

MACRAO Executive Committee
December 4, 2009
Central Michigan University - East Lansing Center
2900 West Road, Suite 301
East Lansing, MI 48823

Attendees: Tammy Grossbauer, Debbie Harju, Karen Hutslar, Pete Lacey, Anne Monroe, Scott Owczarek, Kristin Schuette, Janail Silver, Vicki Stewart

Guest: Chris Marx

Absent: Dorene Root

Call to Order: The meeting was called to order at 2:09 PM by Debbie Harju. The minutes from October 16, 2009 were moved for approval by Anne and seconded by Karen.

Comments from the floor: Anne, Scott and Debbie were commended for the great job they did earlier today with the Leadership Summit.

Officer=s Reports

Treasurer:

Funds available as of December 4, 2009:

Savings = \$32,780.15

Checking = \$20,522.82

Balance = \$53,302.97

Pete reported that all bills for the conference had been paid. He also reported that all dues had been collected except for four schools. Pete will work with Tammy to try and collect those fees.

President:

Debbie deferred until the next meeting.

President Elect:

Anne reported that Mark Milliron was approved and scheduled as the speaker for the Fall 2010 conference.

So far, she has seven members willing to serve on the Local Arrangements Committee. If anyone knows of any other members willing to serve, please send their names to Anne. The LAC will begin meeting after the holidays.

The Executive Committee will hold their October 2010 meeting at Shanty Creek.

Vice President:

Scott reported that he has communicated with all the committee chairs. All committees are set with a chair and co-chair except for the MTN and Data and Technology Committee. MTN does not have a co-chair and Paul Schmidt would also like to turn the chair over to someone else. All committees have at least 6-10 members except for Data and Technology, Professional Development and Equal Education Opportunity. These three committees are in need of new members, especially Data and Technology. Data and Technology currently has only three members. He will put out a call for new members through the Newsletter.

As the former Membership Coordinator, Scott will be working with Tammy to turn over the duties to her.

Scott also reported on what he learned at the Governor's presentation on December 1 at the Network of Educators conference. The Governor gave an overview of the Race to the TOP legislation and how the state plans to apply for the federal stimulus dollars. Scott will submit an article to the Newsletter regarding the event.

Past President:

Karen turned over her notebook to Debbie as the new President.

Karen reported on the Nominations committee. She discussed the nominations form and questioned whether it needed to be as extensive as AACRAO's form or not. The Nominations Committee will start meeting in February.

She asked everyone to check out MCAN's YouTube commercial/campaign. She had previously sent us a notice on MCAN.

Karen made note that she had sent out latest answers from CEPI. She also reported that Connect Edu got the contract and that she will be sending an email out regarding this.

Web Editor:

Kristen reported that she is working on the new MACRAO logo. She will announce it in the Newsletter when it is ready, possibly the January issue.

Newsletter Editor:

Janail reported that the next newsletter is December 14. She will include an article on Tammy Grossbauer, the new Membership Coordinator in this issue. The deadline for articles for the December issue is December 11. Email Janail at jsilver@ltu.edu with any articles you want included.

Membership Coordinator:

Tammy will work with Scott to transition into her new position.

Old Business

a. CVENT

Karen turned the CVENT folder over to Debbie. There is a new contact at CVENT who will be working with Anne & Debbie. They have a phone call scheduled for Monday, December 7, to meet this new person. Pete will join them on the phone call as well. Scott asked if the Membership Coordinator should take over some of CVENT. It was decided to discuss this at the January meeting.

CVENT fees for October/November were \$711. Debbie used \$4.15 per person to calculate the CVENT fees for the conference.

Pete reported that we have cancelled American Express due to the fees being too expensive.

b. Summary of 2009 Annual Conference

Debbie reported that there were 286 participants at the 2009 conference and a \$8,086 profit was realized. She is currently working on an itemized list of expenses and will email that to the EC. Kristin commended Debbie for the session contents and thought all the burning issues were covered. The evaluations for the conference were passed onto the Executive Committee Board and the LAC. Anne will take the comments from the evaluations for review in planning the 2010 conference. Anne also noted that Brad Meyers has agreed to do another FERPA workshop and/or present a session at the 2010 conference.

New Business

a. MACRAO Website Updates

The revised Constitution and By-Laws (Approved November 2009) have been published by Kristin. The approved 2008 Annual meeting Notes have also been published. The September 2008 minutes need to be fixed. Vicki will work with Stacey Stover to update and send to Kristen.

- b. Michigan Transfer Network (MTN) Governance
Currently the committee has the appropriate representation, but Paul Schmidt wants to step down as chair. As Past President, Karen Hutslar will become a member of the MTN committee, but we will also need to put out a call for a new chair.
- c. Executive Committee 2009-2010 Planning Meeting - January 22, 2010
The Executive Committee planning meeting will be held at Boyne Mountain on January 22. MACRAO will not absorb any of the expenses involved for this meeting. Email Debbie within the week as to your preferences about room assignment.
- d. Sustainability AD Hoc Committee

It was agreed to change the name of the committee to Sustainability Committee. Chris Marx from Davenport University will serve as Chair. Debbie asked for everyone's input to put goals and objectives together. Karen responded that a goal would be to have this done by November. The committee will be looking at ways to cut costs and raise revenue. They might reach out to other organizations (AACRAO) or possibly bring in an expert. Debbie and Chris will set up the committee. They will ask for members to serve with a deadline to reply by January 15. Chris will pull a team together and then finalize goals and objectives with dues being the first order of business.

To bring in revenue, Scotty wondered if we should develop more of an enrollment management focus and offer Enrollment Management certificates. This is something we might explore and Debbie has a Power-Point on the certificates that we could view.

Membership fees were discussed and also the fees from affiliates. Pete reported that many affiliates have not paid dues in sometime. Tammy and Scott will look into this and see if they can collect some of these dues. Bills went out in June and were due before the annual conference in November.

Adjournment

Meeting adjourned at 3:25 PM. The next scheduled meeting will be the Planning Meeting on January 22nd at Boyne Mountain.

Respectfully submitted,
Vicki Stewart
MACRAO Secretary

MACRAO 2009-10 Leadership Summit
Central Michigan University - East Lansing Center
2900 West Road, Suite 301
East Lansing, MI 48823

Attendees: Tammy Grossbauer, Debbie Harju, Karen Hutslar, Pete Lacey, Anne Monroe, Scott Owczarek, Kristin Schuette, Janail Silver, Vicki Stewart; Committee Chairs and Co-Chairs: Carrie Jeffers, Chris Marx, Chris Wolfs, Tom Hampton, Doug Potter, Paul Schmidt, Nicole Roving, Lisa Masi, Dawn Aubry Slowik, Crystal Napier

The Leadership Summit began at 9:45 AM. Consultant Deb Nystron from Reveln Consulting started the group out with an ice breaker. For the Cities Icebreaker we broke into groups by a city we identified with, shared what we had in common about that city, and got to know each other better. Each group reported on what they had learned about each other and introductions were made. The consultant encouraged ice breakers because they are a great team building exercise.

The consultant focused on team building and shared different models she felt were very effective such as the MCG Model and the Three C Model. The MCG Model dealt with how teams form grow and achieve their goals. The Three C Model dealt with team member coaching and used the three key components of connect, clarify and commit. The group broke into groups and came up with examples of how each of the models could be applied.

Another important element the consultant stressed was that when you are stuck use IMULL questions. IMULL stand for important, motivate, urgent, leverage and low hanging fruit. This is a great coaching tool as well.

The session with the consultant wrapped up by members of the group sharing what they were taking away from the session.

The group next broke for lunch. Debbie Harju gave a brief welcome and a lunch of assorted pizzas, salads, soft drinks and chocolate was served.

The afternoon session began with Karen and Pete reprising their MACRAO presentation of Taking MACRAO to the Next Decade...and Beyond! They stressed to the chairs and co-chairs that MACRAO needs to seek new means of revenue and to find new ways of making money. It was stressed to the chairs to be aware of expense as we want to keep MACRAO viable. Chris Marx of Davenport University has agreed to chair an ad hoc committee to look into ways to keep MACRAO in the black. Ideas such as increasing dues, pursuing grants, partnering with vendors, selling advertising and selling MACRAO merchandise were discussed. Anyone with ideas, please send them to Chris Marx.

MACRAO Leadership Manuals were distributed to the chairs and co-chairs by Anne and Scott. This was followed by a highly competitive game of MACRAO Jeopardy. The group separated into three teams of A, B and C. Team B came out the victor. After the game there was a review of the MACRAO web page.

The budget, expenses and approval process was presented by Debbie and Pete. Chairs were encouraged to review and talk about expenses and to see what other committees are doing so not to duplicate. If a committee has a session that will cost money, all expenses must be attached to the proposal. Session proposals are online. Debbie asked the Chairs to work together and establish guidelines for proposals for the awards presented by MACRAO. Pete reviewed the Expense Voucher and reminded the chairs that any expense must be approved in advance by Debbie. Payment will then be processed by Pete.

Break

After a short break, Debbie discussed the 2009-10 Calendar of Committee Events, Activities, Deadlines and Meetings. Debbie stressed that the Chairs are always welcome to attend any EC meeting as well as meetings designated for chairs/co-chairs

The MACRAO Constitution & By-laws were reviewed. After a brief discussion, Debbie asked that everyone take them home to read and review. If a member felt there needed to be changes made, they would need to respond to Debbie by January 15. Any changes would not take place until the next conference in November 2010 when proposed changes would be voted on at the Annual Business Meeting.

Initiatives and Priorities for the Coming Year

- Annual Reporting (Data and Technology Applications)
- e-Transcript, MICAN, P20/P16 (Legislative Issues) Ron Hughes, chair
- Financial Sustainability (Ad Hoc) Chris Marx, chair
- Governance Policies (Executive) meeting in January, will write some new polices, set timetable
- Chairs were asked to see if there was anything their respective committee could do differently? Bring your ideas, let the EC know if you need anything
- Scott asked what the EC can do to help and collaborate
- Doug Potter felt consistent communication was very helpful as well as meeting and

networking

- Carrie Jeffers felt it helpful to let members know what committees do and encourage participation
- Scotty O./Janail putting out call for new members in the Newsletter or will send out on list serve
- Karen asked that when planning events let us know so that there are not two events on the same date
- Scotty O. asked for any location suggestions for the 2011 conference
- Dawn Aubry Slowick asked if we have ever considered letting students, future higher education professionals, those seeking a career in higher education, etc. join MACRAO. She will write up a proposal

The Leadership Summit was adjourned: 1:50 PM.

Respectfully submitted,
Vicki Stewart
MACRAO Secretary



Treasurer's Report to the MACRAO Executive Committee

Thursday, December 31, 2009

FUND BALANCE -December 4, 2009

Savings:	\$32,780.15
Checking:	<u>\$20,522.82</u>
	\$ 53,302.97

RECEIPTS:

Savings

Interest-Savings - December 2009 \$4.16

Checking

2009 Membership Dues & Cvent Deposits \$2,435.00
 Fall 2009 Annual Conference - Registrations & Vendors

TOTAL MONTHLY REVENUES \$2,439.16

TOTAL ACCOUNT BALANCE **\$ 55,742.13**

DISBURSEMENTS:

Executive Committee

EC - membership logo survey \$19.95
 EC leadership summit meals/presenter/materials \$544.90

Cvent Expenses

Capital One Merchant Fees \$81.28

Miscellaneous

Chase bank stop pay renewal fee \$4.00

Michigan Transfer Network (MTN)

Monthly Service Fee - December 09 \$991.00

TOTAL MONTHLY DISBURSEMENTS \$1,641.13

FUNDS AVAILABLE, December 4, 2009:

Savings:	\$32,784.31	
Checking:	<u>\$21,316.69</u>	
	<u>\$54,101.00</u>	<u><u>\$ 54,101.00</u></u>

Respectfully submitted,

Pete Lacey
Treasurer