responsibilities to the membership at the annual conference in November.

CVENT Contract Renewal – Tom Michalisko, Experient

Debbie reported that she has had a conversation with Tom Michalisko from Experient. She told him our needs for software service and he is going to consult with his software experts and see what they could do for us. When he has some information he will respond back to Debbie.

MACARO Audit

Pete reported that he spoken to an accountant and has determined that it would be costly to hire a CPA. The accountant he spoke to is willing to write a proposal and present an estimate of the cost of doing an audit. Karen made a motion to move forward with this and it was seconded by Scott.

New Business

Review of FERPA Brochure (All)

The Registrar's Practices Committee has reviewed and revised the FERPA Brochure. Katherine will send the revised brochure to the EC for review. Please review and respond with any comments for the second week of August.

Comments from the Floor

None.

Adjournment

The meeting was adjourned at 6:07 PM. The next meeting will be held Friday, September 17, at CMU-East Lansing.

Respectfully submitted,
Vicki Stewart
MACRAO Secretary



MACRAO Executive Committee

Friday, July 23, 2010

FUND BALANCE -June 18, 2010

Savings:	\$32,804.18
Checking:	<u>\$20,842.73</u>
	\$ 53,646.91

RECEIPTS:

Savings

Interest-Savings - June 2010	\$4.43
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Checking

Support Staff Workshop - 2010	\$110.00
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TOTAL MONTHLY REVENUES	<u>\$114.43</u>
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TOTAL ACCOUNT BALANCE	\$ 53,761.34
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DISBURSEMENTS:

Executive Committee

Liability Insurance	\$1,000.00
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Support Staff Workshop 2010

Award Expense	\$99.50
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Event Expenses

Capital One Merchant Fees	\$38.21
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Michigan Transfer Network (MTN)

Monthly Service Fee - July 2010	<u>\$193.00</u>
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TOTAL MONTHLY DISBURSEMENTS	<u>\$1,330.71</u>
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FUNDS AVAILABLE, July 23, 2010:

Savings:	\$32,808.61	<u>\$ 52,430.63</u>
Checking:	<u>\$19,622.02</u>	
	\$52,430.63	

Respectfully submitted,

Pete Lacey
Treasurer



MACRAO Executive Committee

Friday, August 20, 2010

FUND BALANCE -July 23, 2010

Savings:		\$32,808.61
Checking:		<u>\$19,622.02</u>
		\$ 52,430.63

RECEIPTS:

Savings

Interest-Savings - July 2010 \$4.03

Checking

New Professionals Workshop, Membership Dues \$12,750.00

TOTAL MONTHLY REVENUES \$12,754.03

TOTAL ACCOUNT BALANCE \$ 65,184.66

DISBURSEMENTS:

Executive Committee

EC Meeting Food \$290.50

Support Staff Workshop 2010

Presenters Expense \$250.00

Giveaway Items \$541.28

Summer Summit 2010

Facilities Expense \$150.70

Cvent Expenses

Capital One Merchant Fees \$67.80

Michigan Transfer Network (MTN)

Monthly Service Fee - Aug 2010 \$193.00

TOTAL MONTHLY DISBURSEMENTS \$1,493.28

FUNDS AVAILABLE, August 20, 2010:

Savings:	\$32,812.64	
Checking:	<u>\$30,878.74</u>	<u>\$ 63,691.38</u>
	\$63,691.38	

Respectfully submitted,

Pete Lacey
Treasurer