



## MACRAO COMMITTEE CHAIR MEETING

**December 11, 1998**

Lansing Community College  
Lansing, Michigan

**PRESENT:** Susan Cushnier, Mary Lu Fleming, Darrell Garth, Jennifer Gilroy, Joan Hartwig, Karen Hutslar, Karen Klumpp, Lisa Kujawa (presiding), Vivian Ladd, Pete Larey, Steve Parsons, Tory Parsons, Sheri Samaha, Vickie Scavone, Dick Stevens, Vicki Stewart, Carol Taberski, Mark Ulseth, Evy Wolfgram, and Paul Wright.

**ABSENT:** Sarah Dickman (Professional Development), Paul Schmidt, and Ed Loyer.

### CALL TO ORDER

The meeting was called to order by Lisa Kujawa at 10:15 a.m.

### INTRODUCTIONS

The committee chairs/co-chairs and executive committee members informally introduced themselves.

### PRESIDENT'S REPORT

Lisa Kujawa discussed/distributed the following items:

1. A list and description of all the committees. Lisa reported that Paul Schmidt is still assigning people to the committees. We discussed a proposal submitted to recognize chairs and committee members who have done much for their committee and/or MACRAO. Lisa also passed out a list of committee goals from 1998. These need to be reviewed by the new committees and updated for 1999.
2. Lisa talked about the Executive Committee's role and each member discussed their role.
3. Lisa spoke about the importance of finalizing sessions and speakers as soon as possible. She also shared the session proposal form that needs to be completed for each session.
4. Lisa stressed the importance to the Chairs of having their committees meet.
5. The tentative Calendar of Activities for 1999.
6. The current list of Executive Committee members.

### PRESIDENT-ELECT'S REPORT

Karen Klumpp discussed the following items:

1. The new Committee Chair/Co-chair Handbook was distributed and Karen went over the various sections.
2. Preliminary suggestions for sessions are due by January 1<sup>st</sup>, but Karen will accept them through January 15<sup>th</sup>.
3. Karen is getting together the 1998 session evaluation forms and will get them to the chairs as they plan sessions for 1999.
4. She also talked about goals for 1999.

### VICE PRESIDENT'S REPORT

Dick Stevens discussed the following:

1. Dick stressed the importance of having a wide variety of sessions. This includes offering sessions of interest to both new and old members.
2. Dick also directed us to look to the future and the year 2000 conference with Indiana and Ohio.

### TREASURER'S REPORT

Paul Wright discussed the financial health of MACRAO. He also referred to page 9 and the last three pages of the Committee Chair/Co-Chair Handbook, which details all the information needed regarding the budget and budget requests.

Budget requests should be sent first to Lisa for approval. She will then send them on to Paul W. for payment.

### MACRAO 1998

Lisa passed out a summary of the conference evaluations and they were discussed. Overall, the attendees were very satisfied with the

conference. She also reported that there were 220 paid registrants.

### **SECRETARY'S REPORT**

Karen Hutslar distributed the draft of the Minutes from our Business meeting.

### **MISCELLANEOUS**

Mark Ulseth discussed our web site and encouraged people to add to it. He will soon have information out there on how to add items using things such as front page, etc. He also said that surveys could be put on the web. Dick suggested having the calendar of activities out there and possibly making it interactive.

We discussed Joan Hartwig's importance as Historian for being an excellent resource. It is also very important that any material produced by the committees be also sent to Joan.

Lisa reported that she will get back to the Chairs before the holiday break with the following:

- A list of all committee members
- Notifying them of whether or not there will be a February meeting with the committee Chairs.
- Any items they should be aware of from the Executive Committee meeting.

There will be an ACT conference on March 4 – 5, 1999 which may be of value to our members.

### **ADJOURNMENT**

Lisa adjourned the meeting at 12:00 p.m. following a roundtable of comments from all attendees.

Respectfully submitted,

Karen Hutslar  
Secretary

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Last Revision: Wednesday, December 17, 2003



## MACRAO EXECUTIVE COMMITTEE MEETING

**December 11, 1998**

Lansing Community College  
Lansing, Michigan

**PRESENT:** Joan Hartwig, Karen Hutslar, Karen Klumpp, Lisa Kujawa (presiding), Vickie Scavone, Paul Schmidt, Dick Stevens, Mark Ulseth, and Paul Wright.

**ABSENT:** Ed Loyer

### **CALL TO ORDER:**

Lisa Kujawa called the meeting to order at 1:20 p.m.

### **ANNOUNCEMENTS:**

Paul Schmidt briefed us on a meeting of representatives from the 2-year colleges regarding setting up uniform policies (e.g. applications, fees, etc.) for courses on the internet. The Presidents have supported these classes and they have hired Michael Wahl to coordinate these efforts. Paul S. would like to offer MACRAO as a resource for this project. This type of venture will affect all colleges and universities once the Virtual University is established and we all felt it would benefit us to become involved as things are being developed.

### **WELCOME:**

Lisa introduced the new members of the Executive Committee:

- Dick Stevens – Vice President
- Mark Ulseth – Web Master

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### **MEETING REVIEW:**

We discussed the morning meeting with the chairs and co-chairs, which went well. The following items did come up:

1. Dick Stevens suggested that the Handbooks be distributed at the fall conference.
2. We talked about the time line in submitting proposals for sessions. The date may be postponed until February since not all of the committees are set.
3. We talked about the MACRAO session on committee structure. This will be added as an agenda item for our January planning meeting.
4. Paul S. is currently working on the committee assignments.
5. Dick suggested putting a request for volunteers in anything we send out.

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### **1998 MACRAO CONFERENCE:**

Lisa reported that 84 evaluations had been submitted and we reviewed a summary of these evaluations. Karen Klumpp will be sending out the individual session evaluations to the committee Chairs.

Lisa reported that 235 members registered for the conference and 220 attended. Lisa also submitted a final fiscal report on fees collected and expenses. The details are as follows:

**Total Conference expenses: \$36,707.75**  
**1998 Conference reg. fees: - 28,900.41**  
**1998 fees from vendors: - 950.00**  
**FINAL COST (-\$6,857.34)**

Lisa will be working with Sylvia Stancil regarding payment to her speaker as there was no pre-approval of this fee. Paul W. suggested that we

review the wording in the Handbook regarding the payment of Honorariums so that it is very clear that any requests for honorariums must be submitted and approved by the executive committee.

### **TREASURER'S REPORT:**

There was no formal treasurer's report, but Paul Wright stated we have approximately \$22,000. Lisa will be sending him the remaining money left from the registration fees. Paul anticipates that after paying all debts (including our bill to Shanty Creek), that he will have about \$15,000 to put into a CD.

### **MISCELLANEOUS:**

The following items were discussed:

#### **1. JOB POSTINGS ON THE WEB**

Vickie Scavone talked about the number of label requests she receives for job postings. We decided this would be a service that would benefit our members and we would not charge paid members. For anyone else, there would need to be approval by the Executive Committee and a fee of \$150.00 would be charged for a 30-day posting. Paul W. said this would not affect our non-profit status. We also felt for all postings that we might want to limit the length and possibly use a standard format.

#### **2. PROTOCOL FOR DEATH OF AN ACTIVE MACRAO MEMBER**

Paul S. spoke about this issue and the recent death of Jim Bolthouse. We discussed whether it would be appropriate to donate to a memorial for a member. Paul S. made a motion that MACRAO donate \$100 in Jim Bolthouse's memory to the memorial designated by Jim's family. Karen K. made a friendly amendment that these funds come from interest income. The motion passed. It was decided that this proposal was a special Executive Committee exception and each one would need to be approved by the committee. Paul S. will write an accompanying letter with the contribution.

#### **1. MEMBER RECOGNITION PROPOSAL**

A proposal was submitted last year by Holly Diamond. We will discuss this at our next meeting.

#### **2. SESSION ON GUEST APPLICATIONS**

We decided that this subject would be discussed at our next meeting.

#### **3. SESSION ON COMMITTEE STRUCTURE**

This will also be discussed at our next meeting.

#### **4. MICHIGAN INSTITUTE OF AERONAUTICS**

This institution requested institutional membership. Paul S. moved that we approve their request for membership. The motion was denied. Lisa will send them a letter.

### **1999 CONFERENCE:**

Karen Klumpp reported that the LAC has been established. The first meeting will be January 8<sup>th</sup>. She is currently seeking names for a possible keynote speaker.

### **2001 CONFERENCE:**

We need to come up with a form for host locations to submit for bids. Paul S. will be developing a draft. We may also want to form a sub-committee.

### **WEB UPDATES:**

Discussion was held on what should and should not appear on our web page. The approved items included the following:

- Minutes
- Conference information, dates, program, and directions to location
- Budget
- Past annual Treasurer's report (Paul W. will submit to Mark)

- List of Chairs (Lisa will get list to Mark)
- List of Executive Committee members (Paul S. will get list to Mark)
- How to contribute to the web
- Job postings
- Honorary members (Joan will get information on Don Sims and Tim Kennedy to Mark)
- College Night Schedules
- Reports and surveys (this will be discussed more at our next meeting)
- Community college weeklies
- Transfer equivalencies
- Directory
- Calendar of events

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Mark Ulseth also discussed the following items:

- Someone needs to finish the Resolutions and agreements page
- He is trying to get us up in the search engines.
- He is accepting suggestions for possible links.
- We would like to be linked to other college/university pages.
- The counter will be reset on January 1, 1999.
- This site is secure so people could use it for registrations and accepting payments by charge card.

Lisa will be meeting with the Data and Technology Committee to enlist their support in input for this page.

Mark asked if he could add a link to his web site. Paul S. made a motion that we allow this and the motion passed. The executive committee is very grateful for all of Mark's work on this page.

**NEXT MEETING:**

Our next meeting will be January 29, 1999 at Lansing Community College.

**ADJOURNMENT:**

The meeting was adjourned by Lisa Kujawa at 4:10 p.m.

Respectfully submitted,

Karen Hutslar  
Secretary

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