

MACRAO EXECUTIVE COMMITTEE
Friday, September 21, 2007
Central Michigan University, East Lansing

Present: Sue Deel, Sedgwick Harris, Karen Hutslar, Dorene Root, Kristin Schuette, Howard Shanken, Mark Ulseth, Duff Zube.

Absent: Melinda Booth, Vickie Scavone.

Call to Order: Howard called the meeting to order at 10:20 a.m. The minutes from August 17, 2007 were moved for approval by Duff and seconded by Karen. The minutes were approved.

There was a correction to the July minutes as follows. Under President's Report, fourth paragraph (final paragraph under this report) the paragraph should read as follows: "Paula talked to Scott McMillan at MSU about a potential article regarding the MTN system. Both MSU and MACRAO were mentioned in this article. The article was never released."

The agenda for the meeting was amended to include a report from the MTN committee under Old Business.

Treasurer's Report: Duff reported that the Support Staff workshop ended up making a \$5.00 profit (as money was received since the last Treasurer's Report). Eighteen schools still owe dues.

Beginning balance:	\$66,605.99
Revenues:	3,656.41
Disbursements:	1,936.41
Funds Available:	\$68,325.99

Duff asked if schools that have not paid their dues should pay a higher conference fee and also how this would impact someone on the E.C. if their school had not paid their dues. Howard said this was something to consider – he would like to check the by-laws. He would like another review of the by-laws this year too.

The Treasurer's Report was moved for approval by Karen and seconded by Sue. The report was approved.

President's Report: Howard reported that Jim Dwyer agreed to serve as past-president. Paula is still seeking employment and would like to return as past-president if that becomes possible. Jim is fine with this and would still be willing to work on the member survey follow-up with the committee that Sedgwick put together.

Howard said the E.C. will review this again next month, looking at Paula's employment situation. She will attend the fall conference and is willing to help as needed. We all hope she will be able to continue with MACRAO.

There has been no update from Lieutenant Governor Cherry regarding his attendance at the conference. He has penciled us in, but state budget issues are his current focus.

President Elect: Howard said the number registered for the conference is currently 97. He distributed a revised budget with a lower deficit due to lower costs on the conference gift. He has several conference vendors attending. The local arrangements committee recommended printing a program this year and that will be done. Vendors are helping with the cost.

Howard noted that Sedgwick will attend the conference and will be present at the business luncheon. He voiced a concern regarding room reservations – they are not where he had hoped they would be. He suggested a targeted e-mail to help remind folks to make their reservations.

It was noted that Howard's name appeared as President on the website. There should be an update sent to the membership about Paula's and Sedgwick's changes. Howard said that Jim Dwyer suggested an e-mail update monthly to the membership in addition to the newsletters.

Howard would like to continue the E.C. meetings on the third Friday of each month except for November (which is the business meeting) and December (which is the joint E.C. and committee meeting). The December meeting will be December 7th. Karen will check on using facilities at Lansing Community College. Howard will check on using the Amway Grand for the October E.C. meeting so the committee can review the conference site.

Howard has mentioned the idea of open meetings. Would this work if we have a structure? Howard will work with Jim Dwyer on this with the idea of beginning in January or February. He will meet first with the E.C. to set the format.

Vice President: Karen reported that she is sending out many e-mails and is trying to space them out so that the membership won't start to ignore them if too many go out at once. She also reported that:

- She is looking for volunteers for committees;
- She is communicating with committee chairs for committee reports;
- She attended the New Professionals Workshop at the Kellogg Center at MSU – it was a very nice workshop;
- She's working with committees to make sure there is a chair and co-chair for each for the upcoming year.

Howard said the committees have been good about updating the session titles, etc. There was some concern over a couple of presenters being available – Karen will check on this.

Past President: Sedgwick said an e-mail was sent asking for nominations; some names were received and have been sent to the nominating committee. The nominating committee will rank the candidates and the E.C. will review them and submit a final name to the membership for voting at the fall conference. Sedgwick hopes to have everything wrapped up by the time he leaves for his new job in mid-October.

Historian: Dorene said she will do some research on the candidates (nominees). She and Mark Ulseth are planning on submitting the MTN project for an Ockerman Award. She wrote an article for the newsletter informing the membership of the change in the web editor from Mark to Kristin. Howard will check with Melinda on the timing of the newsletter mailing. Dorene will continue to receive the questions submitted via the website.

Web Editor: Kristin said she uploads documents submitted for the website – she doesn't recreate them. She also said it would be helpful if people who wish to submit a document for the site provide contact information. She foresees website activity increasing when MTN opens up.

She reported that it was time to renew the domain name (<http://www.transfermichigan.org/>). This is not being used so there seems no point in renewing it. The decision was to not renew this domain name.

Under the heading Guidelines and Publications, there is a list of resources that look like links but they are not. Kristin suggested removing them as they could cause confusion. It was noted that there could be guidelines available, but are not listed on the website. The chairs should send them to Kristin – she's happy to post them. Dorene will check on the listed items in question.

Newsletter Editor: Melinda was not present so no report.

Directory Editor: Vickie was not present so no report.

Old Business: MTN Report – Mark Ulseth reported that there are over 425,000 transfer equivalencies posted. Washtenaw Community College is the latest school to add equivalencies. All is going great with the site. There was a question about how many of the schools had previously signed the MACRAO agreement. No one was sure without further research. Lieutenant Governor Cherry had asked for measures, angles, etc. that he could work into his data.

Howard reported that invitations (for the fall conference unveiling of MTN) had been printed and are going out this week to college presidents. Phone calls are being made to legislators in Lansing – the legislative update committee is helping with this. He congratulated Mark and the committee for the great success.

Mark then reported that there has been a question about how to represent Baker College since they are listed several times (they have several campuses around the state). It was noted that Baker has different IPEDS numbers for each campus (as do some other schools with multiple campuses). However, it's thought that Baker uses the same catalog for each campus so if folks use one Baker College when they upload their data it should be accurate. Schools uploading need to know this information so they don't upload information for the different campuses.

Howard, Mark and Paul Schmidt will meet prior to the fall conference so all are on the same page about the unveiling of the MTN. Several ideas were suggested.

Mark wondered how long the E.C. would like MTN committee updates. Howard said he would like them to continue at least through the first of the year. It was suggested that this committee report could be given early on at the December meeting so all committees could hear the data.

Adjournment: The meeting adjourned at 11:59 a.m.

Respectfully submitted,

Sue Deel
Secretary to MACRAO

Treasurer's Report to the Executive Committee
21-Sep-07

BEGINNING BALANCE, Savings, August 17, 2007	\$ 46,926.04
BEGINNING BALANCE, Checking, August 17, 2007	19,679.95
	\$ 66,605.99

RECEIPTS:

Fall Conference 2007

Vendor Fees: Runner Tech., Avow, Digital Scantronics 975.00

Sponsor Fees

Session Presentor: Runner Techn., Avow, Digital Scantron 300.00

Membership Dues 2007: HFCC, Marygrove, Robert Miller, 1925.00
Rochester, Creative Studies, Baker-Flint, Calvin, Alma, Kalamazoo,
Spring Arbor, MSPP, CMU, Monroe, Madonna, & Baker-Owosso

Support Staff Wkshp: UM-Ann Arbor, Northwestern, Lawrence 350.00

Miscellaneous:

Interest Payment, savings 106.41

Interest Payment, checking 0.00

Total Revenues: 3,656.41

TOTAL FUNDS AVAILABLE \$70,262.40

DISBURSEMENTS:

Executive Board Costs:

Meals (8/17/2007) 195.41

Misc.-

Fall Conference 2006

Gerald R. Ford Museum 750.00

MTN-Service Agreement

991.00

TOTAL DISBURSEMENTS \$1,936.41

FUNDS AVAILABLE, August 17, 2007:

\$68,325.99

Savings, September 21: 47,032.45

Checking, September 21: 21,293.54

Respectfully submitted,

Duff Zube
Treasurer