



**EIGHTY-FOURTH ANNUAL CONFERENCE
NOVEMBER 30-DECEMBER 2, 2015**

1. Agenda for the 2015 Business Meeting
2. 2014 Business Meeting Minutes
3. Summary of 2014-15 Executive Committee Minutes
4. 2015 Financial Statement
5. Reports of the Officers
6. Honorary Member Citations

Middle States Association of Collegiate Registrars and Officers of Admission

85th Annual Business Meeting

Wednesday, December 2, 2015
Dover Downs Hotel and Casino, Dover, DE

AGENDA

- I. Call to Order – Patti Mathay, President
- II. Minutes of the 2014 Business Meeting – Melissa Lenhart Young, Secretary
- III. Auditing Committee Report – Tracey Thompson, Chair
- IV. Treasurer’s Report – Helena Minerva, Treasurer
- V. Report of the President – Ms. Mathay
- VI. AACRAO Update – Stan DeMeritt, AACRAO VP for Finance
- VII. Report of the President-Elect – Richard Sunday, President-Elect
- VIII. Report of the Past-President – Fran Burman, Past-President
- IX. Awarding of Certificates – Ms. Mathay
- X. Old Business – Ms. Mathay
- XI. New Business – Ms. Mathay
- XII. Introduction of the 2015 Executive Committee
- XIII. Adjournment

MIDDLE STATES ASSOCIATION OF COLLEGIATE REGISTRARS AND OFFICERS OF ADMISSION

Minutes of the 84th Annual Conference Business Meeting at Niagara Conference Center, Niagara Falls, NY Wednesday, November 5, 2014

- President Frances Burman
 - Meeting called to order at 12:37 pm
 - Asked for a moment of silence to remember those MSACROAn's who have passed away
 - Introduced the 2014 Executive Committee
 - Michele Dunn of Ramapo College of New Jersey was introduced as the parliamentarian for the business meeting
 - Past Presidents in attendance were acknowledged and welcomed
- Secretary Melissa M. Lenhart Young
 - Reminded attendees that the minutes from the past year were available on all tables
 - The minutes were approved as presented
 - Introduced Tracey Thompson, Registrar at Cornell University, chair of the auditing committee and asked to present the committee report
 - Reported the Association's books are in appropriate order
- Treasurer Helena Minerva
 - Presented her report and asked for a motion to accept the report
 - The motion was seconded and passed
- President Frances Burman
 - Presented her report
 - Informed members that the Vice President's reports were included in the packet on the tables
 - Introduced Nicole Rovig, AACRAO representative
 - Nicole gave her report from AACRAO
- President-Elect Patti Mathay
 - Presented her report
- Past President Thomas Mantoni
 - Introduced and thanked the 2014 Nominations and Elections committee
 - Susan Nelson, Tom Castiglione, Julie Ferguson and Allen Dreyer
 - Presented the new members and then presented the 2015 committee
 - Julie Ferguson, Allen Dryer, Lynne Horgan and Julie Spear
 - Presented the nominees for Executive committee
 - Richard Sunday for President Elect; Ian White for Vice President of Technology; Luke Philips for Vice President of Professional Development; Anne Daly for Vice President of Admissions & Enrollment Management and Melissa Lenhart Young for Secretary.
 - No nominations from the floor; the slate was passed and presented
- President Frances Burman
 - Presented certificates for those leaving committee positions:

- Thomas Mantoni, Past President; Jim Donohue, Chair of Auditing; Lynne Horgan, Hospitality; Susan Nelson and Thomas Castiglione, Nominations & Elections
- Asked if there was any old business to discuss; there was none
- Asked if there was any new business to discuss; there was none
- Introduced Patti Mathay as the new President of MSACROA
- New President Patti Mathay
 - Presented past president, Frances Burman with a ceremonial gavel
 - Thanked the 2014 Executive Committee and introduced the 2015 Executive Committee
- President-Elect Richard Sunday
 - Announced the theme for the 2015 conference in Dover Downs, Delaware
 - Raffled off a 2-night stay at the Sheraton in Niagara Falls, NY
- President Patti Mathay
 - Adjourned the meeting at 1:18 pm

Recorded by Melissa M. Lenhart Young, Secretary

MIDDLE STATES ASSOCIATION OF COLLEGIATE REGISTRARS AND OFFICERS OF ADMISSION
Summary of Executive Committee Meeting Minutes 2014/2015

November 6, 2014 – Niagara Falls Convention Center, Niagara Fall, NY

All members of the executive committee are present and also in attendance are LAC chairs and immediate past president.

Overall, LAC felt the conference went well. Suggested opening the exhibit hall earlier.

The executive portion of the meeting was started by Patti Mathay, President. There was discussion on the dates of the conference. It was agreed upon that the conference should be moved back to the week following Thanksgiving.

Sponsorship levels need to be reorganized and the new setup needs to be clearly conveyed to the exhibitors.

Report of the officers was given.

March 2 & 3, 2015 - Dover Downs Hotel & Casino, Dover DE

All members of the executive committee, except for the treasurer, are present.

There was discussion of the 85th anniversary of the MSACROA conference and how to advertise and “celebrate”. There was a vote to officially move the conference dates back to the week following Thanksgiving. There was a vote to use Experient again for finding conference locations for 2017/2018.

Most of the two meeting days were spent discussing and review each executive position. The constitution and bylaws were reviewed and some changes were recommended.

June 23, 2015 - Raddison, Valley Forge PA

All members of the executive committee are present.

Helena Minerva, Treasurer and Ian White, VP for Technology attended the NJACAC conference as representatives of MSACROA. It was a good experience. The pros - everything was sponsored by either institutions or exhibitors, hot breakfast, special events were more engaging, entertaining and lively, chapstick was a HUGE hit. The negatives - not everyone was our target audience, meeting rooms were quite a distance from the exhibit hall and they did nothing to pull the attendees into the exhibit hall. The outcome - exhibitor listing, attendee listing, name recognition, possible new exhibitors, new appreciation for exhibitors. Will have to wait and see what comes out of this experience, possible new attendees and exhibitors to our conference.

New sponsorship setup: AM coffee break, \$500 sponsor and PM snack break, \$1500 sponsor, hot breakfast, \$1500 sponsor, first timer hot breakfast, \$1000 sponsor, president reception, \$2000 sponsor, special event, \$2500 sponsor and app \$2500 sponsor(s).

85th Conference special planning was discussed and Elyce Lykins, LAC Chair, will get some estimates of possible giveaways.

Helena Minerva, Treasurer, made a motion to keep the conference pricing the same as last year for members and non-members to pay the member rate plus the membership rate and exhibitor fees to remain the same. Melissa Lenhart-Young, Secretary, seconded the motion. Vote passed the motion.

Michael made a motion that retirees, who are not honorary members, who choose to attend the conference will pay the annual membership fee and ½ of the member conference fee. Ian seconded the motion. Vote passed the motion.

Constitution and Bylaws - the recommended revisions to the constitution and bylaws were reviewed for each position. Some additional changes were recommended. Committee portion to be reviewed by the committee and a conference call will be planned to discuss possible changes.

September 21, 2015 - Dover Downs Hotel & Casino, Dover DE

All members of the executive committee are present and the hospitality chair and facilities were in attendance.

Special Event – **Helena Minerva, Treasurer, made a motion to charge non-registered special event attendees \$65 to cover the cost. Fran Burman, Past President, seconded the motion. Motion passed.**

Giveaways at the conference: Radisson one night stay, Gift basket from Valley Forge tourism, Kent County has been approached, \$25/day for anyone who completes evaluations, mugs for 85th, water bottle for first timers and magnets for next year's conference.

Committee Structures was discussed and changes proposed.

Officer reports given.

2017 and 2018 conference site possibilities discussed from the list provided from Experient. Site committee needs to be established for site visits.

MSACROA Treasurer's Report*Submitted by Helena F. Minerva, MSACROA Treasurer, November 17, 2015***January 1, 2015 - October 30, 2015**

<i>PNC Checking Starting Balance</i>	<i>PNC Checking Current Balance</i>	<i>PNC Money Market Starting Balance</i>	<i>PNC Money Market Current Balance</i>	Total Assets
\$88,373.47	\$153,805.71	\$65,835.25	\$65,902.74	\$219,708.45

January 2014 - December 2014

<i>PNC Checking Starting Balance</i>	<i>PNC Checking Ending Balance</i>	<i>PNC Money Market Starting Balance</i>	<i>PNC Money Market Ending Balance</i>	Total Assets
\$130,948.67	\$88,373.47	\$65,749.72	\$65,835.25	\$154,208.72

January 2013 - December 2013

<i>PNC Checking Starting Balance</i>	<i>PNC Checking Ending Balance</i>	<i>PNC Money Market Starting Balance</i>	<i>PNC Money Market Ending Balance</i>	Total Assets
\$32,072.09	\$130,948.67	\$65,662.65	\$65,749.72	\$196,698.39

REPORTS OF THE OFFICERS

Report of the Vice President for Admissions and Enrollment Services

As I complete my first year as Vice-President for Admissions and Enrollment Services, I thank my colleagues in the MSACROA membership and the Executive Committee for their support throughout this year and during my tenure as Vice President.

I and my fellow Executive and Program Committee members have worked hard this year to reach out to Admissions professionals to present sessions, provide their unique perspectives and to get involved. Thank you to admissions professionals who submitted session proposals, encouraged colleagues to present or to contribute in whatever area or capacity, and to engage with us. My goal is to continue to recruit and offer a broad range of presentations that are of interest to both admissions and registrar staff.

Our sessions continue to evolve to reflect the evolving interdisciplinary nature of our profession. Our boundaries span beyond Admissions and Registrar, we are enrollment services professionals who provide expertise to all areas of student life. Increasingly, we expand beyond core roles - assessing outcomes, managing social media, serving non-traditional constituencies and more.

We are especially appreciative of your participation in MSACROA- as an attendee, presenter, and mentor and encourager of junior staff professional development. If you would like to discuss ideas for session proposals, ways to encourage admissions professionals at the local-level ACRAOs and ACACs to consider greater involvement in MSACROA, or if I can be of service to you, please do not hesitate to contact me at Richard.Sunday@liu.edu.

Respectfully submitted,

Anne Daly Eimer

Report of the Vice President for Professional Development

Thank you for the opportunity to serve as Vice President for Professional Development for MSACROA. I appreciate the opportunity to serve on the program committee, as well as continuing to assist in maintaining our technology base. This past year, we've been working to enhance our website and the services provided on the site. We will continue to work together to offer year-round value with our online resources. Additionally, in the upcoming year I will continue to research opportunities to enhance our technology with respect to professional development. Thank you again for the opportunity to serve the association.

Luke Phillips

Report of the Vice President for Communications

This is was my fourth and final year as Vice President for Communications. Over the past four years, we've enhanced the MSACROA offerings on social media. One of our challenges is to provide relevant content to our members, not just at the annual meeting, but throughout the year. To access this content and resources, please "like" us on Facebook, <http://facebook.com/msacroa>, "follow" us on Twitter, <http://twitter.com/msacroa>, and "join" us on LinkedIn, <http://www.linkedin.com/groups?gid=4159227>.

Also, check out "The MSACROA Daily" at <http://paper.li/msacroa/1348596435>. This is a daily collection of stories from around the world relating to higher education. You can subscribe to a daily email notification or, if you've followed MSACROA on Twitter or liked MSACROA on Facebook, you'll receive a notification each time the paper is refreshed.

It has been an honor to serve you in the role of Vice President for Communications. Thank you for this wonderful opportunity.

Respectfully submitted,

Michael E. Maysilles

Report of the Vice President for Technology

Back by popular demand is the MSACROA App. Enhanced features include the ability to send emails to your device, real-time session and conference evaluations, and lists of conference attendees and exhibitors. As an organization, we always strive to bring you the tools needed to help get the most out of our conferences. We will continue to leverage new technology to do this.

We moved our website, www.msacroa.org, to a new, more user-friendly, platform. This will facilitate changes and updates. We are working on a real-time, integrated contact database as well as message boards to facilitate communication between members. We continue to deploy our event management software in ways to help us increase both the frequency and content of conference and membership communication.

We are always on the lookout for ways to enhance our technology in ways that will better serve our membership. We also continue to look for sessions from our members that highlight technologies deployed to increase office efficiency and student service. If you have any ideas on how the organization can use new and exciting technology or are using something unique and exciting on your campus, please do not hesitate to share them with me at iwhite@caldwell.edu.

Ian K. White

Report of the Vice President for Registration and Records Management

It has been an honor to serve as your Vice-President of Registration and Records Management and member of the Executive Committee. I want to thank the MSACROA membership for electing me and giving me this opportunity to serve. A special thanks to my colleagues on the Executive Committee for being so helpful and becoming good friends. It has been great working with you all.

The roll that our professional organization plays is vital to our personal and professional growth. This year's Executive Committee has worked hard to update the Bylaws pertaining to the duties of each officer. This will help us align our organizational structure with AACROA and reflect what the officers are actually supposed to accomplish. The Executive Committee and the Program Committee have worked hard to reach out to the membership so we can provide current and diverse session topics at this year's conference. I am especially excited about the Registrar Fundamentals sessions that you are helping to provide for those new to the Registrar's Office. It is great to see the new people attending the conference each year and it is exciting to provide this session for them. Thank you for answering the call and taking part in MSACROA's 85th Annual Conference. It's my hope that you will consider presenting at next year's conference or volunteering to serve on one of the committees. Also, do not forget our social networking opportunities. Be sure to join MSACROA on LinkedIn, friend us on Facebook, and follow us on Twitter.

Please look at this conference as your time to reenergize as well as a time to see old friends and meet new colleagues. Again, thank you for the opportunity to serve as your representative on the MSACROA board. If you want to discuss a session proposal, find out how you can help MSACROA, or if I can assist you in any way, please feel free to contact me at lhenders@pratt.edu.

I look forward to seeing "ya'll" at the conference!

Respectfully Submitted

Lisle M. Henderson

HONORARY MEMBER CITATIONS

We are proud to be nominating the following individuals for Honorary Membership: James J. Donohue, Larry Friedman, and Michael J. Paquet. Each has served MSACROA for numerous years and leaves legacies that cannot be filled. Congratulations to each on their retirement and their accomplishments.

James J. Donohue, nominated by Ann Daly Eimer

Jim was a long-time member of MSACROA and served as Treasurer in 2008 and 2009. He was a resource to colleagues and always willing to help. Jim and I both went through ERP conversions from Jenzabar to Datatel/Colleague at the same time. In addition, we implemented Recruiter at the same time. He was always available to answer any questions or offer support.

PA College of Health Sciences - 2011 - 2015 (retired)

Sussex County Community College - 2003 – 2011

Thomas Jefferson University - 2000 – 2003

Housatonic CC, in CT from 1985-1993

Burlington County College - 1983 – 1988

Larry Friedman, nominated by Joe Santivasci and Tom Mantoni

Larry had been an active member of MSACROA for over 25+ years. He is a past president and served in various leadership positions and committee memberships. Larry also tried to give at least one presentation at the conference every year and was always available to help others or volunteer at the Registration desk. It is with great pleasure I nominate Larry for an Honorary Membership.

Institutions/Positions:

Neumann University

Registrar

August 1988 to June 2014 (retired)

Centenary College

July, 1984 - August, 1988: Assistant Vice President for Academic Affairs/Registrar

July, 1982 - June, 1984: Assistant to the President/Dean, Div. of Continuing Education

July, 1980 - June, 1982: Director/Learning Skills Center & Developmental Studies Program

September, 1977 - August, 1988: Assistant Professor [Tenured] of English

MSACROA Membership

1986 to 2014

Service

Presidency (Pres-Elect/President/Immediate Past)

Treasurer

Chair - N&E Committee

Chair – Facilities

Member of: Facilities, Hospitality, New Members, Site Committees

Presentations (presented some of these numerous times)

FERPA

Developing Procedures Manuals

Creating Articulation Agreements

Restorative Dialogue

Round table discussions for new registrars

Michael Paquet, nominated by Dave Clawson

Michael J. Paquet retired from Thomas Jefferson University on September 3, 2015 after over 39 years of loyal and dedicated service in a variety of positions.

Mike began his career at Jefferson in 1976 when he joined the Office of the Registrar, Jefferson Medical College as Assistant to the Registrar. Shortly thereafter, he was promoted to Assistant Registrar. In 1980, the College of Health Professions began its 17-year relationship with Mike as Registrar. During the last three of those years, Mike also held the position of Special Assistant to the Senior Associate Dean. Also, during his tenure as Registrar, he served as Assistant to the Dean for one year. He also taught English as an Instructor in the Department of General Studies.

In 1997, Mike was named Associate University Registrar and University Director of Student Records, after playing a key role in the consolidation of student records and registration services for the three academic divisions of the University. A year later he was named Assistant Dean, College of Health Professions, becoming Assistant Vice President for Faculty Affairs in 2009 and finally being named Associate Provost for Faculty Affairs in 2014.

Mike has been a long standing member of MSACROA and served as Vice President for Publications and Public Relations from 1988 through 1991. He was elected President-Elect in 1996, served as MSACROA President in 1997 before rounding out his service to the Association as Past-President in 1998.

For his long-time service to MSACROA and the profession, I would like to place Michael J. Paquet's name before the Executive Committee for consideration for be granted Honorary Membership in MSACROA.