

MACRAO Executive Committee
Friday, September 19, 2008
CMU – Lansing Center, East Lansing, Michigan
2900 West Road – Suite 301
East Lansing, Michigan 48823

Attendees: Melinda Booth, Karen Hutslar, Debbie Harju, Scott Owczarek, Dorene Root, Kristin Schuette, Howard Shanken, Stacey Stover, Duff Zube

Absent: Jim Dwyer

Guests:

Admissions Practices/Enrollment Management – Beth Gierada (Chair)
Articulation – TJ Mohl (chair) and Christopher Marx (Co-Chair)
Data and Technology – Gayle Reynolds (chair) and Dorian Chalom (Co-Chair)
Legislative Update (Ad-Hoc) – Carol Quigley (Chair) and Marcie Otteman (Co-Chair)
Professional Development – Katherine Lichtenberg (Chair)
Registrars Practices – Kara Fields (Chair)

Call to Order:

The meeting was called to order at 10:02 am by Howard. The minutes from the July Executive Committee meeting were moved for approval by Duff and seconded by Karen. Motion carried.

Comments from the floor and communications to the EC:

Care Tech Company may be interested in working with MACRAO on creating an e transcript program.

Committee Reports:

Admissions Practices and Enrollment Management:

Jennifer Pahl resigned as co-chair due to increased responsibility in a new position. Kathryn Stafford from Washtenaw is the new co-chair and she has recruited Larry Aeits as a new member and the incoming co-chair. Speakers for both conference sessions have been selected. Their challenge has been getting participation from committee members as it relates to developing the conference sessions.

Articulation:

They hosted a successful Summer Summit and are looking forward to the upcoming fall conference sessions. Their conference workshop was cancelled because their guest speaker was not available. They have, however, proposed another session in place of this. The biggest challenge is time. The committee members do excellent work but it involves balancing their work at their institutions and their committee obligations.

College Day/Night:

No report

Data and Technology:

Their conference sessions are planned as well as a pre-conference workshop related to communicating with students. One of their sessions will address emergency contacts. They surveyed the MACRAO members on software uses. The challenge is changes in committee members.

EEO:

No report

Legislative Updates:

Their co-chair was unable to fulfill the role so Marcie Otterman has accepted that position. They have offered lots of research and news related to higher education. They sponsored a session at the Articulation Conference. Challenges are leadership and taking on responsibility on the committee. Politics involved in this committee are also another issue to consider.

MTN:

No report

Professional Development:

The committee created a momentum 2 years ago and the challenge has been keeping the momentum going. They hosted the Support Staff Workshop and had 71 participants. SVSU won the Outstanding Staff Award. Three sessions are planned for the fall conference. They hosted the travel grant but have not received any submissions. It was recommended that we extend the deadline for applying for the travel grant in the hopes that we will get more interest. They have also increased the emphasis on having professional development during the Professional Development meetings.

Secondary School Relations:

No report.

Registrar's Practices:

Carrie Jeffers from Macomb is a new member and the current co-chair for next year. Kara will continue as the chair for next year. They hosted a Drive-In Conference in April. The challenge has been maintaining interest from committee members. They discussed the possibility of skipping a year hosting the Registrar's Drive-In in order to combine forces with other committees; possibly the Legislative Update and Professional Development to develop a conference with broader range.

Vice President:

Debbie has not received a lot of response on the dates for the January Leadership Summit. The proposed dates are January 15 and 16 or Jan 22 and 23, 2009 which has been the most popular date so far. The Executive Committee appreciates the hard work of all the chairs and committee members. Debbie will generate the recognition certificates for the fall conference and asked the chairs to submit the names of their committee members to her on or before October 17, 2008. Karen discussed the type of training that will be provided for chairs in January on event planning, responsibilities, roles, and planning tools for chairs and co-chairs. Debbie is also currently reviewing forms, the leadership manual, and the web site in order to clarify information. Dorene suggested that information on the conference year, location, cost and attendance should be included in an annual report for the historical spreadsheet she is assembling. We should also make sure to mention any award winners by name or school, if it is a group award.

Treasurer:

Duff asked for any questions on the August report. We have received \$2,250 vendor/company registrations for the conference, \$4,890 for school registrations, membership dues of \$450 and interest/savings of \$59.74. It is important to note that some of the conference registrations revenue will be shared with Ohio and Indiana. Expenses are \$6,058.72 for the month for total revenue of \$69,227.86. Support for the report by Karen and seconded by Deb.

President:

Howard discussed some of the issues occurring in the state including the idea of a universal identification number. The state is also working on Achieving the Dream with Lake Michigan Community College, Jackson Community College and another college to share data for student success. This is important because MACRAO is being invited to participate in these discussions with the state. Another topic is electronic transcripts and this discussion will continue. Another group, PALA, which focuses on MCCA is interested in collaboration. We have identified members for the new ad hoc committee to govern the Michigan Transfer Network. The M-TENS was voted on to be discontinued and replaced with an operational committee. Howard sent thank you letters to the members on behalf of the Executive Committee. The Council on Higher Education is also interested in partnering with us for the Summer Conference.

President Elect:

Karen is working on finalizing the Great Lakes Conference and getting the agenda out to the membership. She agreed with the idea brought up during the committee discussion to have the committees present at the registration table to share their excitement about serving on a committee. Please respond to Karen's request for priority meeting dates for the December 2008 meeting so that she can schedule this date. She is hoping to finalize the Executive Committee binder

sent out during the summer and is looking for all of the Executive Committee members to respond.

Vice President:

Debbie submitted the tentative conference agenda to Boyne Mountain Resort for the 2009 conference on August 26, 2008. Two options for Thursday morning were included. This will allow for flexibility in deciding how we want to structure the opening session. A \$2,000.00 non-refundable deposit is due November 1, 2008. The paperwork has already been signed by Howard; Duff will mail the check in October. Debbie emailed the Executive Committee with her proposal for an opening/keynote speaker. The Executive Committee thought it was an innovative idea and the only concern is the cost. Deb is waiting to hear from the speaker regarding the fees involved. We also discussed inviting other membership groups with the opportunity to attend the conference. Debbie said thanks to Kristen who modified the web site to show the history of committee membership.

Past President:

No report.

Historian:

Dick Stevens and Sedgwick Harris are attending the annual conference to accept their honorary memberships. Mark Ulseth will not be attending. Dorene is working to confirm the presenters for the honorary members. The honorary members will be recognized in chronological order. Dorene will be ordering the plaques for their recognition.

She also discussed the gift for the EC, LAC and chairs and is waiting to proceed until we have a decision on the logo. We determined that we will stay with the current logo for now and pursue a vote on a possible new logo in 2009 and thus these gifts can have the current logo.

Web Editor:

There is an issue with the server behind the MTN. This can be fixed by taking the server down for 4-6 hours. This was approved and Kris will send the Executive Committee an email before the MTN's is taken down.

Newsletter Editor:

Content for the September newsletter will include a reminder to register for the conference, transfer awards, bylaws, photos from today's meeting and a photo from the New Professionals Workshop. The October meeting will be in Dearborn with a short newsletter after that to the membership. The graphic designer will be separating the logos for us to review. In the meantime, we should proceed with the current logo for this year's conference. It is important to consider how

the logo will transfer to the web when considering the final design. Howard will mention the logo during the future goals to the membership at the conference.

Directory Editor:

We have received an application for membership from DeVry University for their campus located in Southfield, Michigan. Karen moved to accept their membership and Duff seconded. It was approved by the Executive Committee. Scott mentioned that numerous institutions have not paid their membership dues. Scott will send the list to Howard and who will attempt to follow up. Scott will make voting cards for the institutions to use at the conference.

Old Business:**By-Laws:**

By-law ballots will be with the membership cards for voting at the conference. Howard will work with Paula to create the ballots. Paula will read the by-laws and ask for discussion. A microphone will be available for the membership to ask questions.

MTN Governing Committee:

A MTN Governing Committee meeting will occur and the group members have been identified.

Logo Discussion Update:

Melinda will work with the graphic designer to come up with options to bring back to the EC for review.

Cvent:

Cvent is a good tool for assisting with conferences. The Executive Committee likes the tool but need to consider such things as teaching others how to use the tool and the cost involved. Cvent also has an event management tool that could help save time. The Executive Committee would like a formal proposal/contract in writing to read over. Additional questions would be is training included and could we pilot the system after Jan. 1 on a single event/small scale? Karen will report back at the October meeting.

New Business:**Accomplishments:**

Howard will present via PowerPoint at the November conference to the membership. The Executive Committee should send any additional accomplishments for inclusion. It was specifically requested that Kristen send some information on our web accomplishments.

October meeting:

The next Executive Committee meeting will be at the Dearborn Hyatt Regency at 10 a.m. This is the last group meeting for the current Executive Committee before November. Karen will get pictures and biography's of new Executive Committee nominees to go out in the October newsletter before the conference.

List-serv discussion and moving forward:

We have several options for replying (to sender vs. all). Currently, people hit "reply" and it goes to entire list. The membership list is merged with the list-serv to improve communication but some members thought they were being spammed. Kristin recommended that we make the tweak so that people don't have the option to automatically reply-all. We can add language to footer to remind recipients that they can hit reply-all. We will send out an email announcement regarding listserv etiquette and add directory editors list to voting cards at the business meeting to make sure it's updated and someone is paying attention to which members are added.

Comments from the floor:

We had a discussion about recognizing committee chairs that have gone above and beyond this year. Debbie will send something to chairs to let them know that their hard work has not gone unnoticed!

Adjournment:

The meeting ended at 1:55 p.m.

Respectfully submitted,

Stacey M. Stover
MACRAO Secretary

Treasurer's Report to the Executive Committee
MACRAO 9/19/2008

BEGINNING BALANCE, Savings, August 15, 2008	\$ 50,469.21
BEGINNING BALANCE, Checking, August 15, 2008	17,167.63
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	\$ 67,636.84

RECEIPTS:

Fall Conference 2008: Company Registrations	2250.00
School Registrations	4890.00
Membership Dues 2008:	450.00
Chase interest-Savings:	59.74

Total Revenues: \$7,649.74

TOTAL FUNDS AVAILABLE \$ 75,286.58

DISBURSEMENTS:

Executive Board Costs:

 Meals

Fall Conference 2008:

New Admissions Professiona Workshop (9/12/2008) 5067.72

MTN: Monthly Service Fee 991.00

TOTAL DISBURSEMENTS \$6,058.72

FUNDS AVAILABLE, August 15, 2008:	<hr/>
Savings, September 19, 2008: \$50,528.95	\$69,227.86
Checking, September 19, 2008: \$16,698.91	<hr/> <hr/>

Respectfully submitted,

Duff Zube
Treasurer