

**Executive Committee Meeting
October 15, 2010
Central Michigan University-East Lansing Center
2900 West Road, Suite, 301
East Lansing, Michigan
10:00 AM-2:00 PM**

Attendees: Debbie Harju, Karen Hutslar, Tammy Grossbauer, Katherine McMullen, Scott Owczarek, Dorene Root, Kristin Schuette, Vicki Stewart

Absent: Pete Lacey, Janail Silver

Call to Order

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

Comments from the Floor

None.

Executive Committee Reports

Treasurer

Funds available as of October 15, 2010

Savings = \$32, 812.64

Checking = \$30,878.74

Balance = \$63,691.38

A motion to approve the Treasurer's Report was made by Katherine McMullen and seconded by Karen Hutslar.

Via email Pete reported that he is still working on the MACRAO audit and his goal is to have it done by the end of October and before the fall conference. It is a short window but he believes he can have it done. If not, he will complete the audit of the books during the month of November and have a report ready for December.

He also reported that concerning membership dues, we are lacking four payments as of now. Tammy offered to send invoices/second notices to the four members whose dues have not been paid.

President

Debbie asked Scott to give a CEPI/UIC update to the Executive Committee. Scott reported they met with CEPI yesterday to discuss a communication plan with the schools. They also talked about the timeline for uploading files for UICs, lessons learned and what is critical and needs to be fixed before this is opened up to all schools. Debbie and Scott reported that the University of Michigan and MSU are very close to signing the contract. They are pursuing some minor adjustments through an addendum. The consensus of the Executive committee is the contract language needs to be resolved so we can all move forward.

Debbie asked if everyone knew about the new P-20 Longitudinal Data System Advisory Council appointed by Jennifer Granholm – order is effective October 18, 2010 at 12:01 am. Debbie sent the following link to the Executive Committee on Thursday <http://www.michigan.gov/gov/0,1607,7-168-21975-242308--,00.html>. The Executive committee is hoping our UIC working group will continue to have conversations with CEPI and the Advisory Council.

How to handle questions regarding CEPI/UIC at the conference was discussed. The EC will let Tom Howell know before the conference what the issues will be and what kind of questions they can expect. Scott will coordinate a conference call with Debbie, himself and Tom.

President Elect

Scott reported that the Local Arrangements Committee met yesterday. To date, there are 155 members registered for the conference. The conference budget was based on 200. 25 first timers have signed up and 20 of those have indicated that they would be attending the First Timers Reception. A communication plan is in place to send vendors and presenters notices and on October 25 a “last chance to register” notice will go out to the membership. The LAC developed a registration form to process onsite registrations for the beer or wine tasting. Debbie suggested setting up a computer on site and use CVENT. It was decided not to use CVENT and accept only cash or checks for events. Tammy will extend the deadline for registering until the day of the event.

There was discussion regarding late registrations for the conference and whether or not to charge a late fee. If a late fee is being charged it will have to be published. Tammy and Debbie volunteered to be available to help with credit card payments for late registrants.

Scott announced that ACT has contacted him and they will donate name badges.

The LAC will be taking pictures throughout the conference. The pictures will run during Thursday night dinner.

Vice-President

Katherine presented her proposal to hold the 2011 annual conference at the Inn of St. John's in Plymouth. The Executive Committee reviewed the event contract and budget proposal. She is working with a budget of \$50,000. Her registration rate for the conference is \$225.00 and it would be held the first week in November. The EC also viewed floor plans, guest rooms, the lobby and other facilities of the Inn via the web. The EC discussed and approved the location and budget. The event contract needs to be signed and the \$1500.00 deposit paid by October 27. Katherine wants to discuss the food budget one more time with the Inn before she has Debbie sign the contract. She will have fliers ready for the annual conference to advertise next year's location.

The contract for the 2011 Summer Summit was discussed. There is a date discrepancy in the contract and Katherine has sent it back to Doug Potter and Emily Clement for clarification. She is waiting to hear back from them.

Katherine reported that she has been receiving the committee annual reports. When they are finalized, Kris will post them on the website.

It was discovered that the date for the 2011 Spring Drive-In conflicts with the Banner Users Group meeting. A note has been sent to the Registrar's Practices Committee asking that they look at a new date to avoid the date conflict.

Past President

Karen reported that she worked with Nicole Rovig to make a couple of changes to the FERPA brochure. Copies of the brochure were distributed to the Executive Committee for review. A motion to approve the revised brochure was made by Katherine and seconded by Karen.

Secretary

Vicki asked for clarification on her conference duties. She will work with Debbie.

Historian

Dorene reported that write-ups for the honorary members have been submitted and she also has pictures. The written submissions were a page or page and a half long. Dorene consolidated them all to a half page, but now wonders if they are getting short changed. After some discussion, it was decided that Janail should put the complete write-up in the Newsletter and the consolidated version will be read at the dinner. All four of the members to be honored will be attending the dinner.

All the plaques for the honorary members have been ordered. Dorene gave them an October 25 deadline to have them completed and she will let Debbie know when she can pick them up. She did not have to order the Transfer Award this year as there were no applicants.

Web Editor

Kristin reported that she has posted the policies and made regular updates. She also granted two staff members at Wayne State University MTN administrative access per Linda Falkiewicz.

Newsletter Editor

The next Newsletter is scheduled to come out on October 27.

Membership Coordinator

Tammy presented two applications for membership. The applicants are Keweenaw Bay Ojibwa Community College (they are in affiliation status with North Central) and Everest Institute in Kalamazoo. A motion to approve their membership was made by Karen and seconded by Debbie. The EC approved them as affiliate members.

Old Business

Proposed Constitution and By-Law Changes – Article IV Officers – Section 1 (Debbie)

Debbie submitted the proposed Constitution and By-Law Changes to the membership via email and the newsletter. Debbie received some a phone call from one of our members stating the current language in the Constitution – Article IV Officers – Section 1 currently does not make sense. The Executive committee agreed and the following change will be presented at the Business Lunch Meeting.

From:

They shall hold office **from** the adjournment of the meeting in which their successors are elected.

To:

They shall hold office until the adjournment of the meeting in which their successors are elected. When unexpected vacancies occur between Annual Meetings, vacancies will be filled by appointment.

MACRAO Audit (Pete)

Pete is working on the MACRAO audit and his goal is to have it done by the end of October and before the fall conference. If this is not feasible, he will complete the audit during the month of November and have a report ready by December.

Discussion and Review of FERPA Brochure (All)

The revised FERPA brochure was approved by the Executive Committee.

Summer Summit 2011 Date and Sales Agreement/Budget Request for \$2,500 Deposit (All)
The Executive Committee is waiting for an updated contract from the Articulation Committee. Katherine will follow-up with them. The EC is comfortable with the proposed date for the Summer Summit.

Membership Directory-Honorary Members (Debbie)

The Executive Committee discussed the MACRAO Directory. Debbie stated that the honorary members are eligible to be listed in the directory as we discussed at the last EC meeting. The Online Directory will need to be adjusted with a new designation so they can be entered. Kris questioned how they would want their information listed. It was determined that honorary members would have to contact us to update their information. Tammy asked about affiliate members as they are not listed in the directory and because they are not in the directory, they did not get billed. They should be billed and Debbie recommended sending a bill to the Registrar of that institution. Tammy asked if we could create a category in the directory that is called "affiliate." Kris asked for a list of the affiliates to be added and she will add them to the directory. Regarding Individual members, Kris asked what institution they would belong to? It was decided just to call them "Individual Member."

Tammy asked why dues are not listed on the website. Kris stated they were not published on purpose. After some discussion, it was decided to publish the dues. Tammy will email Kris the rates and she will post them. If posted, the letter from Scott will need to be updated.

EC Annual Calendar (Debbie)

Debbie distributed copies of the updated EC annual calendar to the committee.

EC Member Roles and Responsibilities (Debbie)

Debbie reported that she is working on the EC Members Roles and Responsibilities. She did not get them done for today, however, she will send them out electronically over the weekend. They will be on the tables at the annual business meeting.

Committee Descriptions (Debbie)

Debbie distributed copies of the committee descriptions to the EC. The committee descriptions will be included in the packets given to the first timers at the conference.

Leadership and Annual Planning Workshop proposal (Scott)

Scott presented his proposal to hold the Leadership and Annual Planning Workshop at the MSU-Kellogg Biological Station in Battle Creek. His proposal included three different budget

options. After some discussion, option three was eliminated. The proposed dates for the Workshop pose a problem for Katherine and will need to be changed. Scott will put a survey together for the Chairs/Co-Chairs and Executive committee. He will give them three different date options and see which one works best. The EC recognizes the importance of identifying a date or dates where the majority of the folks are able to attend. They are also being sensitive to the busy time of year at schools/colleges and upcoming holiday events. The consensus of the group is not to wait until January to host the Leadership Workshop with the Chairs and Co-Chairs. The survey would also define who would cover costs and who would be able to attend. Scott also presented a possible agenda and he has access to a speaker at no cost.

New Business

MTN – University of Michigan (Debbie)

Debbie announced that U of M now has a data base for transfer credit and inquired how their data base would interact with the MTN? Scott will discuss this with Kortney Briske and Paul Robinson to see what they can do.

Annual Business Meeting Agenda (Debbie)

Debbie will be working on the annual business meeting agenda over the weekend.

Annual Business Meeting Scripts (Debbie)

Debbie is working on the annual business meeting agenda script and will send it out to everyone for their review and comments.

Other

There was a discussion about what do about the Legislative Issues Committee chairperson position. All agreed that it is a very critical position and several suggestions were made as to who should chair the committee or if the position should become an Executive Committee position. If it became an EC position, the By-Laws would need to be changed. Scott suggested a goal for 2011 would be to change the By-Laws to add a legislative position to the EC and make it a voting position. The position could be an elected position or the past-president could serve if there were no nominations. This person could then speak for the EC because as a committee member they would know where the EC stands on certain issues. There was also discussion about merging the responsibilities of the UIC/LDS Committee Ad Hoc with the Legislative Issues Committee.

MACRAO Agreement

Emily Clement from the Articulation Committee notified the EC that Cornerstone University is interested in signing the MACRAO Agreement. Katherine will respond.

Comments from the Floor

None.

Adjournment

The meeting adjourned at 1:58 PM. The next meeting will be at the annual conference, November 10-12, at Shanty Creek Resort.

Respectfully submitted,
Vicki Stewart
MACRAO Secretary



MACRAO Executive Committee

Friday, October 15, 2010

FUND BALANCE -September 17, 2010

Savings:	\$32,816.94
Checking:	<u>\$33,602.05</u>
	\$ 66,418.99

RECEIPTS:

Savings

Interest-Savings - September 2010 \$4.03

Checking

New Professionals, Membership Dues, Fall Conference \$25,010.00

TOTAL MONTHLY REVENUES \$25,014.03

TOTAL ACCOUNT BALANCE \$ 91,433.02

DISBURSEMENTS:

Executive Committee

EC Chair/Co-chair Meeting food/beverage \$124.25

New Professionals Workshop 2010

Conference bill (room rental, food, audio visual, etc.) \$3,229.76

Event Expenses

Capital One Merchant Fees \$404.19

Michigan Transfer Network (MTN)

Monthly Service Fee - October 2010 \$193.00

TOTAL MONTHLY DISBURSEMENTS \$3,951.20

FUNDS AVAILABLE, October 15, 2010:

Savings:	\$32,820.97	<u>\$ 87,481.82</u>
Checking:	<u>\$54,660.85</u>	
	<u>\$87,481.82</u>	

Respectfully submitted,

Pete Lacey
Treasurer