

**MACRAO Joint Executive Committee and Committees Meeting  
December 5, 2003**

**Walsh College-Novi Campus  
Novi, Michigan**

**PRESENT:** Sedgwick Harris, Tracey James-Heer, Marc Payne, Diane Praet, Dorene Root, Vickie Scavone, Carol Taberski, Mark Ulseth

Absent: Jeff Hartman, Karen Klumpp

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**CALL TO ORDER** Carol Taberski called the meeting to order at 9:30 a.m.

**WELCOME** Carol Taberski made opening comments and introduced members of the Executive Committee. Carol encouraged members to submit news to the MACRAO newsletter. Chairs and Committee Chairs should have received leadership handbooks. Please use them and share suggestions.

Each committee will need to submit a budget for the year. The objective is to break even on all workshops. The necessary forms for conferences are income and expense reports, and expense voucher request forms. Signing contracts needs to go through Carol.

Important Dates: January 15 for budget requests; February 1 for first newsletter; February 15 for session proposals; July 1 for second newsletter; October 15 for year end reports.

Diane Praet presented conference information to the group. The 2004 Annual Conference will be held November 10-12 at the Hyatt Regency in Dearborn. The goal is to offer 35-40 conference sessions.

Committee members were introduced and encouraged to work on budget request forms. Conference evaluation forms were also made available.

**MINUTES** Diane Praet moved and Tracey James-Heer seconded approval of the September 19, 2003 meeting minutes. Approved.

**REPORTS** **President:** The 2003 conference and session evaluations were distributed. Discussion followed about the evaluations. A suggestion was made to have facilitators hand out and collect the evaluations at the sessions next year versus putting them in the packets.

A final budget sheet for the 2003 conference was distributed. The net income was \$7,867.06. 252 people attended this year's conference compared to 300+ last year. The 2005 annual conference is likely to be held in Lansing. A contract with Shanty Creek will be signed for the 2006 conference.

There was discussion on the MACRAO transfer agreement. Some members feel that the agreement may be losing its effectiveness as many schools are making provisions to it. The Executive Committee is investigating the creation of an ad-hoc committee to address the MACRAO agreement. Some of the Articulation committee members will be asked to join this ad-hoc committee.

There was discussion on the MACRAO newsletter. Suggestions were made to include articles that address 1) How to get on the Nominating Committee, 2) How to get on the Local Arrangements committee, and 3) a call for committees.

A list of Executive Committee meeting dates and locations was distributed by Carol Taberski.

**Treasurer:** Marc Payne reported that the balance as of December 5, 2003 is \$28,376.29. A reminder was made that checks need to be made out to MACRAO. Also, the tax free exempt number should not be given out, but can be provided if there is a request for it.

**JOINT MEETING** Committee members and chairs joined the Executive Committee for lunch.

**COMMITTEE REPORTS/UPDATE**

**College Day/Night** (Michael Deegan). There are currently 61 sanctioned events. A new fair was added this year in Newberry. There will be up to 15 events in the spring. Committee goals are to (1) provide packets to host sites to help with planning, (2) group fair locations to be more practical, (3) suggest a time frame of 6:30-8:00 p.m. for events, (4) tabulate surveys, and (5) share materials with Historian.

**Articulation** (Wyn Wilson). The committee will be changing the structure of the summer workshop to a pre-conference format (prior to round tables). Committee goals include (1) serving as a liaison on transfer issues, (2) monitoring the MACRAO transfer agreement, (3) serving as a liaison to government organizations, and (4) working with the College Day/Night committee on transfer fairs.

**Admissions Practices/Enrollment Management** (Carla Matthews). The committee discussed having different issues at the annual conference spread throughout the day. They suggested having a facilitator ask for session evaluations and having back up sessions in case of cancellations. They also like the idea of color coding sessions based on interest tracks.

**Secondary School Relations** (Kristi Webster). The New Professionals Workshop will be held on September 9-10, 2004 for new professionals as well as returnees who want to reenergize. The committee is discussing various workshop locations, such as Mt. Pleasant, Grand Rapids, Frankenmuth and Crystal Mountain.

**Registrars Practices** (Michelle Thomas). The Registrar's Drive-In will be held on March 26, 2004 at Lawrence Technological University. There will be a charge a \$15 to cover lunch and early morning snack expenses. The committee discussed possible session topics for the annual conference.

**Graduate & Professional** (Kara Fields). The committee discussed offering a bi-annual pre-conference workshop for approximately \$50. They will be proposing two sessions for the annual conference.

**Equal Education Opportunity** (Theresa Carson). There will be no Drive-In Workshop this year. The committee will focus on sessions and the recruitment of committee members. They will be proposing four sessions for the annual conference.

**Data & Technology Applications** (Paul Robinson). The committee discussed their ideas for conference sessions, such as (1) access and compliance, (2) legislative updates, (3) the impact of system upgrades, (4) data and systems security, and (5) What will our offices look like in the future?

## **REPORTS (cont'd)**

**Historian:** No report.

**Directory Editor:** Vickie Scavone reported that the following items have been updated on the web site – by-laws, past Presidents list and honorary members list. The membership directory is updated quarterly and is now online.

There were four requests for affiliate membership from the following institutions – Tiffin University in Tiffin, OH; Hawaii Pacific University in Honolulu, HI; Drexel University in Philadelphia, PA; and Franklin College in Franklin, IN. Marc Payne moved and Sedgwick Harris seconded a motion to accept these four institutions as affiliate members for 2003-2004. Motion approved.

There were two additional requests for membership - Great Lakes Christian College in Lansing, MI and Keweenaw Bay Ojibwa Community College. We are waiting to receive their applications.

**Vice-President:** No report.

**President-Elect:** No report.

**Webmaster:** Mark Ulseth is redoing the look of the web site. There are a few holes because of missing items. Mark will e-mail the appropriate executive committee for the necessary information.

**Newsletter Editor:** Jeff Hartman was unable to attend, so no formal report was made.

## **NEXT MEETING**

The next meeting is scheduled for Thursday, January 29, 2004 at Lansing Community College.

## **ADJOURNMENT**

The meeting adjourned at 2:00 p.m.

Respectfully submitted,

Tracey James-Heer

12-5-03 EC minutes draft.doc