Executive Committee Meeting
With Committee Chairs and Co-Chairs
Central Michigan University – East Lansing Center
East Lansing MI

Meeting Minutes
September 20, 2013

Attendees
Executive Committee
Christine Bedz, Tammy Grossbauer, Carrie Jeffers, Katherine McMullen, John Meldrum, Carol Quigley, Dorene Root, Kristin Schuette, and Janail Silver.

Chairs and Co-Chairs
Libby Bonnell, LaJoyce Brown, Doris Davis, Wendolyn Davis, Jennifer Fenning, Karen Hutslar, Shane Lewis, Matt Norrod, Rebekah Pinchback, Steve Shablin, and Cary Vajda

Call to Order
Carrie Jeffers called the meeting to order at 10:11 a.m.

Approval of Minutes
The July 12, 2013, meeting minutes were moved for approval by Katherine, seconded by John, and the motion passed.

Comments from the Floor
None

Committee Reports
College Articulation
Cary Vajda, Chair, reporting
The committee hosted the 2013 Transfer Summer Summit on June 20-21, at the Bridge Vista Beach Hotel & Conference Center in MacKinaw City MI. With 116 participants, it was the largest summit ever. This event, “Building Bridges for the Michigan Transfer Student,” provided articulation practitioners with a variety of college transfer student related hot topics, including the proposed Michigan Transfer Agreement (MTA). Informative presentations and lively discussion summaries from most of these sessions are available on the MACRAO Website for reference. Comments on evaluations completed by summit participants overwhelmingly gave high marks to all sessions and presenters. Low marks were given for facilities; several participants experienced problems with their lodging, conference rooms, and poor service. Revenues gained ($9,730.00) exceeded expenses ($5,429.97) for the event. This resulted in a
profit of $3,800.03 for the event.

Each year the committee selects a recipient for the MACRAO Outstanding Transfer Award. This award recognizes a successful initiative that supports and assists transfer students in meeting their educational objectives. Ferris State University's Transfer Services Center has been selected the recipient of the 2013 MACRAO Outstanding Transfer Award. The award recipient will share the aspects of the program during a session at the 2013 GLACRAO Conference in Indianapolis IN, which may serve as an excellent model for other institutions to emulate.

Sessions for the 2013 GLACRAO Conference sponsored by the committee are "Methodology for Determining the Transferability Rate of College Courses," to be presented by Kelly Perez-Vergara of Oakland Community College, and the 2013 MACRAO Outstanding Transfer Award, will be presented by Deedee Stakley from Ferris State University.

On July 31st, Lee Cruppenink, Co-Chair of the College Articulation Committee (CAC), lead a group of CAC members in developing a draft of the new Michigan Transfer Agreement (MTA) Implementation Handbook. The draft was then forwarded to the MTA Ad-Hoc Committee for their review and edits. The CAC is working to clean up the various tools it has made available to transfer students in an effort to better align with the MTA (Website, MACRAO Agreement brochure, etc.). In addition, the committee has been asked by the MTA Ad-Hoc Committee to develop a list of the various groups that may need training as well as the types of training that might be necessary in an effort to facilitate the transition from the MACRAO Agreement to the MTA.

**College Day/Night**

Jennifer Fenning, Co-Chair, reporting

There have been committee membership changes: Todd Lake (Northwood) has joined the committee and the MACAC liaison to the College Day Night Committee (CDN), and Dena Russell is actively involved in the college fair review process. The MACRAO invitation list has been updated and posted to the MACRAO site (internal), and the committee recommended that it be posted on the MACRAO calendar as a link that can also be accessed externally. This was emailed to host sites and is being emailed per request now. The fair request form was hacked again. With the help of those who work the technology side for MACRAO, a “captcha” application was added to the request form to help minimize this possibility in the future.

The CDN Committee met August 1st to review the fall and plan for the winter college fair process. Based on feedback received from institutions and host sites, the committee also discussed different options to improve the process. The committee will be proposing a two-phase/two-year strategy; phase one would start in fall 2014 and phase two would start fall 2015. The overall goal is to streamline the process and strengthen the calendar. Further details will be outlined in the annual report.

Chris spoke with the mayor's office of Warren regarding its college fair and becoming MACRAO sanctioned. One year they were not approved so they thought it meant they would never be approved. They are excited to partner again with MACRAO for next year and will be putting in a request for fall 2014. The winter fair request deadline is November 1st and winter fairs will be approved per the current guidelines. As non-MACRAO fairs are observed, Chris reaches out to educate and inform regarding the CDN fair process. To increase awareness of the college fair process, an email is being finalized to send to the MACAC membership that will
include a brief overview and links to the MACRAO site pertaining to college fairs. Other stakeholders the committee considers contacting include Michigan Association of Secondary School Principals (MASSP), Michigan Community College Association (MCCA), and the Directors of Admissions at State Universities of Michigan (DASUM).

It has been realized that all of the committee members are on the same three-year rotation. The committee will work to maintain a membership with terms that overlap. For leadership continuity, the committee requested to maintain its current chair (Chris) and co-chair (Jennifer). Because they both started mid-cycle, and to maintain progress, the committee would like this to be considered. Further, after the 2013-14 year, Jennifer would become chair and another member would become co-chair. It was agreed by the EC that this was a good plan.

Data & Technology Applications/Michigan Transfer Network (MTN) Governance
Steve Shablin, Chair, reporting
An email was sent to the MACRAO list serve reminding MTN participating institutions to update their transfer course equivalencies. Another email will be sent to the MTN contacts whose institutions’ equivalencies have not been updated in 2013. Each of the 4-yr institutions are validating they are participating in MTN. There is interest by some of the private institutions; Baker College of Flint is now making contact to get theirs up, and they say all Baker Colleges will be included. Thanks to Kristin for her help in guiding the institutions with handling the updates, i.e., how to do it. The committee is sponsoring three sessions at the 2013 GLACRAO Conference.

Enrollment Management
Shane Lewis, Co-Chair, reporting
The committee planned to send a survey to the membership regarding use of the Guest Application. They were unable to accomplish this in the summer, but plan to send it in February 2014, when the committee is able to gain the attention of more members, considering members are now in the middle of recruitment season. Due to the committee's timing, its previous budget request will not be honored for this year, and it will ask for funding of gift cards to encourage participation again prior to the time the committee sends the survey. Most recently, the committee’s primary focus has been coordination of a spring conference in collaboration with the Registrar's Practices Committee. The committee understands that the Michigan Transfer Agreement will be rolled out next year, that the Spring Drive-In will have to have this as its primary focus.

Equity in Education
Wendy Davis, Chair, reporting
The committee (EEC) is happy to have selected CMU's Student Transition Enrichment Program (STEP) as the 2013 Award recipient. Three programs were nominated. The committee used a numerical scoring system to keep the selection process fair. The committee is continuing to plan an EEC workshop for either February 28 or March 7 at Oakland Community College, Auburn Hills Campus. Catering and the other details have not been worked out, but Stephanie Spears-Booth did verify date availability and provided catering pricing. The other two nominees were invited to present their programs at that workshop and will be contacted with more details as things are finalized. To date, Henry Ford Community College's "Get in the Game" would like to present. The committee did lose its co-chair, Anna Costa, who moved to Academic Advising and is no longer participating in MACRAO. To date, the committee has been unable to fill that position, and they are continuing to actively recruit committee members. Wendy agrees to
maintain the Chair position next year as the committee continues to look for new members.

Legislative Issues
Kurt Kruschinska, Chair, & Iris Shen-VanBuren
Absent

Local Arrangements
Karen Hutsler, Chair, reporting
Karen reported the following updates for the 2013 GLACRAO Conference: a) the Early Bird deadline for registration is October 10th, b) the exhibitor count is currently 16 and anticipating as many as 25, and c) as of September 17th, the number of registrations was 165 with 50 from Indiana, 63 from Michigan, 51 from Ohio, and one from Texas. Karen compared this number of registrants to the 154 count as of September 19, 2008.

Of the two workshops, FERPA and MOOC, the counts are low for MOOC, so it may get cancelled. During the hotel site visit, the committee was informed garage parking is free and guests will have free Internet in the guest rooms.

Karen reported on this year’s events: a) Spirit Day is schedule for Thursday and attendees are encouraged to wear their college gear, b) there are 90 attendees signed up for the musical “Les Miserables,” c) there are 63 signed up for the evening dinner at “Maggiano’s,” d) a new event called “The Wine and Chocolate Exchange” has been added; this event will be totally voluntary whereby members are invited to bring a wine or chocolate from their state and exchange for one from another state, and e) OACRAO will be holding a silent auction.

There are some concerns with the budget. The contract for the food budget was signed in 2011 and the food costs have gone up. In addition, there was a new law passed and implemented by the state since the contract was signed that places a 9% tax on food.

There will be a 2013 GLACRAO Conference notice to the MACRAO listserv either today or Monday.

Professional Development
Doris Davis, Chair, reporting
The Professional Development Committee reviewed applications for the Travel Grant for the 2013 GLACRAO Conference. This year the EC has increased the number of grants from two $250 awards to ten $500 grants. After extensive advertising to the membership, only seven applications were received by the committee. These applications were ranked and forwarded to the EC for approval. LaJoyce Brown will be chair of the committee next year.

Registrar’s Practices
Rebekah Pinchback, Co-Chair, reporting
The chairs and co-chairs of the Registrar’s Practices and Enrollment Management committees met on August 2nd to begin planning the 2014 Spring Drive-In. Currently, the committees are checking with the Lansing Radisson on potential dates for the event and are anticipating that the planning of the event will center on the Michigan Transfer Agreement.

Secondary School Relations
Libby Bonnell, Chair, reporting
The committee plans to provide a summary of the New Professionals Workshop that took place in August. There were 59 attendees with a large profit of $2,078. In comparison, the workshops for the last two years saw profits of $400 and $700, respectively. Several factors caused this increase. "Admissions Super Heroes" was this year’s theme, and the speaker and entertainment was well received. There were good evaluations on the program content, and areas for improvement were that attendees wanted opportunities to talk more and ask more questions. The committee thanks the Executive Committee for its help. The committee received six applications for new committee members, and Matt Norrod and Caitlin Cavanaugh are stepping in for leadership next year. The committee is meeting in December and is sponsoring two sessions at the 2013 GLACRAO Conference.

Executive Committee Reports

Treasurer
Chris Bedz, reporting
Funds available as of July 31, 2013
Savings: $102,719.50
Checking: $10,355.65
Balance $113,075.15

Funds available as of August 31, 2013
Savings: $102,736.36
Checking: $12,431.95
Balance: $115,168.31

Chris is still paying off some expenses not reflected in the August balance and anticipates that it will be up to date for the September report. Invoices for membership dues have been sent out, and they are beginning to come in as they are due October 25th. A credit card option for paying the dues has been added this year.

- Katherine made the motion to approve both the July and August budgets in the Treasurer’s Report, John seconded the motion, and the motion passed.

President
Carrie Jeffers report is under “New Business”

President-Elect - Vacant

Vice-President
John Meldrum, reporting
It has been a busy time closing out committee activities, including the Professional Development Workshop and New Professionals Workshop. All committees are reminded to please submit their annual reports and list of active committee members to him by the end of September.

Past President
Katherine McMullen, reporting
The Leadership Retreat is scheduled for Friday, December 13, 2013, at Lansing Community College - West Campus. The Nomination Committee has confirmed nominees and will present
them to the membership at the MACRAO Business Meeting in November.

**Secretary**
Carol Quigley, reporting
Nothing to report

**Historian**
Dorene Root, reporting
The Committee Chairs responsible for awards have supplied Dorene with all the required information to order this year’s MACRAO plaques. Dorene thanked them for providing her with this information so early. The plaques have been ordered and Katherine has kindly offered to pick them up

**Web Editor**
Kristin Schuette, reporting
Added “captcha verification” to the College Day/Night Transfer Fair requests system to stop scripts from submitting false requests. She also worked with a few members on listserv issues.

**Newsletter Editor**
Janail Silver, reporting
The newsletter will be emailed shortly after today's meeting. Others will be submitting items to include in this newsletter. There was discussion on photo release permission and Tammy shared that Cvent asks permission prior to publication. It states, “I give MACRAO permission to use any photos of me to be used in the newsletter or website.” At the conclusion of the discussion, there was a consensus that the wording on Cvent is adequate for our needs and will stay as is.

**Membership Coordinator**
Tammy Grossbauer, reporting
There have been three out of state institutions apply for MACRAO Affiliate Membership: University of Alabama, Chamberlain College of Nursing (accredited by The Higher Learning Commission, is a member of the North Central Association of Colleges and Schools, and is a part of DeVry Inc. - NYSE: DV), and Warren Wilson College (accredited by Southern Association of Colleges and Schools). In addition, Baker College Online has applied for Institutional Membership. It is a part of Baker College, a private, non-profit, regionally accredited, degree granting, higher educational institution and is accredited by The Higher Learning Commission, the North Central Association of Colleges and Schools.

A brief discussion followed that outlined the differences between an Affiliate Membership and an Institutional Membership. Affiliate memberships do not have voting rights and do not have access to MACRAO MTN.
• Carol made a motion to approve the three out of state institutions for Affiliate Membership. John seconded the motion and the motion passed.

• Chris made a motion that Baker College Online be granted Institutional Membership. John seconded the motion and the motion passed.

Tammy concluded her report with the observation that Cvent will prove quite beneficial in reminding institutions their membership fees are due and payable. Institutions do receive a receipt when their dues are paid.

OLD BUSINESS

MTA Ad-Hoc Committee
Carrie Jeffers and John Meldrum reporting
John reported that an October meeting is planned for the Michigan Transfer Agreement (MTA) Ad-Hoc Committee. The committee last met after the College Articulation Committee had drafted the new handbook, and the committee reviewed the draft and made additional comments on it. In addition to the review done by the MTA Committee, chief academic officers and academic advisors of community colleges and universities were asked to review the proposed handbook so that all perspectives can be captured. The feedback provided by these groups will be further reviewed at the October MTA committee meeting. The committee’s work should be substantially finished by March 1st, which is the deadline that Carrie and John must testify to its status before the state legislatures. The committee plans to update MACRAO members of the MTA progress to date at the November conference meeting.

Website Documents/Link Clean-up & Assignments
Carrie Jeffers reporting
The MACRAO website is being redesigned and the site is still undergoing review for clean-up. Carrie invited everyone to review the site and report anything that needs to be attended to.

Membership Dues on Cvent
Chris Bedz and Tammy Grossbauer reporting
It was noted that having dues on Cvent enables us to run reports such as who pays via credit card and by check, and the status of our collection at any particular time. These reports will significantly help us when the time may come to make personal phone calls to remind institutions their dues are payable and/or outstanding.

IRS/Tax Exempt Status & Annual Audit
Chris Bedz reporting
Tabled until audit occurs.
Annual Audit
Chris Bedz reporting
Tabled until accounting firm is selected. Once a firm has been selected and the tax exempt status is determined, the annual audit will get started. Chris is waiting to hear from the second firm for a quote; she anticipates a response within a week.

Calendar Review for Upcoming Events
Carrie Jeffers reporting
It was noted that the proposed changes of the MACRAO By-laws must be sent out by September 23, 2013, to meet the 45-day window required before a vote can be made at this year’s Business Meeting. Karen stated that the Local Arrangement Committee is up to date with its responsibilities for this year’s conference. Carrie noted that everything for the business luncheon must be prepared in October, and John reiterated the three items he needs from the committees in preparation for the conference: Committee reports, new chair/co-chair for 2014, and a list of active committee members. Today is the last chair/co-chair meeting for the year, and the next Executive Committee meeting is scheduled for October 24.

Leadership Manual Updates
John Meldrum and Carrie Jeffers reporting
Carrie and John will be working on the manual for this year’s 2014 Leadership Retreat. The retreat is scheduled for Friday, December 13, 2013, at the West Campus of Lansing Community College at 9:00 a.m. to 3:00 p.m.

By-law/Constitution Updates (August 31 date)
Carrie Jeffers reporting
The feedback received from our membership institutions changed the timeframe for getting the dues in so they are able to vote at the Business Meeting. The deadline for getting dues collected has changed to August 31st. Steve Shablin submitted some language changes for the bylaws that were also updated by Carrie, and she will get these out to the membership on Monday next week.

NEW BUSINESS

Future Executive Committee Structure
Because it is a difficult time finding members who are able to make four to five year commitments to some of the MACRAO leadership roles, a discussion ensued on what these commitments may look like in the future and the impact this could have on MACRAO leadership. Katherine noted the significant knowledge that grows with the time devoted in a leadership position and that this is the kind of knowledge and experience that should not be lost; continuity is important and purposeful, and expressed her concern that the membership could be hurt if changes are made. A discussion followed where several alternatives were considered. Carrie proposed that since the biggest concern for those considering the VP role is taking on the responsibility of planning and organizing the annual conference, perhaps a coordinator could
take on the responsibility so the role of President-Elect does not have such a large responsibility. She further suggested examining the support needed for the conference planning to determine possible delegation of the planning responsibilities and/or preparation of a timeline that would serve as a tool for organizing the many steps involved in making arrangements. John suggested the consideration of an event planner for the conference. As the Nomination Committee Chair, Katherine had the opportunity for feedback on why members are unable to take on the EC roles. She found that the main issues are time limitations due to an individual’s job, and that others stated it is not a good time, but maybe on down the line they would be able to consider taking on a leadership role. Cary Vajda furthered the conversation with his observation that there appears to be an erosion of support from the top levels at the institutions due to time devoted to leadership roles in MACRAO, and all agreed that this is a global problem. It was noted that there are concerns about fulfilling leadership roles for all the committees in addition to the EC positions. The EC will continue this important discussion/

**Hosting the MACRAO Website**

The discussion on who will be responsible for the MTN site has been a topic of the MTA Ad Hoc Committee. The committee, due to increased state intentions, has suggested the possibility of the state taking over the site. The committee will further discuss and investigate this possibility and they will keep the EC informed on any developments. The EC is open to the idea proposed by the committee.

**Travel Grants for Annual Conference**

There were seven applicants for the travel grants and all seven were awarded. John described the system used to make the selections; a ranking system was used that included percentages from a rubric the Professional Development Committee created.

The EC reviewed the recommendations for the travel grants based on the Professional Development Committee’s proposed candidates.

- Katherine made the motion to award seven travel grants, Carol seconded the motion, and the motion passed.

**Registering as a Non-profit with the State of MI**

Chris Bedz/John Meldrum/Carrie Jeffers reporting

Chris received an email from Cvent requesting our state tax status. She researched documents back to 1993 discovered some discrepancies related to the Association’s tax status. Additionally, John discovered that the Association is not registered as a non-profit association with the State of Michigan. He recommended that we retain an attorney who specializes in non-profit organizations and pay the applicable fees to draft articles of incorporation. The attorney can also advise the Association on its tax status. Katherine volunteered to research and locate an
Carrie made the motion that the EC locate a non-profit attorney to file our articles of incorporation. Chris seconded the motion, and the motion passed.

**MACRAO Signatory Institutions**
Dorene Root/Chris Bedz/Tammy Grossbauer/Carrie Jeffers reporting
John asked Dorene to prepare a list of MACRAO signatory institutions. While researching the historical documents, it was noted some original signatory institutions were no longer listed in the MACRAO Articulation brochures. Institutions that originally participated and no longer do were left off the more recent brochures. Implementation of the new MTA will resolve this situation as institutions will need to agree to participate; therefore, the questions of MACRAO signatory institutions will no longer be relevant.

**Request from Consortium of Michigan Veteran’s Educators (CMVE) for Website Link**
Carrie Jeffers reporting
Patty Farrell-Cole from PCSU made a request to have a link to the CMVE placed on the MACRAO website. Kristin stated that the link can be added, and it was agreed that it will be placed on the “Education Links” page.

**MTN/New System/Charging Members, etc.**
Carrie Jeffers reporting
Discussed under the MACRAO Website agenda item.

**Professional Associations Leadership Alliance (PALA) Membership**
Jeffers reporting
It was noted that the first PALA meeting is scheduled for Dec. 2nd, and Tammy should be on the membership list in lieu of Katherine. Carrie and Tammy are the MACRAO representatives for the 2013-14 academic year.

**Business Meeting Items - Certificates, Agenda, By Law Vote, etc.**
Carrie Jeffers reporting
Carrie discussed with the EC members what the needs are in preparation for this year’s Business Meeting at the 2013 GLACRAO Conference:

- Carol to bring to October EC meeting: Certificates for all committees and eight blue, two-pocket folders. Carrie will provide everything that will go in the folders, and John should have the committee member names by September 27th,
- John will prepare fliers advertising the 2014 conference at Boyne,
- Determine who will present each of the three awards and announce the Travel Grant awardees,
- Carrie to prepare the script for the Business Meeting and will bring it to the October meeting for review and discussion, and
• The EC will have dinner together Tuesday night.

**Announcements**

Formal invitations for the annual AACRAO Leadership Conference scheduled for December 6\textsuperscript{th} through 8\textsuperscript{th} have been made, and John and Carol will be attending this year. They will submit their expense reports to Carrie for MACRAO reimbursement and approval.

• Katherine made a motion for Carol and John to attend the annual AACRAO Leadership Conference. Chris seconded the motion, and the motion passed.

**New Business**

John noted that MACRAO has had over $50,000 in its checking account consistently for several years, and asked for an exchange of ideas among the EC about partially investing some funds. The discussion focused on the impact this may have on the cost of maintenance of the MTN, the status of MTN in light of the new MTA, who will be assigned the maintenance and monitoring of MTN, and how these factors may affect the treasury. If MTN is to come back to MACRAO, the Association will need the money. Furthermore, an annual conference that goes excessively over budget can also deplete excess funds. Chris volunteered to talk to the auditor about it and consult an attorney regarding the possibility of investing. Based on the anticipated changes of the MTN and the implementation of the MTA, next years’ topics will impact how committees budget for their events. Carrie suggested that we talk to AACRAO at the Leadership Conference to learn how other state associations handle these matters.

**Adjournment**

Carrie adjourned the meeting at 2:07 p.m.

Respectfully submitted,

Carol Quigley
MACRAO Secretary
Treasurer's Report to the MACRAO Executive Committee - September 30, 2013

Thursday, October 24, 2013

FUND BALANCE - August 31, 2013

Savings: $102,736.36
Checking: $12,431.95
$115,168.31

RECEIPTS:

Savings
Interest-Savings - September 2013 $17.42

Checking
Membership dues $3,000.00

TOTAL MONTHLY REVENUES $3,017.42

TOTAL ACCOUNT BALANCE $118,185.73

DISBURSEMENTS:

Cvent Expenses
Chase Paymentech Merchant Fees $107.65

Executive Committee
EC lunch $195.55

Professional Development Committee $1,476.40
Secondary Schools Relations Committee $5,859.25

Michigan Transfer Network (MTN)
Monthly Service Fee - September 2013 $172.00

TOTAL MONTHLY DISBURSEMENTS $7,810.85

FUNDS AVAILABLE, September 30, 2013: $110,374.88

Savings: $102,753.78
Checking: $7,621.10
$110,374.88

Respectfully submitted,

Chris Bedz
Treasurer