

MACRAO EXECUTIVE COMMITTEE
October 27, 2006
Michigan Community College Association Building

Present: Melinda Booth, Sue Deel, Paula Dykstra, Sedgwick Harris, Diane Praet, Vickie Scavone, Howard Shanken, Michele Thomas.

Call to Order: The meeting was called to order at 9:34 a.m. The minutes from September 15, 2006 were moved for approval by Diane Praet and seconded by Howard Shanken. They were unanimously approved.

Treasurer's Report: Michele Thomas reported that the beginning balance for October was \$54,324.41. The final balance is \$64,957.65. Michele distributed the annual report for the Executive Committee's review. There was a question regarding the final amount of expenses for the New Professionals Workshop. Howard will pursue this issue. Michele will footnote anything in process on the final report. Acceptance was moved by Paula Dykstra and seconded by Howard Shanken. Motion for approval was passed.

It was noted that MACRAO has to apply for a new tax-exempt certificate. Michele will pursue renewal. The historian's address will be used since that position is ongoing.

President's Report: Sedgwick presented the agenda for the annual business meeting and a script. He noted that there is a presenter for the EEO award and that the Support Staff of the Year award will be presented at the fall conference since the annual support staff conference was not held this year. The name of the recipient will be put in the annual report for historical purposes. Sedgwick will add to the agenda a line and timeframe for this award.

Sedgwick suggested looking at some of the other state's conference brochures for ideas for our own. For example, a day to wear school colors, etc. Some state conferences are more structured for Registrar folks with Admissions folks attending MACAC, IACAC, etc.

Vickie Scavone shared some concerns she received from a MACRAO member, specifically the following:

- MACRAO members are discouraged about the direction the EC is taking MACRAO;
- Need a survey to see what the membership wants from the organization;
- MACAC is becoming stronger and more folks are going there instead of MACRAO;
- MACRAO is not taking advantage of technology;
- More communication is needed with the membership;

- There is disappointment that the Michigan Merit Exam is not on the fall conference agenda (it was on the MACAC fall conference agenda).

Vickie expressed her concern that there is not enough being offered at the fall conference of substance (at a higher level) that she can take back to her job. Do we need more “higher level” people on committees to help bring higher level ideas for sessions? If we could get a seasoned veteran on a committee he or she could help mentor the other committee members.

Howard recommended a survey of the membership. It could be announced at the annual meeting and could be put out electronically. Other ideas and questions included:

- Do we need an ad hoc group to look at this and work on it?
- Do we need a new committee for Policies, Laws and Issues in higher education? Or should it be presented as a subject within an already existing committee?
- Perhaps we should review the charges of the committees and see if some new ideas could come out of the existing committees;
- We should put out an e-mail follow-up to the “Call for committee members” to welcome seasoned veterans too – to let them know we need them on committees too.

Vickie will circulate the names of members and Paula will let the EC know who, of those on the list, is attending the fall conference. We can all then talk to folks to emphasize how much their help is needed.

We need to determine what is cutting edge now. Some examples are e-transcripts, M-TENS, transfer articulations, etc. Then we can plant some seeds of session ideas in committee members’ minds. Also, perhaps someone from MACRAO could go to the directors of admissions offices at the publics and also community colleges and remind them of MACRAO and the fact that their support would be helpful.

President Elect Report: Paula reported that there are 15 vendors for the fall conference. This generated \$4,875 in vendor fees. There is only one sponsorship, but that’s okay. Paula discussed the revised budget for the conference. There are 261 people registered so far plus an additional 8 or 9 that she knows about. She’s hoping for 275. She noted that the AV budget will most likely run over. There are 455 rooms reserved so we’ll get a discount on those. Diane Praet said she has planned for the plaques – one for Ed Loyer and one for each of the outgoing officers. She is under budget for those. The online registration system is working very well. The final e-mail blast will go out soon.

Vice-President Report: Committees are turning in their annual reports – the Graduate and Professionals Committee still needs to turn theirs in. The 2007 flyer for the conference looks great. Howard is anticipating a great conference in

2007 – much excitement has already been generated. Howard did a little updating on the leadership book which goes to all committee chairs.

Past President Report: Diane asked if the bios were in for the candidates for EC. Duff Zube's is in but still needed is Karen Hutslar's. It will have to go on the table and not in the packet. Dorene Root and Diane went to Toledo to meet with the 2008 tri-state conference planning committee. The next step is the budget. Illinois has shown some interest in being part of the conference too. There are some budget issues to be resolved - \$1500 seed money is being requested from each state. There are some questions about how this will be spent.

Ohio has a registration system through OACRAO that we can explore to see if it would work for us. Howard will talk with Brad Meyers at Ohio State or the OACRAO president. He can also talk to the regional folks at the leadership conference in December.

Newsletter Editor: Melinda reported that there weren't many articles coming in so she is using a different template to cut down on the white space in the newsletter. There was a suggestion that a "meaty" topic – something timely and informative for the membership – would be a welcome addition to the newsletter.

She is looking for a new vendor for the printing of the newsletter. She's checking with Oakland's folks as well as other outside vendors. The EC will look at the quotes and check on the costs of shipping, etc. It was suggested that we could look at an e-newsletter that could come out between the paper newsletters. One could come out each quarter alternating e-mail and paper. Melinda will get pictures from Paula of the conference for the next published newsletter.

Directory Editor: Vickie reported that The College Board applied for affiliate membership. That application was unanimously approved.

Connect EDU has also applied for affiliate membership. There was discussion regarding the motive for membership. Are they looking for mailing labels? Can and should we release those to them? The application was approved, but there were some concerns expressed.

Great Lakes Christian College in Lansing has applied for institutional membership. Vickie reported that they are accredited as they are in the Council of Higher Ed directory. Approval of the application was moved by Howard and seconded by Diane. The motion was approved.

Vickie has had two inquiries – one from the U.S. Military Academy of New York and one from the Upper Peninsula School of Cardio-Vascular Sonography in Sault Ste. Marie. She noted that they are not accredited. There was concern expressed that they may not really be eligible for affiliate membership. If an application is received they would probably be denied since there is no

partnership with us and no services provided. The bylaws in this area probably need to be tightened. Perhaps an ad hoc committee could look at this.

Other Business: M-TENS

Howard reported that after the last discussion about M-TENS he had the feeling that the project was not going to continue. He did some investigating and found a young, upstart company that has specs on exporting the data. They would do this at no cost to us – they'll use advertising and that'll be their pay for the program. They have the server, specs and tech people. There would be no maintenance fees.

They are not affiliated with any particular university. This is a local company that would create a network for transfer data to go to. There is the question of whether or not Presidents have agreed to anything yet.

Sedgwick recommended talking to Mark Ulseth and the M-TENS group – they've done a lot of work on this project. There was concern expressed about the risk involved - \$13,000 per year in dues with \$12,000 of it going to M-Tens if we go through MSU. The program is ready to go through MSU. The plan is to be online by March 4 with alpha schools and also beta schools. There will need to be a person to support it in the long run.

At a previous meeting there was concern over MACRAO having to raise dues. It would be cost prohibitive to use another state's or school's system but there is some thinking that we could get a grant for the cost of this.

Mark Ulseth joined the conversation via telephone conference call. Mark was asked what MACRAO would have at the end of a contract with MSU. Would there be any ownership? Mark said ownership was negotiable with MSU. We're getting into a partnership here. The next step is to go through the contract and see what they say about it. Mark doesn't see why they'd retain any of the system created. It's of no value to them really. There is a list of things to consider as they go through the list with MSU. They are waiting for us to tell them we're interested.

Both sides want to see resources put into it. There are no up front costs – no payment is required until the process is started and a contract signed. There have been lots of meetings and work to get this going. Transfer MSU is done and they'll add on to it for other schools. The model is there. It'll be many schools so many upload formats need to be created. The group has talked about the different ways this can be accomplished. There are specs to work from, but it still has to be made to work. There are other companies out there making agreements with Presidents. MACRAO will have to go to the schools to get the buy in we need. There are two advantages with our system – it's cheap and it's homegrown so it's the way we want it. MACRAO is offering something for everyone (not just one at a time).

Initially the programming, technical support, software and hardware is all incorporated at MSU. After three years we'll have to look at what it'll take to keep it all going. This could be accomplished by fees to schools but other ways could be possible too. The MACRAO fund balance is increasing every year. The money is there.

This is a leap of faith. Our reputation is at risk in the form of our name being on the line. Getting the right people will be what makes or breaks the thing. Then you get a product and need to pursue school buy-in and participation.

Howard told Mark that he had talked to the EC about a small company that would do it for free. Mark said he has been more comfortable going into this with a college than with a private company. Mark's feelings are that the EC should decide who would represent us in the pursuit of a contract. Suggestions included Paul Schmidt; lawyers from Walsh (Vickie will check on those); MSU as a four-year institution; Mark is willing as well. Once approved the EC will notify someone (Mark?) and start the contract negotiations with MSU. A subgroup of the M-TENS committee could do this. We don't need to start over again with a new group of people.

There was agreement that the EC should keep a finger on this. Is M-TENS turning into the Articulation Committee Part Two? It's good to keep the people involved that have been involved but could be helpful to have another four-year person.

M-TENS is not dissolving – a subcommittee will develop the contract with MSU, bring in outside folks (lawyers, etc.) as needed then bring to the EC for consideration. M-TENS is not a decision-making group.

Paula Dykstra moved that we authorize the M-TENS group to pursue an agreement with MSU and that we inform the membership that we are entering into contract negotiations. Michele seconded the motion and it was approved. Mark will encourage Paul and Scott (M-TENS members) for a progress report session at the conference. Sedgwick will also announce it at the business meeting.

Adjournment: The meeting adjourned at 12:55 p.m.

Respectfully submitted,

Sue Deel
Secretary to MACRAO