

MACRAO EXECUTIVE COMMITTEE
Friday, August 17, 2007
Walsh College, Troy

Present: Melinda Booth, Sue Deel, Sedgwick Harris, Karen Hutslar, Dorene Root, Vickie Scavone, Howard Shanken.

Also present: Paul Schmidt, Chris Shell, Mark Ulseth, committee chairs Debbie Harju, Sally Janecek, Megan Kelly, Carol Quigley, Darlene Wells.

Absent: Kristin Schuette, Duff Zube.

Call to Order: The Executive Committee meeting was called to order at 11:01 a.m. The minutes from July 20, 2007 were moved for approval by Karen Hutslar and seconded by Sedgwick Harris. The minutes were approved.

Treasurer's Report: Duff had distributed, via e-mail, the treasurer's report.

Beginning balance total:	\$60,460.56
Total revenues:	5,022.85
Expenditures:	991.00
Funds available:	\$64,492.41

There were two corrections: 1) "Membership Dues" should read 2007; 2) The line showing the MTN monthly charge should read as such – "MTN Monthly Charge". The Treasurer's Report was moved for approval by Karen Hutslar and seconded by Sedgwick Harris. The report was approved as amended.

President's Report: Howard assumed this role for the meeting and asked how the membership should be informed (and who should the announcement come from) about Paula Dykstra's job situation and the resulting change in the Executive Committee.

This situation has happened before. Howard noted that we need to be sensitive to Paula's wishes on how this information is released. Dorene will do some research as to how it was previously handled in the newsletter. We should also have an e-mail announcement.

The by-laws were reviewed as well as Robert's Rules of Order. By Robert's Rules of Order, Howard assumes the role of president. Howard is comfortable with assuming this role and running the fall conference, with guidance. The by-laws do not specify how to handle this situation, so Robert's Rules were followed. Sue Deel proposed that Howard be asked to serve out the unexpired term of president left vacant by Paula's situation. Karen Hutslar seconded the proposal. The proposal was approved.

Howard said that a letter was needed for Eastern Michigan University authorizing the Executive Committee to get Paula's MACRAO related e-mail, documents, etc. from Paula's account there.

There was discussion about the need for a past president now that Howard has assumed the role of president. Sedgwick expressed his willingness to continue in this role but

there are several that could come back. Sedgwick is willing to contact the eligible past presidents to see if they would be willing to serve. If the survey to the membership and the follow-up to that is part of the charge for the past president, then interested members will need to think about that. Discussion continued and included the observation that it would be good to have an admissions person on the Executive Committee since most of the members are registrar folks. Jim Dwyer is an admissions person; he might be a good option. Howard will call Jim and see if he would be willing. There was a motion by Karen Hutslar to invite Jim Dwyer to take the position (and to invite Sedgwick to continue if Jim declines). The motion was seconded by Sue Deel and approved.

President-Elect: Howard reported that the web registration vendor is working with him. He hopes to get this on the MACRAO website for the future. An announcement needs to be sent to the membership that registration is open. Karen will send that. A full program as well as a pocket program will be posted to the website.

Vice President: Karen is trying to get committee chairs in place. October 5th is the next Great Lakes Conference meeting.

Past President: Sedgwick reported that he sent e-mail in March to the nominations committee for nominations for vice president and secretary. He missed sending a request to the membership. The information received is what came from the nomination committee. There were eight nominations for vice president and seven for secretary. He e-mailed those nominated and asked if they would be willing to accept the nomination.

In June he told Paula who was willing to accept a nomination. Paula then brought those names to the Executive Committee. This should not have happened. The Executive Committee usually reviews the list of nominations first then contacts the nominees to see who's willing. Sedgwick said he thinks an e-mail should be sent to the membership to ask for nominations, but we need to be sensitive to those who have already been asked.

Howard asked Sedgwick to go back to the nominating committee, explain the procedure and ask the committee how they would like to proceed. It could be handled sensitively, whatever the decision. Sedgwick will follow-up with the committee and report back to the E.C. He noted that we still need nominees for the three at-large members of the nominating committee.

Sedgwick then reviewed the membership survey. Several suggestions were made to help improve the survey to ensure the data we are seeking will be received.

Historian: Last month Dorene assumed the responsibility of handling questions that came via the website. She said she would be glad to continue this job. No nominations have been made for honorary membership.

Web Editor: Kristin was unable to attend so no report.

Newsletter Editor: Melinda reported that she sent the first e-newsletter to the listserv; it's been well received. Next time she'll move the deadline up a bit.

She will contact committee chairs for their information and will also need a letter from the president for the fall newsletter. Howard will provide that. She'll write about Kristin taking over the duties of web editor. She will also need the nominees for offices along with their biographies if possible for the fall newsletter. She'd like to provide a link to the member survey too.

Directory Editor: Vickie reported that there have been no requests for membership for the past six months. As far as 2007 dues, 56 institutions are paid, 37 are unpaid. Everyone has been paid in full for 2006.

Vickie would like to consider some sort of voting privilege for non-voting members of E.C. She requested this due to concern over the possibility of a lack of a quorum at E.C. meetings and what that would mean to a meeting during which a decision had to be made. The suggestion was made that perhaps a conference call to the person or persons not in attendance could be made and a vote taken that way. It was suggested that this be checked through Robert's Rules of Order.

Old Business: There was no old business.

New Business: Paul Schmidt suggested an update to the "Definition of an Official Transcript" document. It was suggested that this be made into a brochure with the MACRAO logo. There was a motion made by Sue Deel to support updating this document. The motion was seconded by Karen Hutslar and approved. There was a motion made by Sedgwick Harris to approve putting this document online, in packets for the fall conference and for discussion at the conference. The motion was approved.

There was concern expressed that the logo at the top of the MTN website was not the MACRAO logo. Most felt this was okay.

Mark Ulseth reported that 23 schools are up and running on the MTN website. There are only three schools with less than 10 equivalencies. Mark is the contact person for sign-ups, passwords, etc. Paul is the contact person for de-bugging help, general help, etc.

Mark said the site should be referred to as MTN or Michigan Transfer Network and not M-TENS as it was previously. He also suggested that the committee charged with the creation of the MTN needs some closure. It will soon be maintenance not creation. The system has been presented to several groups including the Registrar's Drive-In, the Articulation Workshop, BUGME, MUG, MCCA, and others. A letter was sent to the presidents of four-year public institutions and in September the community college presidents will be notified.

It was noted that our contract requires that a coordinating committee be formed. Mark and Paul will bring suggestions for members. They both agreed to attend E.C. meetings

until the fall conference and then as needed after that. They noted that changes need to go to the coordinating committee, not to Kristin directly.

Howard reviewed the folks that need to be recognized during the unveiling of the network such as the Lieutenant Governor, the folks at MSU, etc. Mark suggested that thought should go into how it will be unveiled – music, backdrop, etc. Large screen projection of the site was suggested. This could be submitted for an Ockerman Award so maybe it should be videotaped.

Before adjournment Sedgwick thanked everyone for their support and prayers during their recent loss.

Adjournment: The meeting adjourned at 2:27 p.m.

Respectfully submitted,

Sue Deel
Secretary to MACRAO

Notes from Committee Reports:

Registrar's Practices: Darlene Wells reported that the conference plans for their committee are set. They are looking at the document "Definition of an Official Transcript". Concern was expressed about the lack of a statement that says hand delivered transcripts are not acceptable. Several said their institutions accept hand carried transcripts if they are sealed, with a signature across the seal, etc. Paul Schmidt noted that this document was meant as a guideline only and was not meant to be a binding policy. Howard noted that transcripts are sometimes being e-mailed and are accepted that way too if certain criteria are met. That practice will be reviewed soon.

Paul expressed his desire to see the document reproduced and available for the fall conference. It was suggested that there could be one in attendee's packets with some discussion of the document at the conference.

Secondary School Relations: Megan Kelly reported that the New Professionals Workshop would be held in two weeks. There are 35 registered so far. The itinerary is on the website. She gave a quick report on the sessions and activities planned.

Admissions Practices: Sally Janecek reported that they have held e-mail meetings. They have two sessions for the fall conference. She is hoping to revive the committee as much is happening in the enrollment management area.

Howard emphasized that the E.C. is here to help if committees need it.

Legislative Update Committee: Carol Quigley reported that there will be a meeting with the Lieutenant Governor to persuade him to attend our unveiling of MTN. Hopefully members of the Cherry Commission will be present. Postcards are going out with a formal invitation being sent to others for the unveiling. The media will be alerted as well as public relations offices at colleges.

Carol said Mike Hanson, MCCA president, will be presenting a session at the fall conference. There will also be a session from AACRAO. They are co-sponsoring a session with the EEO committee titled "Buffering Effects of Proposition 2".

She asked for website space for updates from her committee. Kristin is working on this.

Professional Development Committee: Debbie Harju reported that 90 people attended the Support Staff Workshop. She asked for some help with credit card registration – that would have been helpful for the workshop. She said she and one other member will be leaving the committee this year – there are six remaining members. Catherine Lichtenburg will be co-chairing (and will act as chair until Heather Pelgus returns).

Debbie also asked folks to promote the travel grant for the fall conference. September 14 is the deadline for applications. She thanked Karen Hutslar for her e-mail reminders of deadlines, etc.

Karen Hutslar said committees may have to get creative with meetings due to budget constraints, etc. We need to encourage folks to join committees – nomination forms are available. Hopefully there will be representation by someone from each committee at the designated E.C. meetings so all can hear the information coming from the E.C. and from the individual committees.