

**MACRAO JOINT EXECUTIVE COMMITTEE AND COMMITTEES MEETING**  
**December 8, 2006**  
**Walsh College, Novi Campus**

**Present:** Sue Deel, Paula Dykstra, Sedgwick Harris, Vickie Scavone, Howard Shanken, Duff Zube.

Paula Dykstra opened the meeting at 9:20 a.m. She announced that newsletter contributions had to be to Melinda Booth, newsletter editor, by February 1 for the winter issue. Melinda's e-mail is [mbooth@oakland.edu](mailto:mbooth@oakland.edu).

Howard Shanken then reviewed plans for the Fall 2007 Conference. It will be held at the Amway Grand Hotel in Grand Rapids. The local arrangements committee will meet next month. The Gerald Ford Museum will be the site of one of the events. He asked that committees please make sure to include a variety of session options including both admissions and registrar oriented sessions. Please strive for sessions for seasoned staff as well as the beginners. Political issues would be good topics such as the impact of Proposal 2. Please make sure your committee membership is accurate and up to date.

Paula then reviewed the Committee Chair Handbook. She noted the budget forms and said the annual reports are due October 15. She reviewed committee goals and asked that any committee offering a workshop get the date to the EC as soon as possible. Anything requiring a contract must be signed by the president and anything that is changed, revised or new must go through the EC.

Important dates to remember: January 15 – budget requests are due to Paula. The EC will review these at their January meeting. February 1 is the newsletter deadline. February 15 is the deadline for the final version of session proposals. These need to be submitted to Howard; he will provide an electronic version. July 1 is the fall newsletter deadline. October 15 is the date by which the committee annual reports are due to Karen Hutslar.

The committees then adjourned to their individual meetings and the EC convened their meeting.

**Call to Order:** The meeting of the Executive Committee was called to order at 10:08 a.m. The minutes from October 27, 2006 were moved for approval by Duff Zube and seconded by Karen Hutslar. The motion for approval of the minutes was unanimously approved.

**Treasurer's Report:** Duff reported that the savings account balance is \$42,963.25. The balance in the checking account is \$22,181.16. This is after November 1, 2006. He reviewed the report that the previous treasurer had written. Funds available are \$67,323.49. There are still some outstanding late

registration fees expected (from the fall conference). Two of these are from Wayne State University and one from Marc Payne. There is also one outstanding dinner meal to be collected.

There were about 279 total attendees at the fall conference. There were only about a dozen cancellations. Duff also noted that Sedgwick and Paula need to sign-off (Sedgwick) and on (Paula) the bank account.

**President's Report:** Paula distributed a preliminary final budget for the fall conference. There are still a few costs to fill in. She noted that there was a savings of money on breaks, dinner and gratuity because of the lower total bill. Meals were well-attended, even breakfast. The resort fees were higher than expected because more rooms were booked than anticipated.

Paula then distributed the evaluations from the conference. The comments and evaluations were reviewed. Attendees were generally happy with communication about the conference and happy with the hotel, but didn't like being in the condos as there was a long walk or the need to drive to the main hotel. Paula noted that the hotel told her they generally expect some drop-offs in attendance, but those didn't come. The hotel did give a discount to those folks who had to stay in a condo.

The meeting room structure was very nice and the vendors were happy with the layout too. One concern expressed was that the sessions were too simplistic. We need to work hard to have some more advanced sessions too. We could address this need in an e-mail blast reminding members that session ideas can come from anyone – they don't have to be from committees only.

If a session is a repeat from last year, that should be noted in the program. Howard and Karen will work on that for the conference in 2007.

Folks liked splitting the Birds of a Feather session into the different software groups. Some expressed a desire for this session to be longer. The military and athletic sessions were very popular. Comments about the food, speaker and entertainment were all very positive.

**President-Elect Report:** Howard Shanken noted that the LAC for 2007 was being formed. He noted that more and more, vendors want to present sessions – this seems to be a new phenomenon. He attended the Michigan College Personnel Association conference recently and noted a presentation on helicopter parents. He wondered if we could offer a collaboration with another organization. There seemed to be general agreement that this could happen as long as a MACRAO member was a co-presenter. It could be considered a partnership. It was noted that we should not be afraid of other organizations; we should welcome them with a cooperative spirit. One idea was to have other organizations present with a "vendor" display.

**Vice-President Report:** Karen Hutslar said she has some work to do to determine who is on committees and who is not. The general policy is that a person serves three years on a committee then must take a year off that particular committee. The person could move to a different committee, but must make a three-year commitment. It was noted that a letter does go out with the initial appointment dates, but no “thank you, now you’re off” letter. This could be considered.

Karen received names from committee chairs of new members, but very few forms from the fall conference. Graduate and Professional Studies is having problems finding a chairperson. Interest in the committee is waning. Is this title still relevant? It should be reviewed. It was noted that several years ago the committee was asked to assume international student issues too. Perhaps this committee needs to be more of a Non-traditional Student Committee. It was noted that NAGAP is a strong organization and graduate and professional people go there. Do we really even need this committee anymore?

There was a suggestion that we look at the current committee structure and see if the organization is being best served by the current structure. There is a strong interest within the organization to branch out into different areas. Howard said he would like to see a Political Issues and Updates committee. How would it be best to propose a new committee? The Executive Committee should look at the committee structure and bring ideas to the membership for a vote (if a vote is necessary). It’s very important to have membership input. It was noted that the bylaws need review for updating as well.

Paula proposed the formation of an ad hoc committee to review the bylaws and committee structure. Vickie Scavone believes the EC should have a retreat and go through the bylaws, etc. then perhaps form an ad hoc committee to solicit opinions and ideas from the entire membership. There was general agreement with Vickie’s suggestion.

There was then discussion about committee membership. Concern was expressed about folks continuing on the same committee beyond the three year term. There was a feeling that we need to harness the energy of these folks and find ways to redirect them, possibly toward other committees. There used to be waiting lists for committees but no more and it’s necessary to try to bring more folks on board for committee membership. We should look at the bylaws to see if there are ways to redirect members to different committees or if there are ways to change the structure of the committees. With this being a volunteer organization, it’s important to keep the enthusiasm for the organization going.

Further discussion included:

- Admissions Practices – Karen H. will communicate with the membership;

- College Day/Night – keep at 14 members. It was noted that one person is not eligible for committee membership because her institution is not paying dues so is not an official member of MACRAO. The individual could pursue an individual membership;
- Data & Technology – needs more members. Suggested that we could ask the president of the Community College Adm. Directors group to see if any folks within that group would like to be on committees;
- EEO – looks good but there are many folks on for whom their term expires in 2008;
- Graduate & Professionals – need a chair for this committee;
- Professional Development – looks okay;
- Registrar’s Practices – okay for now but will need some new members;
- Secondary School Relations – looks small;
- Local Arrangements Committee – good but will add some folks.

Karen will contact folks about new resources for committee members. Sedgwick expressed concern about losing our identity if we bring in other organizations to help boost us. Karen will send out letters welcoming the new committee members.

**Past President Report:** Sedgwick is looking at how names will be gathered for Vice-president and Secretary. He hopes to begin earlier this year. He would like to see some balloting done so the membership can see who is running. This information is generally in the newsletter.

**Historian:** Dorene reported that Paul Wright gave her two boxes that belonged to Ed Loyer. She incorporated the documents in the boxes into the historical documents of MACRAO. She would like to have all documents scanned.

**Webmaster:** No report.

**Newsletter:** No report.

**Directory Editor:** Vickie noted that there are two institutions and two affiliates that are in arrears two years with dues. ITT and Ecumenical are the two institutions and the two affiliates are Higgins CC and the University of Toledo. She will take a list of who’s paid to date and check through. She will also contact the directory editors at each of our member institutions to ask for updates to the membership directory.

**New Business:**

This discussion began with some general new business topics. Paula distributed documents for review. She noted that in January some of the ideas would be discussed further and in March the by-laws will be reviewed.

Duff expressed interest in a MACRAO certificate instead of the MACRAO stamp. Jackson CC is now using this.

A question has been raised by a MACRAO member about why the non-voting members of the EC do not rotate off the committee as the other members do.

Paula noted that Carol Quigley is the Midwest liaison to AACRAO's Political Action Committee. We can get regular reports from her and we should take advantage of having her on this committee.

The EC then joined the committee chairs and co-chairs for lunch and a discussion of their plans for various workshops and the fall conference sessions.

**Professional Development:** Debbie Harju, chair reported that they have six session proposals and a date for the Support Staff workshop. They hope to hold this on June 15 (a Friday) at Walsh College, Novi Campus. Session proposals include:

- Project management 101;
- Successful communication – panel discussion – communicating with students (getting input from students as to what works for them);
- Professional development as it applies to Proposal 2 – possibly a collaboration with the EEOC committee;
- AACRAO rep. for a more advanced professional development session;
- Having “advanced” members present to the newer members – a mentoring activity;
- A session on team-building activities.

**Admission Practices/Enrollment Management:** Sally Janesek reported. She sent an information sheet on what was offered for the past four years. There were many offerings for two-year schools in the past couple of years but a blend of two-year and four-year school topics would be optimal.

Ideas included effective techniques for outcomes and assessments (related to enrollment management). North Central assessment: could explore bringing in an outside person to present on this topic.

**EEOC:** Ideas include:

- Buffering the effects of Proposal 2;
- Socio-economic status and barriers to higher education;
- Highlighting equity in education – EEO award winner from '06;
- Barriers and challenges facing students with disabilities; strategies to recruit and retain these students;
- Issues and challenges facing Latino/Hispanic students.

**Articulation Committee:** Kathleen Wray said they are planning the summer workshop for June 14 and 15 in Houghton Lake. (This would cause some conflict with the Support Staff Workshop). Session ideas include:

- Gotcha – the provisos of the MACRAO agreement;
- The process of signing the agreement, updating the agreement, etc.;
- International transfer evaluation – diploma mills, bogus transcripts;
- Warm welcome or cold shoulder – how does your institution treat transfer students?
- Focusing on military students.

There was also discussion on collaborating with the Professional Development committee and offering the following sessions:

- Time management for the efficiency challenged – organizational tips, etc.
- Networking does not mean you're not working.

There was a discussion about the MACRAO agreement and the signing process. The articulation committee collects the signed agreements and the provisos, reviews them then forwards them to the EC and the webmaster.

**College Day/Night:** Shari Chamberlain reported that six members of the committee were present at the morning meeting. They talked about having a calendar available to register online for college fairs. It was noted that the committee should talk to sites using this system and see if we could link with them. Session ideas shared included:

- College day/night calendar goes electronic. It was suggested that the committee think of topics that might be of interest to members that don't utilize the college calendar or attend college fairs such as "Event planning" or something like that;
- How to host an effective transfer fair – another suggestion was how to reach the students besides college fairs? How are we informing students?

**Data and Technology:** Kristin Schuette commented that better communication on AV needs for fall conferences would be helpful. Her committee's session ideas included:

- Business project design;
- Workflow – electronic processing;
- Shortcuts on word or excel;
- A suggestion from the floor was a session on using electronics from IPODS to Blackberrys – could this be linked with a vendor?
- Enrollment reports;
- Next step for online portfolio, etc.;
- M-TENS product and how to use more advanced technical aspects (perhaps a pre-conference workshop or drive-in seminar when it goes live in the spring with a repeat in the fall).

Kristin suggested that the committee could look at the MACRAO website or the EC could hire someone to do this. Sedgwick suggested he could possibly hire a student to do this. Other websites could be viewed for ideas, etc.

There was a suggestion to add who the intended audience is for each session to the session description.

The Executive Committee reconvened their meeting at 1:30 p.m. Dates for meetings were reviewed and committee members were confirmed.

### **New Business:**

#### **1. Non-voting Executive Committee Memberships**

There has been some concern expressed about the non-voting members of EC not rotating off the committee, thereby allowing others an opportunity to serve in these areas. This will be reviewed during the by-law review.

#### **2. Political Action Committee**

This could be a communication link from us to AACRAO.

#### **3. Member Survey on Needs**

There was discussion about distributing a survey via e-mail to the membership about what they would like to see MACRAO address. Karen offered to create an initial survey. Sedgwick will help by sending information on folks who have done this sort of survey before.

#### **4. E-mail Blasts to the Membership**

Melinda Booth has asked for regular e-mail blasts to the membership with news, updates, etc. This would be a sort of e-mail newsletter in between the paper newsletters. It would be nice to have it on the website too.

#### **5. Ad Hoc Committee on Committee Structure and Charges**

It was decided that this would be discussed in March, after the bylaws are reviewed.

#### **6. Guest Student Application Revisions**

An "e-mail address" line was added as was a "last date of attendance" line. There was a motion by Howard to approve the new Guest Student Application. Sedgwick seconded the motion which was unanimously approved. It will be put on the website with an e-mail notification to institutions and a link to the form on the web. The revision date will be changed, and Paula will notify the articulation committee.

#### **7. Letter used by MSU for transfer students**

This letter informed transfer students from community colleges that they could possibly use their credit from MSU toward attaining an associate's

degree from the community college. There was concern expressed that possibly not all four-year colleges would be open to this so we probably should not “approve” this. The availability of the letter could be made known through the e-mail newsletter and schools could then decide if they wish to use it.

#### **8. Brochure from the Articulation Committee – Earning an Associates Degree**

This was written in response to the Cherry Commission but the Dean's group from the community colleges published a similar brochure. It's more appropriate that they distribute the brochure rather than MACRAO as MACRAO represents all institutions, not just community colleges.

MACRAO should be representing the MACRAO stamp not the associate's degree. Kathleen will be informed that the brochure is not to be used at all.

#### **9. MACRAO Articulation Agreement**

The request form to be a signatory on the articulation agreement was reviewed. Several changes were suggested. Paula will revise the form and return to the articulation committee. The entire packet is received from and returned to the articulation committee and then to the EC.

#### **10. Articulation Committee Document**

The final document reviewed was one written by the articulation committee and bears the MACRAO logo. This was evidently written to be published and distributed at the 2005 fall pre-conference workshop. The EC pulled it at that time. This is written as representing MACRAO opinion but it really only represents the articulation committee's opinion. It contains many errors and needs a thorough review by the EC. Paula asked that EC members review this and be ready to discuss at the next meeting.

Dorene Root will arrange the Michigan dinner at this year's AACRAO conference in Boston.

Howard asked if we should open the EC meetings to the membership. He believes this may help eliminate some of the feelings committees are expressing that the EC is making decisions the committees don't know about. He would like to invite the committee chairs to attend quarterly. The Sunshine laws do require that we have open meetings. We could close part of the meeting if we notify folks ahead of time.

There was continuing discussion about the non-voting members of the EC. The question of length of membership on the EC is not coming because members are

not happy with those holding the positions. It seems to be more that there are folks who wish to contribute but not on a regular standing committee. It was noted that a member doesn't have to be on a committee or hold a seat on the EC in order to contribute. A member can offer his or her assistance or ideas at any time. All that it would take is an e-mail or phone call to the person they wish to help. Two suggestions were voiced – 1) we could send out an e-mail to the membership asking them to send along any ideas or identify any type of help they would like to offer and 2) we could add a member-at-large to the EC.

The March meeting will be the by-law review and possibly a review of a proposal for a member-at-large addition to the EC.

The meeting adjourned at 2:30 p.m.

Respectfully submitted,

Sue Deel with assistance from Dorene Root