Executive and Chair/Co-Chair Committee Meeting
May 21, 2010
Central Michigan University – East Lansing Center
2900 West Road, Suite 301
East Lansing, MI 48823
10:00 AM – 2:00 PM

Attendees:  Debbie Harju, Karen Hutslar, Tammy Grossbauer, Pete Lacey, Katherine Lichtenberg, Janail Silver, Scott Owczarek, Dorene Root, Vicki Stewart

Absent: Kris Schuette

Chairs and Co-Chairs: Carrie Jeffers, Monique McGregor, Nicole Rovig, Howard Shanken

Call to Order
The meeting was called to order at 10:05 AM by Debbie Harju. The minutes from April 16 were moved for approval by Karen Hutslar and seconded by Debbie Harju.

In between the April and May meetings a vote was taken via email to have Doug Potter move forward with the Michigan Uniform Undergraduate Guest Applications Surveys. Karen, Debbie, Scott, Katherine and Vicki all voted “yes” to move forward.

Committee Reports

College Articulation
Katherine reported that the College Articulation Committee has submitted four out of their six session proposals for the annual conference. They will submit the rest of the critical details for these sessions after the Summer Summit. The committee also asked that Janail run the Summer Summit information in the Newsletter again.

Howard mentioned that an agenda is not posted for the Summit. Katherine will ask if they could please post an agenda.

College Day/Night
Katherine reported that the committee has five brand new members this year, but they were able to implement some minor, but very effective changes and/or additions to the College Day/Night Guidelines. They are hopeful that these changes will improve the college fairs. The committee has also laid the groundwork for future plans to streamline the College Fair request and RSVP processes, as well as the evaluation system. They hope to start that phase in this next year.
Katherine contacted the committee about adding the MACAC conference to the calendar. They are working on adding it as well as the NSS Conference and the MACRAO Conference.

Data and Technology Applications
No report.

Enrollment Management
Katherine reported that Enrollment Management has not yet met as a committee this year. However, they do plan to meet twice before the annual conference. Their first meeting will be to discuss sessions for the 2010 conference. It has also been discussed that the committee will be looking at planning an Enrollment Management Certificate Cohort for the next annual conference (2011). The idea is to have a pre-conference workshop focused on Enrollment Management, and have special sessions during each of the breakouts for the cohort group to attend. At the end of the conference, a certificate would be given to all participants for completion. Reminder, a formal proposal is to be submitted to the Executive Committee before the committee moves forward with this idea.

Equal Education Opportunity (Monique McGregor)
The EEOC is revising the Equity in Education Form and will be sending out a call for nominations in mid/late June. The application deadline will be in September. The winner will be selected that month as well. They have also submitted three proposals for the 2010 annual conference.

Legislative Issues (Howard Shanken)
Howard reported that the committee met at the Spring Drive-In. The committee still would like to pursue conversations around using internal webinars and would like to work with the Executive Committee to make this happen. The committee hoped to work through Data & Technology to set-up webinars.

Howard discussed his concerns about MCAN, ConnectEDU, the SuperAPP and CEPI. He felt the UIC was the most positive effort so far. He also discussed the Credential Repository for Education, Skills and Training (CREST). CREST is a political push to accept transfer credit. All agreed it had to be credible. Howard felt we will be seeing more about this and he would like to see that this comes to the Executive Committee.

Howard will forward his proposed language for updating Michigan’s section of the CREST Briefing Book for the Midwest CREST: Feasibility Project. He will include details about the Michigan Transfer Network.
Local Arrangements (Scott Owczarek, Katherine Lichtenberg)
See President-elect report.

Michigan Transfer Network (MTN) Governance
No report.

Professional Development
Katherine reported that the 2010 Outstanding Support Service Award will be presented at the Support Staff Workshop on June 18.

Registrar’s Practices (Carrie Jeffers, Nicole Rovig)
Carrie Jeffers reported on the March 26 Spring Drive-In, which had 165 attendees. She felt the controversial topic likely drew people to the event this year. The committee has reviewed the surveys (69) from the Drive-In and received a lot of positive feedback and many suggestions for future topics. The next Spring Drive-In has been scheduled for Friday, March 25, 2011 at Michigan State University.

Carrie also reported that while their January and February meetings focused on the Drive-In, at their April meeting the committee sent seven proposals in for the annual conference. The FERPA Brochure was also discussed as it has not been updated since 2004. The committee would like to look at reviewing/updating the brochure every two years. The committee will bring an updated brochure to the Executive Committee in July. The committee has also set their chair/co-chair for the next two years. The 2010-2011 Chair will be Nicole Rovig and Chris Engle will serve as the Co-Chair. The 2011-2012 Chair will then be Chris Engle and Rose Klee will serve as the Co-Chair. They will not meet again this year, but will communicate via email.

Secondary School Relations
Katherine reported that the Secondary School Relations Committee met on Monday, April 19 to continue planning the New Professionals Workshop. Sessions for the workshop will include a high school counselor panel, travel tips, financial aid 101, a mock college fair and other topics. They are currently working on solidifying the agenda and publications for the workshop.

The committee has also submitted three session proposals for the annual conference. Their next meeting will be June 15 in Lansing. They will also meet September 1 in Lansing the day of the workshop.
Sustainability Committee Ad Hoc
No report.

Comments from the Floor
None.

Executive Committee Reports

Treasurer

Funds available as of May 21
Savings = $32,800.42
Checking = $17,723.81
Balance = $50,524.23

Katherine made a motion to approve the Treasurer’s Report and it was seconded by Karen.

President
MACRAO Audit Update – Davenport Contact
Debbie contacted Chris Marx at Davenport, but she has not heard back from him yet. Chris mentioned at the December Leadership Summit that he may have a contact at Davenport who may be able to help with an audit. An audit has not been done in quite some time and Pete would like to see it done annually. This would protect the organization, the president and the treasurer. Debbie will check with Paul Wright to see if an audit was performed while he was treasurer and what procedure was followed. Pete will also contact a person he knows regarding information on an audit.

MHEC CREST (Credential Repository for Education, Skills and Training) Initiative Meeting
See Legislative Issues Committee.

Executive Committee Budget
Debbie prepared a budget spreadsheet and it was reviewed by the Executive Committee. The biggest change with expenses is with MTN; the monthly fee has dropped significantly from last year. There was concern, however, regarding the commitment to overnight rooms for the Summer Summit; whether MACRAO would be responsible for the rooms not sold for this event. Also, it is hard to predict the income and expenses for the upcoming events due to budget cuts
at institutions. After discussing MACRAO’s projected income and expenses for 2009-2010, the Executive Committee voted not to raise membership dues this year. Scott made a motion not to increase dues at this time and it was seconded by Karen. The Executive Committee will revisit the dues structure/fees after hearing from the Sustainability Committee.

President-Elect
Scott reported that Lloyd Carr has been confirmed as a speaker for the annual conference. He will give the keynote address. His $5,000 fee does not include mileage or room. Saginaw Valley State University students are working on a logo for the conference using the colors lime green and blue. The next Local Arrangements Committee meeting will be June 4. At this meeting the LAC will review the food menu and sessions. The July LAC meeting will be at Shanty Creek and the committee hopes to do some taste tasting. Scott has asked for rooms at the conference rate. The management at Shanty Creek has been great with everything so far. Scott has been trained on CVENT and the goal is to get the CVENT site up mid-June, early July. Workshops and Speakers are falling in to place. Brad Myers will be attending as the AACRAO representative and he will also do a FERPA update. The session proposals that have been submitted so far all look to be of quality.

Vice-President
Katherine reported that she has been spending time working with the committees and the LAC. She has also started to think about the 2011 conference and has done a site visit with Debbie to the Inn at ST. John’s in Plymouth. The Inn at St. John’s is a beautiful site, but may not be feasible due to AV costs. Macomb Community College has offered to host the conference. She is looking at her options and she is looking to hold the conference in southeast Michigan. She wants to have the location set by the 2010 conference.

Past President
Karen reported she has had no nominations submitted. She has had two articles in the Newsletter and emailed the Committee chairs. They are looking for nominations for Vice President and for the Nominations Committee.

While attending AACRAO, Karen found out that MACRAO does need to complete an IRS 1099 form when paying speakers. This form is required under certain criteria and the EC will need to verify the dos and don’ts. Pete will add this to the list of tasks for the treasurer.

Karen attended the DASUM meeting with CEPI and ConnectEDU and reported that the Admission Directors have a lot of concerns, especially with the Super App. All agree that the portal is a wonderful thing for students. They do have concerns if the portal can be ready to go by the fall and if there will be sufficient time for both the college/university admissions offices and the high school counselors to be fully aware of its functionality to assist students. They are
also concerned about the costs for the SuperAPP, whether it is the $4.00 fee (depending on the option selected) and/or programming and staff costs. They also have not been able to view or test the new SuperAPP. Due to these issues, many are looking at possibly utilizing a link to their applications on their college profile page on the portal rather than utilizing the SuperAPP for at least this year.

**Secretary**
No report.

**Historian**
Dorene reported that she and Debbie have been discussing possibly changing vendors for the Support Staff Workshop Award. Dorene has used a vendor in Mt. Pleasant and Debbie has a vendor in Ann Arbor that she has used in the past and has been very happy with the award. The cost of the plaque from the new vendor would be around $100. If the decision is made to use the new vendor, we will get all of this year’s plaques from this vendor. After some discussion, it was decided that Debbie will order and pick-up the plaque(s) from the Ann Arbor vendor for the Support Staff Workshop and give the information to Dorene to use for future orders.

Dorene also announced that she is looking for honorary members. Dorene proposed Paul Wright for this honor. A motion was made by Debbie to nominate Paul Wright for honorary membership. The motion carried. Dorene will send a letter to Paul in August to inform him and invite him to the conference.

**Web Editor**
No report.

**Newsletter Editor**
Janail presented a mini-Newsletter called the *MACRAO Insider*. The EC reviewed it, made suggestions and Janail will send it out today. She also plans to send the June Newsletter and will coordinate this with Scott.

**Membership Coordinator**
Tammy reported that she has set-up for the Support Staff Workshop and the Summer Summit in CVENT. She has also set-up the financials for both. To date, Pete has not received any payments. She has contacted Jennifer about the New Professional Workshop and there is still one outstanding payment from the Drive-In. Lisa Masi and Doug Potter will take only checks
from walk-ins for their events. Tammy also created a template for things that are consistent on several pages.

Old Business

Policies to be Discussed/Approved (All)
The Record Retention, Whistleblower and Conflict of Interest policies will be reviewed/finalized by July.

Executive Committee Roles and Responsibilities (All)
The Executive Committee Roles and Responsibilities will be reviewed/finalized by the EC in July.

AACRAO Representative – Annual Conference
Brad Myers will be the AACRAO representative at the Annual Conference. Brad will give an update on national issues. He has also offered to do a pre-conference workshop or session on FERPA or other AACRAO issues.

1099 Form Update
See Past President’s report.

UIC/LDS Ad Hoc Committee
Scott reported that the UIC/LDS Ad Hoc Committee met with CEPI on April 28. They are moving forward and have put together a timeline to put everything in place. Scott felt the meeting was productive and the Ad Hoc Committee has given them a lot of good advice in areas they do not have resource information for. He also noted that CEPI will do a workshop at the annual conference in November.

After some discussion as to whether to formalize the committee, Scott made a motion that the UIC be a working ad hoc committee. The motion was seconded by Karen. Their charge will be the coordination of UIC, LDS and getting UIC to post secondary schools. They committee is comprised of Carrie Jeffers, Kara Fields, Kortney Briske, Tammy Grossbauer, Howard Shanken and Scott. Scott will serve as the Chair for now.

Karen asked if Scott could let MACRAO institutions know what data elements will be needed for the UIC interface so that the schools can start working on it.
New Business

CVENT Contract Renewal – Preliminary Discussion
Discussion was held as to whether CVENT is cost prohibitive, can we negotiate fees down when the contract comes up for renewal, or should we investigate other software. While at AACRAO, Scott met with the company that AACRAO uses to set up their conferences. Scott has their business card and will follow-up with them. He also reported that Kris has built a registration system that is used on the MACRAO site, but it does not take payment. We also discussed that much of the cost is due to the merchant fees and we can look at those also when the contract comes up for renewal and possibly work through our own bank at a lower cost. Beginning next year, we will need to view demos from some other companies and see what they can do. Karen and Dorene will work together to find and schedule a demo from a different software vendor “Experient”, for a future meeting.

Leadership Workshop
Scott is looking at December 3 for the Leadership Workshop.

Other
The July 30 Executive and Chair/Co-Chair meeting has been canceled. The EC is looking to meet July 23 at Shanty Creek.

Comments from the Floor
None.

Adjournment
The meeting adjourned at 2:25 PM. The next scheduled meeting is Friday, June 18 at Lansing Community College-West Campus.

Respectfully submitted,
Vicki Stewart
MACRAO Secretary
Treasurer's Report to the MACRAO Executive Committee
Friday, May 21, 2010

FUND BALANCE - April 16, 2010
Savings: $32,796.39
Checking: $15,782.74
$48,579.13

RECEIPTS:

Savings
Interest-Savings - April 2010 $4.03

Checking
Spring Drive-in 2010 $90.00
Summer Summitt 2010 $2,150.00

TOTAL MONTHLY REVENUES $2,244.03

TOTAL ACCOUNT BALANCE $50,823.16

DISBURSEMENTS:

Executive Committee
EC meeting food/beverage $89.74

Cvent Expenses
Capital One Merchant Fees $16.19

Michigan Transfer Network (MTN)
Monthly Service Fee - May 2010 $193.00

TOTAL MONTHLY DISBURSEMENTS $298.93

FUNDS AVAILABLE, May 21, 2010:
Savings: $32,800.42
Checking: $17,723.81
$50,524.23

Respectfully submitted,

Pete Lacey
Treasurer

Monthly Report - May 2010