

**Executive and Chair/Co-Chair Committee Meeting**  
**September 17, 2010**  
**Central Michigan University-East Lansing Center**  
**2900 West Road, Suite 301**  
**East Lansing, MI 48823**  
**10:00 AM – 2:00 PM**

**Attendees:** Debbie Harju, Karen Hutslar, Tammy Grossbauer, Pete Lacey, Katherine McMullen, Scott Owczarek, Dorene Root, Kris Schuette, Janail Silver, Vicki Stewart

**Chairs and Co-Chairs:** Emily Clement, Linda Falkiewicz, Christopher Marx, Monique McGregor, Nicole Rovig,

**Call to Order**

The meeting was called to order at 10:15 a.m. by Debbie Harju. The minutes from July 2010 were moved for approval by Scott Owczarek and seconded by Karen Hutslar.

**Committee Reports**

**College Articulation (Emily Clement)**

Emily Clement (co-chair) discussed the results of the Guest Application Survey with the Executive Committee. The Articulation Committee was disappointed that only a small number of institutions responded. They did, however, find that the majority that responded do use the guest application. Emily asked Janail Silver to add some additional survey questions in the next newsletter to find out if we really want to continue to use the guest application. A summary of the survey results will be presented at the annual conference.

Emily reported that the committee wants to lock in the Summer Summit dates of June 15-17, 2011 with McGuire's Resort. McGuire's is willing to give them the same rate as this year, if they lock in the dates early. The committee submitted a request, but the Sales Agreement was not included. The Executive Committee would like to see a copy of the Sales Agreement to review before rendering a decision. Emily will send the contract to Katherine McMullen. The EC will vote on this issue at their October meeting once we have reviewed the budget request and the contract. Emily also asked if they could advertise Summer Summit at the annual conference.

Pete Lacey noted that he has paid the bills for the 2010 Summer Summit, but has not received the itemized income expenses from Doug Potter. Pete will need this information for the annual treasurer's report.

To date, there have been no applications submitted for the Transfer Award. Emily asked if Janail should put it in the newsletter again with an extended deadline. Discussion followed as to whether or not the Transfer Award had to be given out every year. Debbie questioned the application deadline and whether there was enough time to identify the winners and have the plaques ordered in time for the conference. Emily will check with Sylvia to see that they haven't received any applications and will let Scott know early next week. It was decided that if there are no applications, the award will be not presented this year. Scott or Emily will send the EC an update.

Emily also reported that Wynn McDonald has resigned from the committee due to additional responsibilities at work.

### **College Day/Night**

Katherine reported that the committee has begun approving Spring fairs, but not many have come in quite yet. The committee plans to meet next at the annual conference and finish setting the Spring travel calendar and moving into next year. Rachel Florence from SVSU will be taking over as chair after the conference. They have a recommendation for co-chair, but have not finalized it with the candidate as of yet.

At the conference, they plan to share more information about future recommendations for their committee. This includes online fair evaluations, streamlining the college fair RSVP process, working on updating the invite/RSVP contact list, etc.

All in all they felt the year went very well. The committee did a great job truly analyzing the travel territory in Michigan and making decisions based on cost effectiveness and efficiency.

### **Data and Technology Applications (Linda Falkiewicz)**

Linda Falkiewicz reported on the merger of the MTN and Data and Technology Applications committees. Linda met with Paul Schmidt in August to discuss the merger and they have continued to be in contact since then. Linda felt there were some issues that the EC needed to address regarding the merger. Debbie addressed the issue of the by-laws and Kris Schuette will send Linda a copy of the contract with MSU. The EC has been working on some revisions of the by-laws and they will be published in the next newsletter and voted on at the annual conference. Linda wondered how the Michigan College Access Portal (MichiganCAP) relates to the MTN, since there seems to be a missing link to the MTN. Linda will send Debbie a screen shot so she can follow-up with the State regarding this issue. Linda needs administrator access and Kris will make this happen. Scott suggested that the committee lists be updated to reflect Linda's status as chair. Katherine will make the update.

Linda asked about sessions for the annual conference. She feels that Data and Technology needs to step-up. Scott told her there are still some slots available.

### **Enrollment Management**

Katherine reported that she discussed the committee's proposed enrollment management track with them. This track would result in the attendees being awarded an enrollment management certificate. The committee said they are not looking to be board certified. They are just looking at this as a professional development opportunity for 2011. Debbie requested that they submit a written proposal to the Executive Committee so that we could have some clarification on what they are attempting to do. Karen suggested the EC could give approval for a "pilot project" to see how this goes.

#### **Equal Education Opportunity (Monique McGregor)**

Katherine reported that the committee had received four nominations for the Equity in Education Award and they will select the recipient later this month.

The committee has submitted a request to the Executive Committee to change the committee's name to Equity in Education Committee. The EC has approved the change, but it still has to be presented to the membership for approval at the annual conference.

The committee will have one last meeting in October prior to the annual conference. They have two sessions and the award presentation for the conference this year. They have not heard back from the LAC as to the days that each session will be held. Scott gave them the information for each of their sessions.

#### **Legislative Issues**

No report.

#### **Local Arrangements**

Scott apologized for the conference registration not yet being available. He is doing everything he can and it will be up by Monday. There will be three registration options for the conference this year.

Scott shared a draft of the conference program with the EC and Chairs/Co-Chairs. Lloyd Carr will talk about "reinventing ourselves" and Darren Bakst from CLHE who will be doing four hours on legal issues/challenges. Due to a scheduling conflict, they did have to merge roundtables and Birds of a Feather. The past presidents reception will be on Thursday night before dinner and on Wednesday night there will be a reception for first-timers. The first-timers reception will be held in the President's suite from 6:00-7:00 PM and is currently not in the schedule. Debbie asked Scott if he could get her a layout of the room to assist with planning for the First-Timers Reception. Scott will check with Shanty Creek.

Scott concluded by stating that the Local Arrangements Committee has been great. Debbie asked if Scott and the LAC needed anything from the EC. At this point, he said he just needs help getting CVENT set-up.

### **Michigan Transfer Network (MTN) Governance**

See update from Linda Falkiewicz under Date and Technology Applications.

### **Professional Development**

Katherine reported that she had talked with Lisa Masi and that the committee hadn't really met since the workshop in May. Lisa asked Katherine about the Travel Grant. They haven't done anything with it this year. After some discussion as to whether or not to offer the grant this year, the EC agreed we should offer the travel grants this year and decided that an email should go out to the membership regarding the grant with a Friday, October 8, application deadline.

Pete reported that the bills are paid for the Professional Development Workshop, but he did not see a final expense report from the committee.

### **Registrar's Practices (Nicole Rovig)**

Nicole Rovig presented the revised FERPA brochure to the Executive Committee. Nicole stated that AACRAO has a FERPA guide, but the committee felt it was not clearly written in some areas. They took some parts of the AACRAO guide and incorporated it into the revised MACRAO brochure. After some discussion, Karen asked for clarification in some areas and made some suggestions. Nicole felt she could make the suggested changes and will then resubmit the brochure to the EC for approval.

Nicole reported that the committee is already starting to think about the Spring Drive-In. They have set a date of March 25, 2011 and are planning to hold the Drive-In at MSU. Debbie asked if they needed to sign a contract with MSU, as the EC would have to approve it.

### **Secondary School Relations**

Katherine reported that the committee once again hosted the New Professionals Workshop on September 1-2, 2010 at the Lexington Lansing Hotel. The theme was Dr. Seuss' *Oh the Places You'll Go* and more than 40 new admissions professionals from around the state attended. Debbie Harju, current MACRAO President, spoke to the attendees about the benefits of joining MACRAO and Craig Aimer, Assc. Director of Admissions at SVSU, was the keynote speaker.

One again, high school counselors joined the workshop for a discussion on working together to serve perspective students. Other workshop highlights, included a mock fair, sessions on being

a professional, public speaking and travel tips. Successful sessions on financial aid basics and working with transfer/non-traditional students were also held.

The committee will be hosting three sessions at this year's annual conference. A High School Counselor Panel, New Kids on the Block and Admissions Outreach Programs.

The Secondary School Relations Committee is eager to move forward under the leadership of Tom Hampton (LSSU), committee chair for 2010-2011. They will be losing five full-term committee members this year so they will be looking to recruit new members this coming year.

### **Sustainability Committee Ad Hoc (Chris Marx)**

Chris Marx presented the Executive Committee with the Sustainability Committee report. Chris went over some of the highlights of the report with the EC. Some of the topics of discussion contained in the report were: What organizations are people joining instead of MACRAO, fees structure, what other states have/are doing, expanding the membership, look at how we identify institutions who are eligible to join, MTN, CVENT, membership benefits, promote events to get larger participation, engagement/re-engagement, EC engagement/re-engagement, re-engage at the state level, develop closer relationships with other state organizations, and other suggestions from the session at last fall's conference. Chris said the committee has had many lively, rousing discussions while putting this report together

Chris would like to volunteer to continue on the committee, if the EC decides to extend it another year. After a brief discussion, the EC agreed to keep it running for another year.

Debbie asked what would be the next step. Pete suggested a presentation at the Fall conference as it would be good for the membership to know. Chris will present the report at the conference on Thursday, November 11, at 3 PM

Debbie wants the EC to review and discuss what we can/can't do. She requested that this topic be an action item for next leadership meeting/conference.

### **Comments from the Floor**

None.

### **Executive Committee Reports**

#### **Treasurer**

Funds available as of August 20, 2010

Savings = \$32,812.64

Checking = \$30,878.74

Balance = \$63,691.38

Funds available as of September 17, 2010

Savings = \$32,816.94

Checking = \$33,602.05

Balance = \$66,418.99

Pete presented the August and September 2010 Monthly Reports. He still needs the income and expense summary from the New Professionals Workshop.

Pete also reported that he will be meeting with the auditor soon. He plans to have the audit report before the annual meeting.

### **President**

Debbie distributed the "To Do List" with the roles of each Executive Committee member for the annual conference. The list was reviewed and each EC members' duties were discussed. Since the Transfer Program Award was cancelled, Dorene will not need to order the plaque.

If anyone has something they want to be posted for the conference, it will need to be given to Janail by the October 15 deadline for the October Newsletter.

The certificates for all committee members, vendors and sponsors need to be completed by October 15. Karen, Debbie and Vicki will coordinate on the certificates. They will have extra, blank certificates available just in case some late adjustments are made.

Pete will present the Honorary Members at the Thursday night dinner.

The Local Arrangements Committee will have someone taking photos at the conference and the EC will assist.

Debbie will add the EC's duties for the Annual Conference to the annual calendar.

In regard to the plaques, Dorene has everything written up that she has information on. She still does not have all the information she needs, such as the EEO Award.

### **President-elect**

Scott gave an update on the UIC/LDS.

Scott proposed holding the December Leadership Retreat with the Chairs/Co-Chairs at MSU's Kellogg Biological Station in Battle Creek. He is looking at December 9-10 for a day and a half retreat and already has a speaker in mind for the morning professional development session. He asked what everyone's availability would be for those dates and how the cost of the retreat should be covered. Scott proposed that MACRAO cover cost. Debbie asked Scott to put a

budget proposal together for EC to review. Karen suggested possibly inviting only the Chairs to keep the cost down. An email will need to go out to new chairs (current co-chairs) and new co-chairs.

Scott asked if the EC was sending anyone to AACRAO in December. Karen felt it is very beneficial to attend and many institutions send two people. Debbie agreed that the experience is great. We usually send the Vice President but other organizations send other members and quite often one is the Treasurer. Pete declined as this is his last year on the EC. The budget was discussed and Dorene proposed that we allow \$700 per person. The EC agreed. Scott made a motion to allow \$700 per person and it was seconded by Karen. If rates are found to be more, the EC will re-evaluate.

#### **Vice-President**

Katherine reported that she is still in negotiations with the Inn of St. John's for next year's conference. She asked Scott what technology rates we are getting from Shanty Creek as the management at the Inn of St. John would like to see what they are charging. Scott will email Katherine the information.

#### **Past President**

Karen reported that the Nominations Committee Report and acceptance of the recommended candidates was approved by the Executive Committee via a conference call on Friday, August 6.

Karen distributed information about a web based transfer advising system for colleges and universities. It is like the MTN, but on a national level. She will send an email if anyone wants to check it out.

As this is her second to last meeting as a member of the Executive Committee, Karen wanted to thank everyone. She has loved working with everyone and wanted to make sure she got a chance to say it.

#### **Secretary**

No report.

#### **Historian**

Dorene has secured writers for the bios of the honorary members and she has pictures of everyone except Paul Wright. She will let Scott know who and how many will be seated at the honorary table.

Dorene still does not have the information for the EEO Award. She needs to know soon so she can order the plaque(s). Once the plaques are ready, Debbie will pick up the plaques for Dorene.

**Web Editor**

Kris gave an update on the web page. She also agreed to help Linda Falkiewicz and her committee with Q&A if they do a session on the MTN at the conference in November.

**Newsletter Editor**

Janail reported that the September newsletter is going out Monday, September 20.

**Membership Coordinator**

Tammy reported that she has a request from Johnson and Wales University for membership. They meet the criteria for affiliate membership. She also has a request from Sanford Brown Institute, Dearborn. Debbie made a motion to accept both as affiliate members. The motion was seconded by Pete.

**Old Business****Proposed Constitution and By-Law Changes Update – Debbie**

The Executive Committee is in agreement with all the proposed changes. Scott inquired about changing the affiliate member section, but after some discussion it was determined that no changes needed to be made.

**CVENT Contract Renewal – Tom Michalisko, Experient Update – Debbie**

Debbie distributed the response from Experient as to what their product could offer us. The response was reviewed and the EC decided not to pursue their product/service. It was decided, however, to invite them as a vendor to the annual conference. Scott will have Kurt send a personalized invitation.

**MACRAO Audit**

Pete reported the he will meet with the auditor sometime during September-October. He plans to have a report by November. Pete will move forward with the audit unless it exceeds the \$500 maximum. If it exceeds that amount, he will come back to the EC for a vote.

**Discussion and Review of FERPA Brochure (ALL)**

Scott will ask Nicole to send the brochure with the suggested changes to EC for approval.

**Policies to be Discussed/Approved (All)**

The shortened versions of the Whistleblower, Conflict of Interest and the Record Retention policies were discussed. Karen had revised and sent shortened versions of the policies to the EC as a follow-up to the July meeting discussion. The Conflict of Interest policy was approved with a couple of minor changes and the Whistleblower Policy only needs to have "EC" replaced

with “Executive Committee.” Pete will check with the auditor on how long to keep records in regard to The Record Retention Policy. The EC agreed to post the policies. A motion to approve the changes and post the policies was made by Debbie and seconded by Scott. Karen will make the changes and send them to Kris to be posted. The EC agreed to review the policies again next year.

### **New Business**

Dorene suggested the potential purchase of AACRAO’s Centennial Video. The video could be shown at the annual conference in November. It is on the AACRAO website, if anyone would like to view it. After some discussion, the EC voted “Yes” to approve purchase of the video.

### **Comments from the Floor**

None.

### **Adjournment**

The meeting was adjourned at 3:09 PM. The next meeting will be October 15 at the Central Michigan University-East Lansing Center.

Respectfully submitted,  
Vicki Stewart  
MACRAO Secretary



**MACRAO Executive Committee**

Friday, September 17, 2010

FUND BALANCE -August 20, 2010

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

RECEIPTS:

**Savings**

Interest-Savings - August 2010 \$4.30

**Checking**

New Professionals, Membership Dues, Fall Conference \$3,150.00

TOTAL MONTHLY REVENUES \$3,154.30

TOTAL ACCOUNT BALANCE \$ 66,845.68

DISBURSEMENTS:

**New Professionals Workshop 2010**

Refund \$125.00

**Event Expenses**

Capital One Merchant Fees \$108.69

**Michigan Transfer Network (MTN)**

Monthly Service Fee - September 2010 \$193.00

TOTAL MONTHLY DISBURSEMENTS \$426.69

FUNDS AVAILABLE, September 17, 2010: \$ 66,418.99

Savings: \$32,816.94

Checking: \$33,602.05

\$66,418.99

Respectfully submitted,

Pete Lacey  
Treasurer