

**MACRAO Joint Executive Committee and Committees Meeting  
December 9, 2005**

**Lansing Community College  
Lansing, Michigan**

**Present:** Melinda Booth, Sue Deel, Paula Dykstra, Sedgwick Harris, Dorene Root, Howard Shanken, Michele Thomas, Mark Ulseth

**Absent:** Diane Praet, Vickie Scavone

**Call to Order:** Paula Dykstra called the meeting to order at 9:33 a.m.

Paula introduced herself and thanked everyone for attending. She talked briefly about the 2006 Fall Conference at the Grand Traverse Resort. She noted that she is looking forward to receiving session ideas from the committees and reminded all that session ideas can come from anyone, not just committee members. Also, presenters don't have to be MACRAO members. She asked for three session proposals from each committee and suggested that some committees could collaborate on sessions. Preliminary session proposals are due to Paula by January 15, 2006. Final proposals are due by February 15, 2006. She will need to know the audio/visual needs and facilitator names. She also asked that presenters bring their own projectors and laptops for power point presentations. There are limited AV aids available at the Resort.

Paula made some further remarks and shared information about committee membership and responsibilities. She noted due dates – final budget requests are due January 15, 2006; spring newsletter deadline is January 15; fall newsletter deadline is July 1; annual report is due October 15. She reminded the committee chairs that only the MACRAO President can sign contracts so they should be aware of that as they think about session presenters.

**Minutes for Executive Committee Meeting:** Sedgwick Harris called the meeting to order. Approval of the minutes, with three changes, was moved by Paula Dykstra and seconded by Michele Thomas. Approved. The changes are as follows: on page 1, under President: the AACRAO replacement at the Fall Conference is Barmak Nassarian. On page 2 under President-Elect remarks, the second full paragraph on the page should be deleted. It begins "Special guests at the Past President's reception..." Also, under New Business, bottom of page 2, delete the last line.

**Treasurer's Report:** Michele Thomas reported the beginning balance on October 13 was \$56,333.80. Since the last meeting she has received registration fees of 20,015.00 plus some additional income. Funds available are \$73,224.20. She is still expecting some charges of about \$2500 to \$3000 that should be coming in. The hotel bill is still unpaid but we are close to break-even with that.

She noted that very few conference participants paid the late fee – most did the early-bird registration. Two hundred thirty people paid the early bird registration fee, 15 paid the standard fee. The pre-conference workshop had more people than predicted – some came without signing up ahead of time. There was a reimbursement to someone from Wayne State due to a death in the family. Seven people registered on site. The Treasurer's report was approved.

**President Elect:** Paula has a preliminary budget for the next conference. It includes \$175 for early bird registration and \$210 if folks register later. She is planning on around 275 people total. The last conference at Shanty Creek was just over 300 people and she feels Traverse City will work to our

advantage for attendance. She suggested an afternoon time for any pre-conference workshops offered since it's further to travel to Traverse City than to Lansing. This could include a snack rather than lunch.

Paula requested that Howard check with the Articulation Committee and with the Graduate and Professional Studies Committee to confirm their plans for pre-conference workshops. Howard suggested caution on numbers for pre-conference workshops.

Paula talked to several vendors at the SEM conference and expects some new vendors to attend the fall conference. The rate has been raised to \$325 and she expects 10 vendors. Negotiations on the food are ongoing so no expense for that can be determined at this time. She plans to have a more low-key evening on Wednesday as far as entertainment goes with a larger-scale event on Thursday. She noted that the meeting room charges are reduced if we meet the guest room quota. Her preliminary budget is running a deficit but is in the early stages.

Conference registration processing is a large task and the committee is looking at a new way of handling it. There are some set up charges associated with having someone else handle this, but once it's up the largest charge is over. There are additional, smaller, ongoing charges but will make this process much easier and is well worth it.

**Vice-President:** Howard Shanken reported that things are going great with the committees. He intends to send a monthly update to committee chairs and will encourage the chairs to communicate with their committees. He also noted that the person in charge of the audio/visual equipment from the L.A.C. will have to be in communication with the committee chairs as well.

The fall conference for 2007 will likely be in Kalamazoo or Grand Rapids. Since Grand Rapids was so successful last time, they are looking at that location. Howard has resources there for any last minute needs which would make things easier overall.

**Past President:** No report as Diane Praet was not present.

**Historian:** Dorene Root reported that Mark Ulseth volunteered to put the tribute to Ed Loyer on the website. She asked Howard to remind committee chairs to send her brochures, programs, pictures, etc. that their committee may put out. It was noted that pictures should be taken each year of committees, etc. and of workshop participants. Dorene also remarked that there are many historical records and some are getting to be old. We should look at scanning these for preservation.

AACRAO is planning their 110<sup>th</sup> anniversary in 2010. They are asking historians to pull together information for them. They are planning to hold the conference in New Orleans, but may have to move it. It was noted that the expense of the AACRAO conference, when held in large cities, is much higher than if the conference were held in a tier-two city. AACRAO believes they lose too many attendants if they don't hold the conference in one of these large cities. If we believe the expense to be too high, we must vote with our feet.

**Web Master:** Mark said the M-TENS.org site is up and running as a worksite for the ad hoc committee. In the future it will become the "transfer wizard." He also noted that he is posting information from committees and others as PDF files (rather than re-typing or re-formatting other types of files like Microsoft Word).

There is a question of whether or not we want the MACRAO website to work like the M-TENS website - where folks can establish their own accounts, do their own updates, etc. This would be an extension of each college having their own MACRAO Web site Editor. For example, the President of MACRAO would be able to log in and add content.

It's possible that this new format could be used for registration for conferences at some point, but it's unlikely it could be ready for this year's fall conference. This should be tested on a smaller conference before a large fall conference.

It was noted that there is no stopping anyone from having access to everything on the MACRAO website, even though the button for access says members only.

**Newsletter:** Melinda has a list of what she'd like to have for the next newsletter. That includes a letter from the President, pictures from the fall conference, calendars, M-Tens update, nominating committee info., and a final list of committee members. Melinda also noted that she'd like to add volume and issue numbers to the newsletter. Dorene will look into this with regard to old copies.

**Joint Meeting:** Committee members joined the Executive Committee for lunch. Due to the weather, there were not many in attendance.

**Registrar's Practices Committee:** Ron Hughes announced that the Registrar's Drive-In workshop will be at Schoolcraft Community College on March 31. They would like to focus the morning session on one topic (transfer) with the afternoon session being the traditional question and answer time. There will be a \$20.00 charge for this. The committee does not anticipate any mailing charges. The committee also discussed possible topics for the fall conference.

**Articulation:** Alex Torres reported that there will be a summer conference at Houghton Lake in early June. They are looking at a two-day workshop and the committee believes about 50 to 75 people will attend. The cost will be around \$80.00 for two days.

**Equal Education Opportunity:** They are proposing a diversity track for the fall conference. They did not present a budget proposal, but did have some ideas of what they might need including EEO award expenses (award itself, lunch, travel and accommodations for the winners, etc.), printing of letters to nominees, and perhaps the opportunity to offer a small book scholarship to a student (possibly as an award for an essay on diversity).

It was the memory of the Executive Board that there is only one EEO award (not two, as proposed by the committee) and that it should be kept as such due to budget considerations. Folks can re-apply/re-nominate. There was also a reminder that any printed material (such as brochures) should be sent to Sedgwick first for distribution and approval by the Executive Board before any printing and distribution.

Changes to the mission statement were approved as was a name change for the award. The award name is Equity in Education. It was noted that a bio on the winner would be nice and could be added to the spring newsletter.

**Old Business:** None.

**New Business:** There was a question about what happens to the evaluation forms from college nights. It was suggested that they should go back to the committee chair to be tallied and used when setting up calendars, etc. Also, it was noted that we need to be aware of non-MACRAO sanctioned events and not feel like our hands are tied with regard to these. It was noted that transfer fairs are becoming more and more frequent and no one really keeps track of them. It would be helpful if we could move more toward sanctioning and do it early while these are still relatively new.

Committee membership needs some definition and boundaries. There are no printed guidelines regarding committee membership – both in size of committees and when folks rotate off of and on to committees. It was generally agreed upon that there needs to be some restrictions on the size of committees as it's difficult to work if a committee gets too big. Also, opportunities need to be available for new volunteers and if the same people continue to serve new folks don't get a chance. One of the problems is that some committees are very small and need members to volunteer to serve again. So how can we limit the number of committee members and the length of service without disadvantaging the smaller committees? It was noted that a committee size of 12 volunteers is a good size and committees need to consist of representatives of both two and four-year schools. Also, there should not be too many members from the same school. Paula and Howard will prepare a draft set of guidelines for the next meeting.

Paula noted that at the fall conference, the Articulation Committee put out a draft of a brochure they created. They'd like this to be official. The Executive Committee needs to review it before this happens. There is a Dean's group (community college folks) that is concerned about this because they have also created a brochure that is similar. They don't want to put theirs out if it's too similar to the Articulation Committee's brochure. The brochure created by the Dean's group is about the benefits of earning an associates degree. The articulation brochure is more about moving from a two-year institution to a four-year. Do we want to promote earning a particular degree? It was noted that we should be building a rapport with the Dean's group and also MACAC. There was further discussion about the effect of legislation on higher education and the use of our affiliation with the Dean's group to have more voices heard on these issues.

**Next meeting:** The next meeting will be January 20, 2006 at Walsh College in Novi. If Vickie Scavone cannot host us, the meeting will be at Eastern Michigan University.

**Adjournment:** Sedgwick moved and Melinda seconded adjournment of the meeting at 2:22 p.m.

Respectfully submitted,

Sue Deel  
MACRAO Secretary