

**MACRAO Joint Executive Committee and Committees Meeting
December 6, 2002**

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

PRESENT: Holly Diamond, Pam Liberacki, Marc Payne, Tory Parsons, Diane Praet, Dorene Root, Vickie Scavone, Steve Shablin, Mark Ulseth

ABSENT: Lauren Sorensen

CALL TO ORDER Tory Parsons called the meeting to order at 9:35 a.m.

WELCOME Tory Parsons made opening comments and expressed appreciation to everyone for their service to MACRAO. Introductions were made and a list of committee members distributed. The ad hoc committee on Restructuring is looking for input from committees regarding committee descriptions, etc. Conference 2002 summaries will be sent to committee chairs as soon as complete.

Deadline dates: January 15 for budget requests and preliminary session proposals; February 1 for newsletter articles. Diane Praet, Vice President, is committee liaison.

Workshop Dates

Registrar's Drive-In	March 28
Support Staff Workshop	June 24
Articulation Workshop	June 19 and 20
New Professionals Workshop	September 11 and 12
Breaking Through the Ceiling	May 14

Tory Parsons asked that these dates be posted to the MACRAO website.

Marc Payne presented budget information to the group. The objective is to break even on all workshops. Chairs should budget a cushion to allow for potential overrun. Be sure to use the tax ID number since MACRAO is a tax-exempt organization.

MINUTES Pam Liberacki moved and Marc Payne seconded approval of the September 12, 2002 meeting minutes. Approved.

REPORTS **Treasurer:** Marc Payne reported that the balance as of November 7, 2002 is \$38,609.01. Tory Parsons moved and Holly Diamond seconded approval of the treasurer's report. Approved.

Marc provided information to the Executive Committee about the pattern of expenditures. Even though the balance is positive, the 2001 expenses were in the red. Discussion followed about the budget. The previous Executive Committee consciously attempted to reduce the balance because of our non-

profit status. The expectation for committees should be that they break even. There is an Income and Expense Report in the handbook, which should be required before final disbursement. Mileage reimbursement should be changed to state that the reimbursement will be at the 'current IRS reimbursement rate.' Tory Parsons will change the form. Vickie Scavone talked about the potential for affiliate memberships, mostly from out-of-state institutions, who are interested in doing the College Day/College Night circuit. The CD/CN committee needs to be made aware of these changes to determine how they want to handle their institutions.

Tory Parsons made a motion to set a budget cushion of \$30,000. Holly Diamond seconded. Approved.

President: Tory Parsons welcomed Diane Praet, Marc Payne, and Pam Liberacki to the Executive Committee. She also distributed the conference evaluation summary.

President-Elect: Steve Shablin reported on the 2003 annual meeting scheduled for November 5-7 at Shanty Creek. This is the 75th annual meeting. Steve is organizing the LAC. Any suggestions for a keynote speaker would be appreciated. Tory will pass along names that she has. Diane also will gather information at the AACRAO leadership meeting this weekend.

We discussed how to mentor new members. Additional demographic information about the membership would be helpful in planning the conference. Forty-six people were first timers at MACRAO this year. Tory is planning to follow up with them. We are actively looking for people to join some committees (Data and Technology/Professional Development/Enrollment Management). All committee members will receive a letter from Steve welcoming them and identifying Diane Praet as the contact person for this year. An ad hoc committee will look at how we recruit volunteers.

Vice-President: Diane Praet reported on the planning process for 2004. She has done an RFP with the Detroit Metro Area Convention Bureau and received four proposals. She is focusing on the Hyatt Regency-Dearborn, although they are not available for our preferred dates. The room rate would be \$99-\$119 single/double based on 200 beds per night. Diane is planning site visits in January and plans to sign a contract by March. The Dearborn Inn will be considered also. The Executive Committee asked Diane to look at the week later than usual if necessary.

Past President: Holly Diamond reports that she is actively working already to prepare the call for nominations. There will be an article in the newsletter, e-mail, and calling. The committee may have one meeting but will work primarily over e-mail. Discussion followed about the nomination and how to make that information well known throughout the membership. Vickie Scavone also pointed out that there are currently no eligibility parameters for nomination to the Executive Committee. Marc Payne suggested having nomination forms at the annual business luncheon so that nominations could be submitted anonymously. Holly Diamond will discuss these issues with the committee and will develop a form and suggested list of criteria. It may be necessary to make a change to the by-laws. We will continue to work to find ways to make Executive Committee participation more accessible to the membership.

JOINT MEETING

Committee members and chairs joined the Executive Committee for lunch.

COMMITTEE REPORTS/UPDATE

Registrar's Practices (Sue Deel/Elaine First). Planning for the Registrar's Drive-In is underway. The committee is considering options to enhance the workshop which may involve charging for the workshop. All options will be considered, including having participants lunch on their own. All registration will be via the web and other communications will be sent via the list-serve. Sessions for the 2003 annual meeting are being developed.

Graduate and Professional (Anne Monroe). Session ideas are being developed. They will do a pre-conference workshop every other year.

Secondary School Relations (Jennifer Ireland). The date has been set for the New Professionals Workshop. **EEO** (Stephanie Woodson). The committee is discussing doing a drive-in workshop ('Breaking Through the Ceiling' which would be targeted to women). Session topics for 2003 are being worked on also.

Data and Technology (Katherine Lichtenberg). The committee is still trying to determine its membership. Sessions for the annual meeting are being explored. A survey is planned.

Articulation (Jan Munday). The Articulation Workshop will be Thursday and Friday only this year, June 19 and 20. They are working to have information for the newsletter.

REPORTS (cont'd)

Historian. Dorene Root reported that Connie Speers, Kellogg Community college, has retired and been replaced by Sedgwick Harris. John Hearn, Director of Admissions at Lansing Community College has retired also.

Webmaster. Mark Ulseth reported that it is time to pay for the macrao.org URL. One year is \$100; five years is \$400. The site is on a Henry Ford CC server. Marc Payne moved that we renew for five years and Pam Liberacki seconded. Approved.

Congratulations on the new site! Holly Diamond has information on the honorary members and will send to Mark for inclusion on the site.

Directory Editor. Vickie Scavone will be doing a mailing in January for directory updates. Vickie would like to have conversation in a future meeting about discontinuing the practice of printing the directory, which alternatively, could be available in PDF on the web. Mark Ulseth will be given the new by-laws for the web site. There have been three requests for new membership. A Request for Membership form has been drafted and it will be available on the web.

Steve Shablin made a motion to approve membership for Ave Maria School of Law and ITT-Grand Rapids. Pam Liberacki seconded. Approved. Consideration for University of Phoenix-Metro Detroit has been tabled for further consideration.

Tory Parsons made a motion to set Affiliate membership at \$150 and Individual membership at \$25 for 2002-03. Steve Shablin seconded. Approved.

Discussion followed about the definition of an official transcript. The topic was discussed at the fireside chat and it would be beneficial if Registrar's Practices could develop some best practices. Vickie Scavone will email the committee chairs.

NEW BUSINESS

- 1) Ockerman Award. Tory and Dorene will work on a nomination for the MACRAO web site.
- 2) Vickie Scavone recommends that we consider having a "Committee of the Year" award.
- 3) The ad hoc Committee on Committee Changes met this morning. A report will be forthcoming.
- 4) Tory will be sending a letter to the general membership. She will check into distributing it via email rather than mailing.
- 5) Vickie Scavone will get new by-law information to the Executive Committee.
- 6) IPEDS Workshop. AACRAO asked to do the workshop at the annual meeting, but made the request too late. Tory Parsons will suggest that they present at the 2003 annual meeting.

NEXT MEETING

The next meeting is scheduled for January 24, 2003 at a location to be determined.

ADJOURNMENT

The meeting was adjourned by Tory Parsons at 2:15 p.m.

Respectfully submitted,

Pam Liberacki