

**MACRAO Executive Committee Meeting  
July 13, 2004**

**Grand Valley State University  
Grand Rapids, Michigan**

**PRESENT:** Pat Cyngar, Sedgwick Harris, Jeff Hartman, Karen Klumpp, Jan Munday, Jennifer Paul, Marc Payne, Diane Praet, Vickie Scavone, Carol Taberski, Wyn Wilson

Absent: Tracey James-Heer, Dorene Root, Mark Ulseth

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**CALL TO ORDER** Carol Taberski called the meeting to order at 10:00 a.m.

**MINUTES** ??? moved and ??? seconded approval of the June 15, 2004 meeting minutes. Approved.

**NEW BUSINESS** **Articulation Committee:** Members of the Articulation Committee were present to discuss several issues of interest. Wyn Wilson said that the MACRAO agreement has consumed much energy. Keewenaw Community College has been seeking ways to become part of the MACRAO agreement. It took some time to gather the original documents (Susan did that) from the historian. The group is now working on figuring out how to update the process for a new signatory. They have found that not only do 4-year colleges have provisos, but virtually every college has some kind of information about how the agreement will apply. (Vickie Scavone noted that any addition of an institution needs to begin by going through a request for membership, through her.)

We discussed revisiting the structure of the agreement itself. It may be best to “let sleeping dogs lie” since revisiting the agreement might mean that currently participating institutions choose to pull out. It was also noted that if institutions pull out because they feel they can’t support their portion of the agreement, it is likely best to have that happen before the student is affected. Participation without understanding can lead to problems for the student. All agreed that the most important consideration is that students are not harmed in the process; the intent of the MACRAO agreement is to create a set of conditions that inform and assist students. Carol Taberski noted a case where honoring the agreement for a student who had taken a set of courses was questioned; it is hoped that such situations can be avoided.

Carol stated that there is a lack of knowledge about the process. The transfer / curriculum guide and the MACRAO agreement should work together. The guides for Eastern cite the MACRAO agreement; it’s right there. The Articulation Committee doesn’t want to change it, but just educate the membership so it will be used appropriately.

Karen Klumpp noted the importance of keeping the process simple and keeping people informed about their role in the MACRAO agreement. Hopefully institutions won’t pull out, but it is better that all are in touch with the expectations on their institutions so they appropriately facilitate their end of the agreement.

Jennifer Paul & Wyn Wilson met with Mike Goschka (head of higher education appropriations committee) re: MACRAO. Goschka suggested that we could consider submitting a grant request through a higher education committee with the purpose of having a state-maintained web area with course equivalencies. Florida and other states have a web site that well-defines course equivalencies across their higher education institutions. The challenge, though, is not in setting it up as much as it is in maintaining it. It was noted that we do have a transfer area of the MACRAO web site and that Florida has a very different type of educational system, in which the state has a lot of control. Some other states have a higher education system that is very tied together; Michigan does not have a system so closely tied, thus institutions operate a lot more autonomously.

Transfer students are now more sought by institutions than they were before. Some institutions are creating articulation agreements with non-accredited institutions. For example: Specs Howard has an articulation agreement with Lawrence Tech and others. Note: there are also articulation agreements with high schools; in either case, the credit does not transfer on to institutions that don't accept that type of credit.

Carol noted that about 10 years ago, there was an attempt to get the Universal Transfer Agreement solidified; only one school signed it.

General consensus to:

1. Keep the MACRAO agreement
2. Have a regular session @ the MACRAO fall conference re: the agreement
3. Think about what framework is needed to make sure institutions have the information they need relative to the agreement
4. Do more to show institutions how the MACRAO agreement can benefit institutions.
5. Put together a newsletter article by the end of July (the Articulation Committee will do this)

Fall Conference – Pre-conference sessions

Pre-conference will extend into the conference as a continuation of the Pre-conference (Articulation, reloaded). Wyn noted that half of the summer attendees were not at the fall conference (possibly budget issue, etc.) Since transfer students are typically assigned to one individual, Wyn noted that often others at the institution don't know much about articulation & transfer issues.

New Counselors Workshop – will have a few minutes on the agenda. \$40 for pre-conference.

The Articulation Committee will have 6 sessions @ the fall conference. They are presently determining order in which to have the sessions, in addition to the Pre-conference. Wyn asked questions about institutions interested in aligning program / curriculum with public institution content.

We may need to determine whether the Articulation Committee or the Executive Committee makes decisions regarding articulation policy. Wyn noted that the constitution & bylaws would likely supercede the original autonomy of the articulation committee. Karen stated that it is important to run potential changes past the Executive Committee for input. It seems as though the E.C. should have final determination on questions of policy. Perhaps a closer look at the constitution and bylaws is necessary. Marc Payne noted that the MACRAO agreement is a product of our organization and is thus owned by our organization, not by individual colleges or groups of colleges. There are politically better times to hold institutions to specific aspects of the agreement.

For the pre-conference workshop:

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9-9:30 – Check-in  
9:30 – Welcome (...etc. will be done by 2:00)

A full page in the Newsletter will be devoted to the MACRAO agreement & pre-conference workshop. It was noted that Carol has a box of briefcases that can serve as give-aways for the conference.

**REPORTS**

**Treasurer:** Total receipts - \$53,086.21  
Disbursements - \$46,511.48  
Available balance - \$38,494.46  
Additional \$1,520 to be deposited this week from Professional Development.

Received income/expense report for support staff workshop for 2004 (profit \$806.53). Submitted voucher request. No receipts, including for keynote speaker.

Didn't receive \$1,120 last year – just received – assuming checks written to the individuals, not to MACRAO. \$3,320 taken in; out was \$3,486 = difference of - \$166. We need to make sure checks are made out to MACRAO. Marc says we should also always wait to pay on vouchers until income/expense reports are in.

It was suggested that we consider giving discounts to committee chairs & co-chairs for annual workshop. People are interested in professional development, networking or recognition. We need to think of ways to reward people, given those interests.

Diane Praet doesn't feel we are having a problem getting co-chairs and chairs or committee members. Sedgwick Harris feels that just as we have a new generation of people in the job market, we may need to find new ways of rewarding people for participating in MACRAO, on committees, etc. Vickie Scavone noted that we need to articulate to the new generation the benefits of volunteering. Diane will be over-spending the budget by \$3000; this is a planned overage, approved by the Executive Committee for programmatic reasons. We can also consider bigger gifts for chairs/etc.

Marc said that we have about \$9000 too much in the treasury. Vickie suggested (based on conversation with Sedgwick) that we consider purchasing registration software...or find some other software MACRAO can purchase.

Regarding membership fees: those who came into MACRAO late (and were not billed) are being "grandfathered" in for this year and will be billed next year.

**President:** Carol said that she completed the insurance process (filled out form) a month ago. She's now waiting for a reply.

**President-Elect:** Diane Praet presented the conference budget to date. Only 5 vendors committed; 3 paid. She's concerned about that and will pursue additional vendors. Pre-conference workshops will be \$40 (it was originally budgeted for \$50). Based on the new timeline (blue sheet) we will go with an opening session & speaker (we saved a significant amount on the first speaker). We can also use the money that was saved for a Friday morning break. The conference email teaser will be going out soon. Additionally, information on the fall conference will be provided via postcard, newsletter article, and the web.

A live band has been booked for Thursday night (2 sets), with a DJ in between. At the last meeting Diane noted that several individuals had not gotten materials to her; those materials are still outstanding. She has 42 sessions in 6 time slots. Diane will be meeting with Henry Ford & the Hyatt at the end of July. She will begin some preliminary meal planning to validate the registration fee. We're

trying to put a lot into the conference for a fee of \$165. We have more roundtables – with some small overlap. The Executive Committee didn't see this as a problem. Sedgwick Harris asked if external businesses can sponsor a break (donate money); this is no problem – we would provide a sign stating that the event was sponsored by that individual/business.

It was determined that we are not providing institutional names and contact/email information to vendors prior to the conference.

**Vice President:** Sedgwick Harris said that the groundwork with the Radisson is set. Carol Taberski signed the contract & returned it. The Radisson has a person who does all their “themes.” They have ice sculptures (example: a “Central Park” ice arrangement). Sedgwick is checking into the possibility of getting Governor Jennifer Granholm as the keynote speaker, perhaps via sponsorships. He's looking at the possibility of going off-site for Wednesday night, perhaps to the Lansing Museum (behind capital building), although it may be a little too far to walk. Transportation might be available via old MSU buses (for a small cost): we would just pay the cost of the driver. Sedgwick is in the process of pulling together the LAC.

Regarding the leadership handbook updates, Diane Praet noted that goals & objectives need to be changed; we also need to change to the bylaws from November 2003. Standing committees should be updated to include January 2004 information. Consider adding MACRAO agreement brochure, FERPA brochure, etc. in the handbook.

Carol Taberski noted that EEO Committee hadn't updated stuff on the web. Diane will check with that committee chair to see.

Karen Klumpp will write article on the nominations. The nominees for upcoming positions include: Paula Dykstra, Assistant to the Vice President for Enrollment Services at Eastern Michigan University for MACRAO Vice President and Michele Thomas, Assistant Registrar for Curriculum and Degree Audit at the University of Michigan, Ann Arbor for MACRAO Treasurer. The three nominees for members at large for the 2005 Nominating Committee are: Angela Wafer from Eastern Michigan University (representing four year public institutions); Noreen Naeyaert from Lawrence Technological University (representing four year private institutions); and Stacey Stover from Schoolcraft (representing two year institutions).

Sedgwick said that he and Joyce Bishop haven't been able to make contact. She is being put forward for honorary membership. It was determined that when someone is leaving a position that has access to MACRAO for another position that may not have access to MACRAO, they are eligible for honorary membership. Dick ??? may be retiring soon and would be made an honorary member upon retirement.

Plaques are needed for:

- Honorary members
- Outgoing officers
- President
- Vice president: certificates for committee chairs members
- President elect – plaques for outgoing officers (Marc & Karen) (last year \$300 for 3)
- President – gift for past president
- Past-president - Honorary member plaques

Sedgwick said the glass non-trophy created last year was in the \$30 range and was beautiful; we should consider that instead of plaques.

**Past-President:** No report.

**Historian:** Dorene Root was unable to attend, so no formal report was made.

**Webmaster:** Mark Ulseth was unable to attend, so no formal report was made.

**Newsletter Editor:** Jeff Hartman asked that we get articles in by the end of the month! Included in this upcoming newsletter will be the Constitution change re: why we collect dues. Diane will put in information about Denise Ann Taylor.

**Directory Editor:** Vickie Scavone said that the yearly update to the directory editors will go out tomorrow. They will be updated before the billing goes out. She identified three key considerations: 1) when you add a new member, attach to the institution; 2) institutions should have only one institutional contact, 3) institutions should have only one directory contact. There will be an additional reminder in the newsletter that institutional contact updates are needed. We could list institutional contact & directory editor for each institution.

**NEW BUSINESS**

We did get a request from membership by Saginaw Chippewa Tribal College. They do not meet the institutional membership criteria but are eligible for affiliate membership. We approved membership for the International Academy of Design & Technology in a previous Executive Committee Meeting.

Diane wanted us to know that Brent Hill is the contact at the Hyatt.

Carol will ask College Day/Night to come in to discuss college fairs and using affiliate membership for non-MACRAO members. Presently approximately ½ of the people on the list are not MACRAO regular or affiliate members. Probably the week of Oct. 8.

**NEXT MEETING**

The next meeting is scheduled for Friday, August 6, 2004 at Northwestern Michigan College in Traverse City.

**ADJOURNMENT**

The meeting adjourned by Carol Taberski at 2:35 p.m.

Respectfully submitted,

Karen Klumpp