

**MACRAO EXECUTIVE COMMITTEE**

**July 21, 2006**

**Grand Traverse Resort**

**Traverse City, MI**

**Present:** Melinda Booth, Sue Deel, Paula Dykstra, Sedgwick Harris, Diane Praet, Dorene Root, Vickie Scavone, Howard Shanken, Michele Thomas.

**Call to Order:** Sedgwick called the meeting to order at 10:16 a.m. The minutes from the meeting on May 19, 2006 were moved for approval by Paula Dykstra with a second from Howard Shanken. The minutes were approved.

**Treasurer's report:** Michele Thomas reported that the funds available were \$53,446.53 as of July 21, 2006. She has received a vendor check and membership dues checks from Kaplan and Olivet.

It was reported that no money has been received from the Articulation committee from the summer workshop. Someone from the committee has the funds and has been told to forward them to Michele. The workshop had 62 attendees. There is concern that the hotel hasn't been paid and perhaps other bills are outstanding from the workshop. There has not been a report turned in for the newsletter either. Howard will follow-up with the committee and will let the Executive Committee know if he needs help with this. Sedgwick or Howard will call the hotel to check on payment.

It was reported that institutions with outstanding 2005 dues will be billed those dues on the invoice for the 2006 dues. If an institution is two years in arrears, they are off the membership list. Anne Monroe is now at Northern Michigan College so her individual membership will be rolled into an institutional membership.

Approval of the treasurer's report was moved by Howard Shanken and seconded by Diane Praet. The motion was approved.

**President's Report:** Sedgwick reported that the liability insurance has been paid. He has had conversations with several committee folks. Doug Potter is still with CMU but is now in the Detroit area. There has been no deposit made for the hotel for the conference from Secondary School Relations – Sedgwick has asked Doug to keep all abreast of the details of the conference.

The support staff workshop scheduled for June 8 was cancelled due to low registration numbers. The gifts for the conference will be kept for next year's conference. There was concern about the location of the conference this year and that being the reason the registration numbers were low. The conference was scheduled for Big Rapids on the

campus of Ferris State University – many would have had to spend the night due to the distance.

There has been a request from Jennifer McMahon for a letter from MACRAO (on letterhead) saying what qualifications MACRAO expects a candidate for an admissions representative position to have. This discussion will be held later in the meeting.

The contract has been signed with the Amway Grand for the 2007 conference.

**President-Elect's report:** Paula Dykstra distributed a revised conference budget. She noted that so far there is a loss of \$5,000 showing but there was some extra built in that should come out eventually. There was a question about whether or not a photographer was necessary – what is the value-added of having someone do this? It does allow pictures to be in the newsletter and on the website. Howard Shanken and Diane Praet supported the evolving budget and it was approved.

Paula said there would be a theme-related gift for the conference and she distributed pocket programs. She noted that there were six slots for each session and four roundtable sessions planned. The final session on Thursday would be the Birds of a Feather session which will be broken into groups this year. There are six vendors confirmed. Paula wants to emphasize the chair/co-chair breakfast. She plans on website notification, packet notices, etc. She hopes to make folks understand that there is a responsibility to attend this breakfast. Also, the outgoing chair should attend as well. There seemed to be some confusion as to who should attend this in past years so she hopes to clear up all the misunderstanding about attendance at the breakfast.

There needs to be a flyer for the chairs and co-chairs noting the December meeting. Vickie offered to host it at Walsh College, Novi campus. She'll confirm this with Howard. There also needs to be an announcement for the Fall 2007 conference for the packets. Paula and Sedgwick will speak at the first-timers session. The conference will also include an Honorary Membership presentation to Sandy Loyer for Ed Loyer.

Sedgwick will send a letter to Sandy letting her know about the presentation and inviting her and a guest to the conference. Someone will let her know about hotel reservations, etc. It was noted that we need to remember to make a name badge for her, reserve a table for her at the dinner, etc. Dorene will ask Paul Wright to make the presentation. The video tribute (made last year) will be available for anyone who would like to view it. Paula will check on whether or not a plaque is appropriate for this presentation.

**Vice-President's report:** Howard has reserved the Gerald Ford museum for Wednesday night for the 2007 conference. There is no catering there but the location is an option.

Howard then asked if there was a way to include MACRAO's name in connection with the Michigan Civil Rights Initiative (against the initiative). It was determined that the Executive Committee cannot speak for the total membership so we cannot commit the name to the cause.

Howard described a document created and distributed by Grand Rapids Community College called FERPA in Ten. He would like to have this endorsed by MACRAO (it will have Family Compliance Office approval). He should begin with the Registrar Practices Committee and seek Executive Committee final endorsement. It was noted that this could perhaps be nominated for an Ockerman Award. The Executive Committee would have to nominate it to AACRAO.

**Past President's report:** Diane noted that three plaques would be needed for the conference; they are for the outgoing treasurer, the president and the past president. There is money in Paula's conference budget but is there also money in the Executive Committee budget for these?

Diane then brought names forward for consideration for positions on the Executive Committee for next year. Positions open are treasurer and vice-president.

**Historian:** Dorene will conduct some research on the nominees mentioned for honorary membership including Chuck Shreve. She will also bring to the conference the C.D. containing the tribute to Ed Loyer.

**Webmaster:** No report.

**Directory Editor:** There is a request for affiliate membership for Hibbing Community College in Hibbing, MN. Diane moved approval. Paula seconded the motion; it was approved.

The rest of the agenda was tabled until a later time as it was time for lunch and a meeting with conference officials from the hotel.

**Adjournment:** The meeting adjourned at 12:10 p.m.

Two additional items were discussed at lunch. Allison Mahoney requested a letter be sent from MACRAO on MACRAO letterhead stating the general requirements MACRAO would expect of a candidate for an admissions position. She is asking because the INS is requiring such a document. It was determined that MACRAO could write a general letter stating the opinion of the group that generally schools look for certain, specific requirements but all schools are different in what they require. It is up to the individual institutions what requirements they set for any specific position. Also,

Wayne State University (as Allison's employer) should ask for this letter to be written, not Allison herself.

Second, Paula notified the group that her position is changing. She will be in the advising office instead of enrollment services. However, her new job duties will include liaison duties to community colleges and articulation agreement work so she will be able to continue in MACRAO.

Respectfully submitted,

Sue Deel  
Secretary to MACRAO