

MACRAO 93rd Annual Business Meeting

November 18, 2021

The meeting was called to order by President Tom Kephart at 12:32 p.m. Kephart explained the voting procedures for member institutions; both in-person and virtual votes will be counted.

Approval of agenda

Kephart introduced the proposed agenda and called for a motion. Cliff Dorn (Saginaw Valley State University) made a motion to approve the agenda; Dan Vannier (Grand Valley State University) seconded the motion. There was no discussion and the motion passed.

Approval of minutes of the 2020 Annual Meeting (held virtually)

Kephart said minutes were emailed to all in-person and virtual attendees this morning. Kephart called for a motion to approve the minutes. Urana Pridemore (UM-Dearborn) made a motion to approve the minutes; Emily Clement (Delta College) seconded the motion. There was no discussion and the motion passed.

Approval of treasurer's financial statement

Jonathan Kohns, Treasurer presented the Treasurer's Report for 2021. Jonathan shared highlights from 2020 and accomplishments and goals for 2021 and 2022.

2020 highlights:

- Deficit of \$11,63.25
- No in-person conferences conducted
- Did not collect dues
- Small amount of income (new members joining, vendors for our virtual conference)
- Ending account balances:
 - \$135,260.75 savings
 - \$21,381.53 checking
 - \$157,660.75 total
- 990 is filed each year with the IRS and is public record

2021 highlights:

- Current balances:
 - \$146,066.33 savings
 - \$20,748.66 checking
 - \$166,814.99 total
- Anticipating a balanced budget
 - Collected registration fees from conference but expenses will come in December
 - We have over \$16,000 in dues that have been invoiced but haven't been paid (have until the end of the year)

Looking forward to 2022:

- Working on determining what it actually costs to run MACRAO
 - Utilizing 2020 and 2021 numbers
 - Paying careful attention to how we ledger income and expenses
 - Do our dues cover our basic expenses?
- Will be investigating a CD Ladder
 - Staggered maturity dates
 - 1/4th of the investment will never be tied up for very long.
- Can we make our account balances work for us to further our mission?

Kephart called for a motion to accept the 2021 Treasurer's Report. Lee Cruppenink (Central Michigan University) made the motion to accept the Treasurer's report, and Tricia Westergaard (Oakland University) seconded the motion. There was no discussion and the motion passed.

Committee reports

Amy Wisniewski said annual reports of the committees will be posted to the website by the end of 2021. Wisniewski highlighted some of the work that the committees did in 2021, including:

- **College Articulation Committee:** webinars on the Michigan Transfer Network and MI Pathways in March; in collaboration with the Registrar's Practice's committee they planned the virtual Summer Summit conference in June; hosted two webinars in September on the International Baccalaureate program.
- **College Day/Night Committee:** maintained the college fair calendar again this year which saw many changes due to the continuing pandemic.
- **Conference Planning Committee:** planned the 2021 Annual Conference with having to work through many options depending on the ever-changing status of the state.
- **Enrollment Management Committee:** created resources for members to access on our Learning Management System; compiled Strategic Enrollment Management tools and posted them in July to the LMS.
- **Legislative Issues Committee:** discussing the multitude of legislative topics that have come out this year and they also provided us with a Legislative Issues Newsletter in October.
- **Nominations Committee:** made sure that we had a full slate of nominees to go before the membership for approval.
- **Registrar's Practices Committee:** co-hosted the Summer Summit conference with College Articulation; reviewed and proposed changes on both the definition of an official transcript and MACRAO's guidance on FERPA.
- **Secondary School Relations Committee:** hosted the first in-person MACRAO event this year which was the New Professionals Conference in August with 48 attendees.

Wisniewski encouraged anyone who has any interest in getting involved in MACRAO to review the committees on our website and reach out to a committee member or the Board if there are questions.

Approval of proposed changes to the MACRAO by-laws

Kephart introduced three proposed changes to the by-laws that were presented to the membership. The proposed changes were posted on the website, included in the Annual Conference program, and explained by Kephart:

1. **Historian replaced with Professional Development Coordinator:** Eric Haner (Ferris State University) made a motion to accept the proposed change, and Cliff Dorne (Saginaw Valley State University) seconded the motion. There was some discussion on the motion regarding responsibilities for maintaining historical records for MACRAO; Kephart this will be done on a voluntary basis by Kurt Kruschinska from Wayne State University to digitize remaining records; moving forward, former duties of the historian will be done by the web coordinator, treasurer, and secretary. The motion passed.
2. **Change to Standing Committees:** Kris Schell (Eastern Michigan University) motioned to accept the proposed change, and Chelsea Brandon (Lansing Community College) seconded the motion. There was no discussion and the motion passed.
3. **Defining Committee Leadership:** Emily Clement (Delta College) motioned to accept the proposed change, and Matt Bohlen (UM-Flint) seconded the motion. There was some discussion on how the committee goes about selection for vacancy leadership; Kephart explained the thought behind the language. The motion passed.

Election of officers and Nominations Committee members

Kibin recognized the 2021 Nominations Committee. Kibin presented the nominations for the 2022 MACRAO Board of Directors and the 2022 Nominations Committee.

Nomination for Secretary: Kibin presented Brad Maki, University of Michigan-Ann Arbor, for the position of Secretary for a three-year term ending in 2024. Hearing no additional nominations from the floor, Kibin called for a motion to elect Maki. Matt Bohlen (UM-Flint) made a motion, and Urana Pridemore (UM-Dearborn) seconded the motion. There was no discussion and the motion passed.

Nomination for President-Elect: Kibin presented Valerie Butterfield, Grand Rapids Community College, for the position of President-Elect in 2022 and voting privileges on the Board of Directors for a term ending in 2024. Hearing no additional nominations from the floor, Kibin called for a motion to elect Butterfield. Tracy Payne (Grand Rapids Community College) made a motion, and Kelsea Solo (Henry Ford Community College) seconded the motion. There was no discussion and the motion passed.

Nominations Committee: Kibin presented the following individuals for membership on the Nominations Committee for a term ending in 2022:

- Joe Balinski, North Central Michigan College
- Patricia Young, Central Michigan University
- Sherri Hendrix, Spring Arbor University

Hearing no additional nominations from the floor, Kibin called for a motion to select these individuals. Becky Landenberger (Bay College) made a motion, and Tricia Westergaard (Oakland University) seconded the motion. There was no discussion, and the motion passed.

Recognition of volunteers and outgoing officers

Kephart recognized the committee members, chairs, and co-chairs for 2021 by having them stand. Kephart recognized the Conference Planning Committee of Sandy Stoddard, Deedee Stakely, Raymond Gant, Liza Lagman-Sperl, Christopher Marx, and Betsey Rheaume. Kephart recognized Kurt Kruschinska from Wayne State University for his work as Historian for a number of years. Kephart recognized outgoing Secretary Kimberly Blair-Chambers for her work. Kephart recognized Colleen Kibin for her work with the MACRAO Board as she ends her term as Past President and for her other efforts for MACRAO the past several years.

New business

Kephart asked the membership for new business. No topics were presented.

Invitation to the Annual Conference 2022

Deedee Stakely thanked the membership for their attendance at the 2021 conference. Stakely invited all present and their colleagues to attend the 2022 Annual Conference in Frankenmuth, Michigan. There was a question from the floor on the dates; Kephart said dates are being discussed with the Bavarian Inn Lodge & Conference Center and they will be shared on the website when they are decided.

Adjournment

Kephart called for a motion to adjourn. Carrie Bears (Saint Clair County Community College) made a motion to adjourn; Mary Wesolek (Sienna Heights University) seconded the motion. There was no discussion and the motion passed. The meeting adjourned at 1:12 p.m.

Respectfully submitted,

Brad Maki
University of Michigan-Ann Arbor