



40 New Admissions Professionals attend MACRAO event

The Secondary Schools Relations Committee once again hosted the New Professionals Workshop on September 1-2, 2010 at the Lexington Lansing Hotel. More than forty new admissions professionals from around the state – representing public, private, and two-year institutions – took part in this valuable conference. The theme was Dr. Seuss' Oh The Places You'll Go.

Debbie Harju, current MACRAO president, spoke to attendees about the benefits of joining the MACRAO organization. Craig Aimar, associate director of admissions at Saginaw Valley and former SSRC chair, was the keynote speaker. He spoke about admissions as a profession rather than just a job, and encouraged all attendees to go above and beyond for our students.

Once again, high school counselors joined us for a discussion on working together to serve

prospective students. John Boshoven (Community HS in Ann Arbor), Tory Parsons (Lowell HS), and Bob Drake (Jonesville HS) had fantastic feedback and some fun stories to share as well. Other workshop highlights included a mock college fair, sessions on being a professional, public speaking, travel tips, financial aid basics, and working with transfer/non-traditional students.

A big thank you goes out to all of our attendees and to our guest speakers! Without you, we would not have a workshop. Also, thank you to all the committee members for their hard work in hosting the workshop. If anyone is interested in joining next year's committee, we have many openings since 5 current members have completed their commitment on the committee. Please contact Tom Hampton (committee chair for 2011) at thampton@lssu.edu for more information.



Future of the Michigan Uniform Undergraduate Guest Application

YOUR OPINION CAN MAKE A DIFFERENCE!

Thanks to all who participated in the July Michigan Uniform Undergraduate Guest Application Survey, which was sent to Directors of Admissions, Registrars, and others whose title suggested that his or her position may work with guest students.

To more fully understand this important topic, we are requesting that the MACRAO

membership answer four brief, clarifying questions. A summary of the survey results will be presented at the annual conference. This additional survey will take you less than 2 minutes to complete: <http://www.surveymonkey.com/s/RSV8HB2>
Thank you for your participation.

Sincerely,

The MACRAO College Articulation and Registrar's Practices Committees

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Special points of interest:

- Michigan Uniform Guest Application survey available
- Nominations for MACRAO Leadership
- Transfer Award deadline extended to Oct. 1
- Registration open for MACRAO 2.0
- Postsecondary Secure Transcript and Repository service agreement released

Proposed Constitution and By-Law Amendments

Dear Colleagues:

In between Unique Identification Code (UIC), Longitudinal Data System (LDS), and Michigan College Access Portal (MichiganCAP) discussions with state officials and various workgroups, the Executive Committee has spent this year reviewing Association Governance, Committee Roles and Responsibilities, Business Continuity and Sustainability, and our Constitution and By-Laws relating to these areas. Per Article V of the Association's By-Laws, I am sending our recommendations your way for review. The proposed amendments are reflected in red below and will be presented for vote at our Business Lunch on Thursday, November 11, 2010 at Shanty Creek Resort, Bellaire, Michigan.

#1 -- Constitution: Article IV, Officers - Section 1

Current language:

Section 1. The executive officers of the Association shall be a president, president-elect, vice-president, secretary and treasurer. The vice-president, the secretary and the treasurer shall be elected by ballot at annual meetings; a majority of institutional members present and voting being necessary to elect. They shall hold office from the adjournment of the meeting in which their successors are elected.

Proposed language:

Section 1. The executive officers of the Association shall be a president, president-elect, vice-president, secretary and treasurer. The vice-president, the secretary and the treasurer shall be elected by ballot at annual meetings; a majority of institutional members present and voting being necessary to elect. They shall hold office from the adjournment of the meeting in which their successors are elected **or appointed**.

Rationale:

Unexpected vacancies between Annual Meetings filled by appointment.

#2 -- By-Laws: Article II - Meetings

Current language:

The Association shall hold an Annual Meeting. The location and date will be chosen by the Executive Committee, which also shall have the power to omit one Annual Meeting if deemed necessary.

Proposed language:

The Association shall hold an Annual Meeting. The location and date will be chosen by the Executive Committee, which also shall have the power to omit **the** Annual Meeting if deemed necessary.

Rationale:

Clean up language.

#3 -- By-Laws: Article III – Term of Office and Duties of Officers

Current Title:

Term of Office and Duties of Officers

Proposed Title:

Term of Office and Duties of **Executive Committee**

Rationale:

Clean up language. The article includes duties for all Executive Committee members; Executive Officers as defined in the Constitution, Article IV as well as, the Historian, Newsletter Editor, Membership Coordinator, and Web Editor.

#4 and #5 -- By-Laws: Article III – Term of Office and Duties of Officers, Sections 2 and 4

Current Language:

Section 2. The president shall assume full responsibility for all the general activities of the Association, with the assistance of the Executive Committee. The president will chair the Executive Committee. With approval of the Executive Committee, the president will appoint all non-elective officers and **members of committees**. All bills must be approved by the president before payment. The president shall become past president as the end of his/her term.

Proposed Language:

Section 2. The president shall assume full responsibility for all the general activities of the Association, with the assistance of the Executive Committee. The president will chair the Executive Committee. With approval of the Executive Committee, the president will appoint all non-elective officers and **shall appoint elective officers should a vacancy occur between Annual Meetings**. All **contracts and bills** must be approved by the president before payment. The president shall become past president as the end of his/her term.

Rationale:

“members of committees” being removed as we are proposing they be appointed by the Vice-President with the approval of the Executive Committee – see By-Laws: Article III, Section 4 proposed language.

Unexpected vacancies between Annual Meetings filled by appointment.

In addition to bills, contracts are also signed by the President.

Current Language:

Section 4. The vice-president shall serve as liaison to MACRAO committees and will facilitate leadership development for committees. The vice-president may also be given special assignments by the president or president-elect including ex officio membership on the local arrangements committee. The vice-president shall become president-elect at the end of his/her term.

Proposed Language:

Section 4. The vice-president shall serve as liaison to MACRAO committees and will facilitate leadership development for committees. **With approval of the Executive Committee, the vice-president shall appoint members of committees**. The vice-president may also be given special assignments by the president or president-elect including ex officio membership on the local arrangements committee. The vice-president shall become president-elect at the end of his/her term.

Rationale:

The vice-president is the liaison to MACRAO committees, therefore, we are proposing committee members be appointed by the vice-president with the approval of the Executive Committee.

#6 -- By-Laws: Article IV – Committees, Section 1

Current Language:

Section 1. The following standing committees shall be appointed by the president with approval of the Executive Committee: College Articulation, College Day/Night, Enrollment Management, Equal Education Opportunity, Legislative Issues, Michigan Transfer Network (MTN) Governance, Professional Development, Registrar’s Practices, Secondary School Relations, Data and Technology Applications, and Local Arrangements.

Proposed Language:

Section 1. The following standing committees shall be appointed by the president with approval of the Executive Committee: College Articulation, College Day/Night, **Data and Technology Applications/**

Proposed Constitution and By-Law Amendments (cont'd)

Michigan Transfer Network (MTN) Governance, Enrollment Management, Equity in Education, Legislative Issues, Professional Development, Registrar's Practices, Secondary School Relations, and Local Arrangements.

Rationale:

Merge the Data and Technology Applications Committee with Michigan Transfer Network (MTN) Governance Committee with the following committee roles and responsibilities:

To facilitate the ethical and effective utilization of technology and data. This includes: serves as the primary forum in which those interested in data acquisition, processing, analysis, interpretation, and dissemination can meet to discuss issues and concerns; informs members of existing and developing trends in technology; performs work in answering technology-based questions as identified by the Executive Committee; develops and supports recommendations for organizational standards and procedures pertaining to technology; addresses legal and policy issues related to technology and their impact on higher education; and coordinates events and approved annual meeting session proposals related to the issues of the committee.

MTN responsibilities: oversees the management of the MTN contract and the data contained on the MTN website; regularly reports MTN issues or concerns to the Executive Committee; and provides training and support to the membership on the MTN. Per MTN contractual obligations, this committee must include members representing a two-year, four-year private, and four-year public institution and a MSU technical representative.

Name change requested by EEO Committee.

Please note, only members who have paid their annual dues may vote on the proposed amendments. If you haven't done so already, please submit your annual dues to:

Pete Lacey, MACRAO Treasurer
Vice President of Student Services
St. Clair Community College
323 Erie Street
PO Box 5015
Port Huron, MI 48061-5015

If you have any questions, please feel free to contact me for clarification. I look forward to seeing you at Shanty Creek in November.

Respectfully submitted,

Debbie Harju, MACRAO President

dlharju@umich.edu

734.936.5307

Candidate Profile: Craig Aimar



Craig Aimar is the Associate Director of Admissions for Saginaw Valley State University. Craig began his career in Admissions 9 years ago as an Admissions Recruiter for SVSU traveling through Northern Michigan and the Upper Peninsula. After 6 years he accepted the position of Associate Director of Admissions overseeing internal operations, support staff, work studies, freshmen enrollment and FTIC academic scholarships. Craig completed his Bachelor's Degree in History Secondary Education at SVSU before venturing into graduate school. In 2005 he completed his Master's Degree in Educa-

tional Leadership and in 2008 completed his Education Specialist Degree in Athletic Directorship both at SVSU. He is currently pursuing his Educational Doctorate in Higher Education.

Craig has been involved in MACRAO serving on both the Professional Development and Secondary Schools Relation Committees. With the SSRC he served as co-chair and chair in 2008 and 2009. He has presented on various topics at multiple MACRAO Annual Conferences, ACT State Conferences and also in High Schools for Parent Night Presentations throughout the state. In the community Craig serves on the Bay Foundation in Bay County, umpires little league baseball in the summer and has coached both high school varsity hockey and football teams. At SVSU Craig is

involved as the advisor for Phi Sigma Sigma and Alumni President for Tau Kappa Epsilon Fraternity. He dedicates many of his weekends during athletic seasons, meeting with recruits and parents as he serves as the liaison for both the Football and Baseball teams at SVSU.

Craig and his wife Kristin, formerly of Oakland University, met on the road in 2005 recruiting for their respective colleges and have been married since 2008. They enjoy spending time with their two dogs Layla and Chandler, and traveling to Grand Rapids and Metro Detroit to be with their families in their spare time. They are also very active in athletics and enjoy just being together in everything they do.

Nomination Committee Report

The 2010 Nomination Committee has submitted the following slate of candidates to be voted on by the membership at the business meeting on November 11th during the Annual Conference:



Vice President:

Craig Aimar, Saginaw Valley State University

2011 Nomination Committee Representing a 4-year institution:

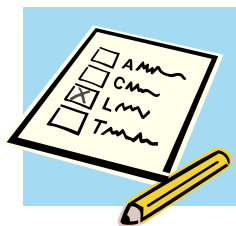
William Daniels, Oakland University

2011 Nomination Committee Representing a 2-year institution:

Crystal Napier, Henry Ford Community College

2011 Nomination Committee Representing a private institution:

Noreen Ferguson, Lawrence Technological University



Also on the nomination committee will be the 3 active past-presidents, which would be Debbie

Harju (chair), Karen Hutslar and Paula Dykstra.

Members of the 2010 Nomination Committee were:

Paula Dykstra – *Past President*, University of Detroit Mercy;

Ron Hultman – *representing a private institution*, Spring Arbor University;

Karen Hutslar – *Chair and past-president*, Central Michigan University;

Carrie Jeffers – *representing a 2-year institution*, Macomb Community College;

Howard Shanken – *Past President*, Grand Rapids Community College; and

Michele Thomas – *representing a 4-year institution*, The University of Michigan – Ann Arbor.

Save the Date!!! MACRAO Annual Conference

MACRAO's 2010 Annual Conference: "MACRAO 2.0 – Next Gen Re-Invention"

November 10-12, 2010 [Shanty Creek Resort](#), Bellaire, MI

[MACRAO](#) is an organization known for its ability to step up and deliver. As we think about the future and "re-inventing" MACRAO as a sustainable organization, we need to think about our roots. We are an organization that can come together and collaboratively change the landscape of higher education for the betterment of our students. This year's conference program will provide us with the tools to take it to the next level. Program highlights include:

Lloyd Carr – Former University of Michigan Head Football Coach, Keynote Speaker (*Theme: Re-Inventing Yourself as a Leader*)

Daren Bakst – [Council on Law for Higher Education](#) (*Conference workshop covering "Major Legal Challenges for Registrars and Admissions Officers"*)

Brad Myers – Ohio State University and AACRAO Representative (*The AACRAO Update, a FERPA update, and the "How To's of FERPA!"*)

Thomas Howell and Trina Anderson – [Center for Educational Performance and Information](#) (*Functional presentation on how to obtain the UIC and the P-20 update*)

Brandy Johnson-Faith – Office of Governor Jennifer M. Granholm ([Michigan College Access Network](#), [The MI SuperApp](#), [Michigan College Access Portal](#))

We are thrilled the Annual Conference is returning to a "re-invented" [Shanty Creek Resort](#). Through a multi-million dollar over haul, Shanty Creek has made a major investment to itself. This year we are committed to offering you a professional, personal, and team development experience which will allow us to "re-invent" ourselves for the next generation of learners.

Mark your calendar now; it will be the conference you won't want to miss!

Sincerely,

2010 Local Arrangements Committee

Christopher Marx, *Davenport University*

Elizabeth Stevens, *Northwestern Michigan College*

Irfan Bhabhrawala, *University of Michigan-Ann Arbor*

James Bensley, *Northwestern Michigan College*

Kara Fields, *Walsh College of Accountancy and Business Administration*

Katherine Lichtenberg, *Oakland Community College* (Co-Chair)

Kurt Kruschinska, *Wayne State University*

Michael Kolar, *Michigan State University*

Nic Taylor, *Saginaw Valley State University*

Scott Owczarek, *Michigan State University* (Chair)

Steven Shablin, *Oakland University*

Sue Deel, *Alma College*

QUESTIONS? Contact [Scott Owczarek](#), President-Elect & LAC Chair, Michigan State University

Postsecondary Secure Transcript and Repository service agreement released

{This message is being sent to presidents, registrars, academic affairs officers, admissions directors and chief information officers of public community colleges and universities in the state of Michigan.}

This memo is being sent to inform postsecondary institutions that the new Secure Transcript and Repository Service agreements have been released. All postsecondary institutions can void their originals, if they desire. The previously signed agreement will be honored by Docufide if a new agreement is not signed.

Although an institution does not have to use Docufide for the day-to-day transcript request, tracking and approval system, please note that the Michigan College Access Portal ([MichiganCAP](#)) project utilizes the Docufide e-Transcript service. Students and alumni now have the option to initiate the transcript request from their school's Web site or through the portal. If your institution is not using Docufide to send day-to-day transcripts, students will not be able to send transcripts when applying for scholarships, and transferring students will not be able to finalize the college admission process through the portal.

Secure Transcript Service Agreement

The Secure Transcript service agreement is for those institutions wishing to use Docufide's service for day-to-day sending of electronic transcripts. This agreement is now available and will be supplied when you submit your interest in participating as a sender to Mletranscript@docufide.com. Include the name, title, phone number and e-mail address of your primary contact, along with the name of your student information system. If choosing to void your original service agreement, please sign this new agreement and fax back to Docufide by September 30, 2010.

Repository Service Agreement

The repository service agreement is for compliance with the federal data requirement of sending portions of student's academic records to the state's data repository. As a reminder, all public community colleges and universities are required to submit student academic record data to the repository. The repository service agreement is now available on the CEPI e-Transcript Web site at www.michigan.gov/cepi, click on the blue "e-Transcripts" tab at the left and then click on the "Repository Service Agreement" link within the Postsecondary Institutions box. You can also acquire the new service agreement by e-mailing your request to Mletranscript@docufide.com. If you choose to void your original service agreement, please sign this new agreement and fax back to Docufide by September 30, 2010.

CEPI, a postsecondary workgroup and Docufide have been working closely together to address the data elements for collection and the file upload format for the repository. The data elements for upload appear in a supplemental document to the repository contract, found on the "Data Elements for Repository" link on the e-Transcript site.

We appreciate all the feedback on the data elements and extend a sincere "thank you" to our workgroup members for their time and expertise. More details regarding the Michigan e-Transcript Initiative, the sending services and answers to frequently asked questions (FAQs) are available on the CEPI Web site at www.michigan.gov/cepi.

Thank you for your continued cooperation.

CEPI

MACRAO Movers and Shakers



Pete A. Lacey has been appointed vice president of student services at St. Clair County Community College in Port Huron.

As vice president, Lacey will be responsible for providing executive leadership and management responsibilities with an emphasis on student services, including recruitment, orientation, admission, financial aid, career planning, advising, registration, enrollment services, records, athletics, and student activities.

Janail Silver has recently been appointed to Director of Records and Registration for the School of Medicine at Oakland University.



If you know of other people who have retired, been promoted, or have had a career change, feel free to submit their names and information to me so that we may recognize them for their accomplishment.