

**MACRAO Executive Committee Meeting  
September 19, 2003**

**Lansing Community College  
Lansing, Michigan**

**PRESENT:** Holly Diamond, Pam Liberacki, Diane Praet, Dorene Root, Vickie Scavone, Carol Taberski, Mark Ulseth

Absent: Marc Payne

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**CALL TO ORDER** Holly Diamond called the meeting to order at 10:10 a.m.

**MINUTES** Carol Taberski moved and Holly Diamond seconded approval of the July 10, 2003 minutes with correction. Approved.

**REPORTS**

**Treasurer.** Holly Diamond reported for Marc Payne, who was unable to attend. Current balance information was unavailable at the time of the meeting. Income and expense reports are coming in slowly from committees. The Articulation Committee had money in balance and have asked to retain it at SVSU for next year's conference. The committee will be instructed to return the monies to MACRAO. We will be returning the registration fees for the cancelled EEO Workshop. Diane Praet moved and Holly Diamond seconded a motion to keep the 2004 dues structure the same as for 2003. Motion approved. Membership invoices will be mailed by October 1. **Because of the late mailing, at the annual meeting, we will ask the paid institutions to vote to allow all attending institutions to vote.**

**President.** Holly reported on a seminar she attended, presented by the Canadian Consulate General, on detecting fraudulent documents. Holly will forward information to the list-serve.

**President-Elect.** Carol Taberski reported that the LAC is meeting next week. The LAC had a successful visit to Shanty Creek. There are still many sessions without facilitators. She will send an e-mail asking for volunteers. Registrations are coming in. Thursday night is fun night with a Roaring 20's theme. The proposed agenda for the business meeting was reviewed.

**Vice President.** Diane Praet has sent a letter to all chairs and co-chairs to ask for confirmation of committee members. Annual reports are due October 15. Diane will mail invitations for the breakfast at the annual meeting to the outgoing and incoming committee chairs/co-chairs. She has created new recognition certificates. There are approximately 25 committee vacancies and she will be soliciting volunteers by e-mailing the entire membership, as well as through the newsletter article.

**Past President.** Holly Diamond reported on the final nominations:

Sedgwick Harris - Vice President

Tracey James Heer – Secretary

Nominations Committee: Donna Franklin; Pete Lacey; Susan Cushnier

Information is in the newsletter. Congratulations to the Nominations Committee on a job well done.

**Historian.** Dorene Root reported that she is working with Holly to prepare honorary member information.

**Webmaster.** Mark Ulseth reported that updates to the web site are good and it appears to be workable for the members. There have been many questions about the College Day/Night calendar and multiple requests to update. The transfer calendar has been updated multiple times also. Holly Diamond will contact Michael Lopez to ask about this situation. The web site names are coming up for renewal, so we will need to repurchase. The cost to repurchase was approved at the March, 2003 as part of the Executive Committee budget for this year.

**Directory Editor.** Vickie Scavone reported that the directory is on the web site and is requiring more clean-up than originally envisioned. She anticipates that it will be easier next year. ITT-Grand Rapids have paid their dues. ITT-Troy has met membership criteria, but has not paid dues. ITT-Canton is just being accredited so are not currently eligible for institutional membership. Vickie has told them about affiliate membership. Marc Payne has been notified of those who have been approved for affiliate membership, but we do not know if they've been invoiced yet.

**OLD BUSINESS** The Past President vacancy was discussed. Holly Diamond will contact past presidents in reverse order of their year of presidency to identify someone to step in and fill this role for the next year.

**NEW BUSINESS**

- a) Committee and Leadership Handbook. Diane Praet distributed copies for review. The Executive Committee is asked to review and send her suggestions for changes by **Friday, October 3, 2003**. The revised handbook will be distributed at the meeting with committees in December.
- b) Filling Committee Vacancies. Discussed as part of the Vice President's report.
- c) Business Luncheon Agenda. Discussed as part of the President-Elect's report.
- d) MACRAO Agreement. Holly Diamond talked about the questions she has received from one member

concerning the MACRAO Agreement who has asked for review of the same. This issue was discussed and because the Executive Committee does not sense that this is a critical issue for the membership, and because the agreement was reviewed recently and no change was advised at that time, it was agreed that will still support that position and no action was recommended.

**NEXT MEETING**

The next meeting, the annual meeting for all committees, is scheduled for Friday, December 5, 2003 at Walsh College, Novi Campus.

**ADJOURNMENT**

The meeting was adjourned by Holly Diamond at 2:05 p.m.

Respectfully submitted,

Pam Liberacki  
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