

**MACRAO Joint Executive Committee and Committees Meeting  
December 10, 2004**

**Lansing Community College  
Lansing, Michigan**

**PRESENT:** Paula Dykstra, Sedgwick Harris, Tracey James-Heer, Diane Praet, Dorene Root, Vickie Scavone, Carol Taberski, Michelle Thomas, Mark Ulseth

Absent: Jeff Hartman

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

**WELCOME** Diane Praet made opening comments and thanked Lansing Community College for hosting the meeting. Committee chairs were also introduced.

Diane presented 2004 conference information to the group. The conference had 339 attendees, with 11 vendors and sponsors, for a total of 350 participants. One hundred people participated in the preconference workshops, and 85 took advantage of the one day option. It appears as though we will make some money from the conference. The 2005 conference will be held at the Radisson in Lansing.

Diane reminded everyone that we print two newsletters each year – a Spring edition (February 1 deadline), and Fall edition (late August deadline).

Sedgwick Harris thanked everyone for coming and for volunteering. The Local Arrangements Committee is meeting next week to continue planning the 2005 conference. The LAC is looking for a really good keynote speaker.

Sedgwick encouraged Chairs and Co-Chairs to begin thinking about AV equipment needs now. Conference presenters will hear from Sedgwick a lot regarding deadlines. January 15 is the preliminary session proposal deadline, and July 15 is the Fall newsletter deadline.

Diane announced the Registrars Drive-In will be held on April 8. She also reminded everyone that we need expense reports from each committee and the President is the only person who can sign contracts for MACRAO.

Diane asked each committee to mail original conference evaluations and a thank you note to presenters. Overall session evaluations were handed out. The following handouts were also distributed: session proposal sheets, budget request and expense report forms, and committee chairs & members list.

A question was raised about session proposals that were not approved and what happened to them. In response, all session proposals were approved last year. Another question was raised about the 2005 conference theme. Sedgwick Harris responded that the LAC is still deciding on a theme. The 2005 conference will be MACRAO's 77<sup>th</sup> conference.

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Vickie Scavone reminded everyone to contact her for an updated mailing list. Please ask her for the most current list even when doing a follow up email. Also, please let Vickie know about any bad email addresses.

Dorene Root mentioned it is very important for her (as MACRAO Historian) to receive copies of MACRAO related materials. They are useful when researching records, as we do for honorary memberships, etc.

Diane announced that Paula Dykstra is now the contact person for committee member changes.

The joint meeting concluded at 10:25 a.m. with introductions of the membership. 51 members were present.

**MINUTES**

Tracey James-Heer moved and Paula Dykstra seconded approval of the October 22, 2004 meeting minutes. Approved.

**REPORT**

**Treasurer:** Michelle Thomas reported that the current balance is \$56,250.18. Currently, the fall conference budget is +\$1,638.46.

**President:** Binders were given to Paula and Sedgwick. Conference reports were distributed, including session evaluations, and overall conference evaluations.

**President-Elect:** Sedgwick Harris reported that the LAC is meeting soon. The LAC is set with 13 members; many are from Lansing. The committee would like to see Governor Jennifer Granholm there as a speaker. The number of reserved rooms is down to 125. Possible themes include "a capital experience," or a 70's theme. The LAC is considering having dueling piano bars and a hypnotist for entertainment. Sedgwick is looking into getting a countdown (with days, hours & minutes) on the web site.

**Vice President:** Paula Dykstra reported that committee membership is done and she has letters for all the new members. Members are expected to rotate off a committee after three years. However, some members may be allowed to stay on in an ex-officio capacity.

**JOINT MEETING**

Committee chairs joined the Executive Committee for lunch at 12:10 p.m.

Sedgwick Harris reminded committee chairs to notify him of any AV equipment needs. Also, please let Sedgwick know if you need information on conference sessions.

**COMMITTEE REPORTS/UPDATE**

**Graduate & Professional** (Kathy Orscheln). The committee prefers having a preconference workshop every other year. Currently, they have three session ideas. The focus is on graduate admissions, but they will try to involve the registrar folks as well.

**Registrars Practices** (Norene Naeyaert). Four out of their seven committee members are new members. The committee has six session ideas. The Registrars Drive-In will be at Macomb Community College's Center Campus. They are considering doing a preconference workshop.

**Professional Development** (Sue Deel). The support staff workshop will be June 8 at Alma College. The committee will continue to offer the support staff award and travel grant. They are meeting in January to solidify session ideas.

**Admissions Practices/Enrollment Management** (Carla Matthews). The committee reviewed their conference evaluations and mission. They also came up with two session proposals.

**Data & Technology** (Cherie Hatlem). The committee is proposing nine sessions, one as a preconference. They are happy with their current goals and will not recommend disbanding now.

**Equal Education Opportunity** (Patrick McNeal). Information about the EEO award will appear in the spring newsletter. The committee will be looking at the web site to see how to improve it. They also set up their meeting times and are considering a possible preconference or Drive-In. The committee is trying to become more inclusive (as it relates to diversity). They are meeting in January.

**Secondary School Relations** (Troy Tissue). The committee discussed the New Professionals Workshop. They began doing online registration through Ferris State's IT department and they made money last year. The committee also opened up registration to seasoned professionals to attend the first day. The workshop is tentatively scheduled for September 8-9 in Mt. Pleasant. They anticipate 30-40 attendees.

**College Day/Night** (Lisa Remsing): The committee will be meeting with the Executive Committee in January and some Admissions Directors to discuss how fairs are sanctioned.

**Articulation** (Jennifer Pahl): The committee would like to send a follow up email to those who attended the preconference workshop. The workshop made a \$500 profit this year. They submitted copies of the evaluations. The committee has four session proposals. They plan to propose another preconference workshop and a one day workshop in the summer (somewhere north).

Vickie Scavone challenged all committees to be more descriptive with their session briefs.

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

**Past-President:** Carol mentioned that the deadline for the AACRAO Ockerman Award is approaching. The Executive Committee recommends that the Articulation preconference workshop be nominated this year. The application is due in February.

Carol will work on certificates of appreciation for those retiring from ACT – Tom, Marilyn & Jack Reese.

**Historian:** Dorene Root commented that things are going great as MACRAO continues to make history.

**Webmaster:** Mark Ulseth presented information about the MACRAO web site. Currently, the site is hosted by Washtenaw Community College & Henry Ford Community College. The site works, but there are several issues. For instance, the items you can see, but can't do anything with are fine. However, the items you can "do" involve computer programming. There are also the issues of conference registration (no reentry), and many different databases making up the site.

Mark presented cost estimates to have the web site cleaned up. In a perfect world, it would cost \$17,000 (at \$50 per hour) to completely redo the site. This amount would be a one time fee with no maintenance charges. Alternatively, it would cost \$1,600 to simply organize and clean up what is already there.

Therefore, Paula Dykstra moved and Sedgwick Harris seconded a motion to pay \$1,600 to revitalize the current MACRAO web site. The work will likely be completed by our next meeting.

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

**Directory Editor:** Vickie Scavone distributed the 2004 MACRAO directory to Executive Committee members. She would like to send a letter to the Directory editors at each institution to stress the importance of maintaining the information.

Vickie was contacted by Wayne State University regarding the status of their dues. They should be sending dues soon to make them current.

We have not received a check yet from Purdue University, who we approved as an affiliate member at our last meeting.

Tracey James-Heer moved and Carol Taberski seconded a motion to accept Miller College for affiliate membership. Motion approved.

**OLD BUSINESS:**

**Conference refunds:** Two MACRAO members had family members pass away and request a conference refund because they were unable to attend. The Executive Committee feels a refund should be provided because the conference made money this year. However, refunds should not be made in the future if the conference loses money.

**NEW BUSINESS**

**Hyatt proposal for 2008:** The Executive Committee discussed a proposal to return to the Dearborn Hyatt in 2008. Currently, we owe the Hyatt \$12,700 for the 2004 conference, but this charge will be waived if we commit to dates in 2008. The proposed dates are November 12-14, 2008, with a room rate of \$127 per night. If/when we pay the \$12,700 we will receive a refund for sales tax.

One issue with the proposal is whether or not we have a limit to our budget surplus. In 2002, we set a budget cushion to \$30,000. Vickie Scavone added that we don't know if we are going to continue the current conference format. The Executive Committee is also curious to know what dates are available in 2009. The issue was tabled until the next meeting in January.

Dorene Root will contact Indiana and Ohio regarding a possible tri-state conference.

**Michigan event at AACRAO in New York:** There are no plans to organize a dinner at AACRAO in New York.

**NEXT MEETING**

The next meeting is scheduled for Thursday, January 27, 2005 at Walsh College-Novi Campus.

**ADJOURNMENT**

The meeting adjourned at 2:22 p.m.

Respectfully submitted,

Tracey James-Heer