

MACRAO INSIDER

MICHIGAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

President's Corner

Happy Spring.....well almost if the weather would only cooperate! There are many exciting things transpiring on the MACRAO home front so I would like to keep everyone up-to-date with the latest information:

The College Articulation Committee has been hard at work ensuring that the implementation of the new Michigan Transfer Agreement is being communicated to all involved parties. To date, they have presented at 11 meetings across the state and are still holding 5 more to come this Spring/Summer. These meetings/training sessions have been very successful with close to 750 participants. It is important that you also are communicating this information to colleagues at your home institution as well as to your high school partners to make a seamless transition but also to promote this to potential high school and transfer students.

The Ad Hoc Committee for Phase 1 of the MTA will soon be conducting a final meeting and with the start of the 2014-2015 academic year, a new Ad Hoc Committee for Phase 2 will be appointed. The new Ad Hoc Committee will still be selected by the Executive Committee and will include community college representatives, public university representatives and members that served on the original transferability committee. This Ad Hoc Committee will be charged with looking at the implementation taking place effective September 1, 2014 and getting feedback from the institutions as well as addressing CLEP, AP credit, IB awards and dual enrollment. The College Articulation Committee will still maintain and update the MTA Handbook, new FAQ's and in house trainings when needed.

Our Professional Development Workshop is taking place at Walsh College - Novi on Friday, May 16 so please plan to attend as the agenda is jam packed with great information to assist with issues that arise in our offices on a daily basis. This is truly a great professional development opportunity for all levels of employees in our offices.

I would personally like to thank Janail Silver for her six years of service as the MACRAO Newsletter Editor. Janail is stepping down from this position and we are truly grateful for all of the great work she has done in taking our newsletter to the next level. Janail will be formally recognized with a token of our appreciation for her years of service at the annual business meeting in November. Stephanie Jordan from Eastern Michigan University has been appointed by the Executive Committee and will be serving as our next MACRAO Newsletter Editor. Please extend your thanks and appreciate to Janail and welcome Stephanie to her new role!

There is a lot of activity transpiring as we head into the Spring and Summer months with MACRAO. I encourage you to attend any and all upcoming workshops as well as getting more involved with MACRAO! Several committees still need membership for this year and the year to come and we would love to have you serve with your many talents! Thanks so much for all being apart of this wonderful organization.

~Carrie

Inside this issue:

| | |
|--------------------|-----|
| President's Corner | 1 |
| 2014 Conference | 2 |
| Join a Committee | 3 |
| Check Your Info | 4 |
| Transfer Summit | 5 |
| MACRAO Leadership | 6-7 |
| Save the Date | 8 |



CALL FOR SESSIONS

The 2014 Local Arrangements Committee is busy preparing for this year's conference. After our regional gathering in Indianapolis last November, we are excited to be returning home to Michigan. Come celebrate a *MACRAO Homecoming* with us this year at Boyne Mountain Resort from November 5-7!

This year's conference theme is **"Soaring to New Heights: Re-Imagining the Enrollment Profession."** We have a lot of great speakers and opportunities to connect in the works right now. Be on a look-out for a sneak peak of the conference coming soon!

SESSION AND WORKSHOP PROPOSALS

At this time, the Local Arrangements Committee is pleased to extend the invitation to our members to submit session and workshop proposals for the upcoming conference. We all appreciate opportunities to learn about the hot topics in higher education, *especially in the enrollment profession*.

Particularly, we are interested in topics related to our theme of re-imagining our profession for the future. What would truly set our institutions apart from other states? How could MACRAO institutions exhibit leadership within the enrollment profession at the national level? We would love to hear your ideas!

Session and workshop proposals will be accepted from the membership through Monday, June 2, 2014!

ONLINE SUBMISSION

MACRAO members can submit session and workshop proposals *online through June 2*. You will need to be logged into the MACRAO site in order to submit a proposal.

Session and workshop proposals may also be submitted via the Preliminary Annual Conference Session or Workshop Proposal Form for those who do not have access to the MACRAO website. ***We recommend online session/workshop proposals for all MACRAO members as the preferred method.***

Please feel free to pass this invitation on to colleagues at your institution. All staff members at member institutions are welcome to attend and/or present at the Annual Conference. Conference registration will open in late July, if not sooner. We look forward to seeing you at Boyne in November!

Sincerely,

2014 Local Arrangements Committee

John Meldrum, Chair & President-Elect, Sacred Heart Major Seminary
 Kara Fields, Co-Chair & Vice President, Walsh College of Accountancy & Business Administration
 Astrid Caicedo, Sacred Heart Major Seminary
 Cathryn Claerhout, Northwestern Michigan College
 Doris Davis, Wayne State University
 Tamra Fromm, Sacred Heart Major Seminary
 Anthony Gallina, Oakland University
 Debbie Harju, University of Michigan-Ann Arbor
 Kathy Luberski, Sacred Heart Major Seminary
 Katheryn Stafford, Washtenaw Community College
 Joshua Stotts, Oakland University

QUESTIONS? Contact John Meldrum, LAC Chair, Sacred Heart Major Seminary, at meldrum.john@shms.edu.

Join a Committee

Are you looking for a promotion or some type of new job opportunity?

Do you want to learn more about leadership or event planning?

Do you love what you do and are looking for ways to help others and/or keep your skill set up-to-date?

If any of those statements struck a chord with you, consider joining a MACRAO committee. We have [ten committees](#) and each has a unique focus on a segment of higher education. You could lead a committee as chair or co-chair to gain management experience or even to help others learn to lead. You could join a committee and help plan events, present at workshops, set calendars, research hot topics, and more to help you in your career path. The choice is yours and the first step is to sign up.

If you have an interest in joining a committee, please contact the [committee chair](#) for more information. If you are not sure what committee suits your professional needs, I can help. Email me at kfields@walshcollege.edu. To join a committee, send me the completed [application](#) for consideration.

MACRAO offers phenomenal professional development opportunities and I truly hope you take part in MACRAO through committee involvement.



Join A Committee

2014 Professional Development Workshop

Balancing a Healthy Work Environment

Join us in learning techniques to handle difficult situations. The morning will focus on dealing with angry and/or difficult students, including emergency situations that may arise. Understand signs and learn to implement safety precautions. The afternoon session will bring back Dr. Lee Meadows to share tips on how to communicate effectively with difficult coworkers.

When

May 16, 2014 8:30 AM - 2:30 PM

Where

Walsh College Novi Campus
41500 Gardenbrook
Novi, Michigan 48375

[Register for the event.](#)

2014 Professional Development Travel Grant

MACRAO understands that travel budgets are tight and, in some cases, travel is restricted completely. MACRAO is excited to offer two \$45 Professional Development Travel Grants, to attend the Professional Development Workshop on May 16, 2014. The workshop will be held at Walsh College -Novi Campus. These grants have been established as a means of returning assets to the membership and to support travel to the Professional Development Workshop.

The two grants will be awarded to active members to cover the costs of the early bird registration fee. These grants are meant for those individuals who otherwise would **not** be able to attend the workshop.

NOTE: The grant recipients must personally pay for all expenses. Reimbursement will not take place until after attendance at the workshop can be verified. A MACRAO Travel Expense Report must be submitted with all receipts in order for a prompt reimbursement to occur.

The application deadline is Friday, May 2, 2014.

Institutional Editors: Check your Directory Information!

It is more important than ever to ensure your institution is receiving information about the new *Michigan Transfer Agreement*, legislative updates, and MACRAO news.

Institutional editors should take a moment to check and update institutional and member information at <http://www.macrao.org/Directory/DirSearch.asp>. If you cannot remember your password you can reset it on the **Member Login & Menu** link on the MACRAO website. You may contact Tammy Grossbauer at grossbt@lcc.edu if you need additional assistance.

Save the Date!

The New Professionals Workshop will take place on August 7-8 at the Radisson Hotel in downtown Lansing. The theme of the conference is "Admissions All Stars" and will focus on getting newly-hired admissions staff ready to serve their campus or hit the road for travel season. The conference rates will remain the same as last year; the early-bird rate is \$145 and the standard rate is \$165. More information will be available in the next few weeks and details will be posted on the MACRAO website. Please contact Matt Norrod, the Conference Chair, at mnorrod@mtu.edu or Caitlin Cavanaugh, the Conference Co-chair, at cavanlcm@cmich.edu with any questions. We hope to see you in August!



2014 Transfer Summer Summit

Save the date! The College Articulation Committee is hosting the 2014 Transfer Summer Summit on Thursday, June 19 at Davenport University in Grand Rapids.

This event, “*Collaborating for Success*”, will provide MACRAO membership with additional information about the MTA with a focus on emerging recommended practices from various institutions across the state. This year’s event will be presented in a one day, drive-in format. Registration for the Transfer Summit will open in early May with an early bird registration fee of \$40.00. After May 20th, the regular rate of \$55.00 will be in effect. Additional agenda information to follow.

For those interested in staying in Grand Rapids, additional hotel information will be made available soon.

Questions can be sent to Lee Cruppenink (leecrupp@umflint.edu) or Christopher Marx (cmarx@davenport.edu).

Accepting Nomination

The MACRAO Articulation Committee is pleased to accept nominations for the 2014 Outstanding Transfer Award Program. In an effort to celebrate the many initiatives across our accomplished state that serve to support and assist transfer students in meeting their educational objectives, we are calling for nominations to formally recognize these premier programs. The winner will be invited to conduct a session and receive their award at the MACRAO Annual Conference which will be held at the Boyne Mountain Resort in Boyne Falls November 5-7, 2014.

The deadline date for all nominations is Friday, August 1, 2014. We realize that it's a busy time of year but don't miss out on this wonderful opportunity to recognize a deserving program. The [2014 Outstanding Transfer Program Award nomination form](#) can be found as a PDF on the MACRAO website under the “news” link. Please forward nomination forms and supporting materials (if applicable) about your program to:

Susan Cushnier
University of Michigan-Dearborn
4901 Evergreen Road
Dearborn, MI 48128
313-593-5659
scushnie@umich.edu

Accepting Nominations

Each year, the MACRAO Nomination Committee solicits leaders to fill upcoming Executive Committee and Nomination Committee vacancies. This year, we are seeking nominations for:

MACRAO Executive Committee Vice-President (2014-2015)

General Description of Position:

The vice-president shall be officially responsible for MACRAO committee membership. 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.

Duties:

Serves on the MACRAO Executive Committee and regularly attends Executive Committee meetings.

Works with the Executive Committee in determining site for future conference.

Serves as the main liaison with the committee chairs and get them regular updates.

Plans leadership summit (along with the president).

Makes sure all committees have chairs and co-chairs .

Updates leadership manual and publishes on the web.

Makes sure there are an adequate number of members on each committee.

Welcomes new members as they join a committee.

Maintains MACRAO's on-line committee membership list.

Coordinates with all the chairs their annual reports for the annual conference.

Works with LAC for gifts for committee chairs, Local Arrangements Committee and Executive Committee.

Prepares the certificate list for committee members and Executive Committee.

Sends thank you notes or emails to outgoing committee members.

Facilitates the committee meeting/session at the annual conference.

Gives report at the annual conference.

MACRAO Executive Committee Treasurer (2014-2017)

General Description of Position:

The Treasurer shall keep an accurate list of the members (by type) of the Association, collect the membership dues, secure the approval of the President on all bills before paying them

and prepare a report to be presented to the members of the Association at the time of the Annual Business Meeting.

Duties:

- Serves on the MACRAO EC and regularly attends EC Meetings – All Year
- Works with the bank to set up new signature – December/January
- Prepares tax form 990 (due March 15) – January/February
- Is the main liaison with the bank and all banking matters – All Year
- Pay bills – All Year
- Processes expense vouchers that have been approved by the President – All Year
- Prepares monthly budget reports for the EC – Monthly
- Maintains the MACRAO visa card – All Year
- Collects the annual dues – July
- Works with the Membership Coordinator to determine in active members who have not paid dues prior to the annual meeting – September/October
- Prepares the annual budget report for the Annual Business Meeting and presents the report at the business meeting – October/November

MACRAO Nomination Committee Member from a 4-Year Public University (2014-2015; 1-Year Term)

MACRAO Nomination Committee Member from a 4-Year Private College/University (2014-2015; 1-Year Term)

MACRAO Nomination Committee Member from a 2-Year College (2014-2015; 1-Year Term)

General Description of Position:

To bring forward a slate of nominees for Executive Committee vacancies and the Nomination Committee positions at-large.

The Nomination Committee is looking for individuals who have held MACRAO leadership positions in the past, are interested in taking on more responsibility, and are committed to leading. You can nominate yourself or someone you think would provide leadership for MACRAO. Please submit name(s), contact details and the position(s) being nominated for by **Friday, May 23, 2014** to Katherine McMullen (kmcmull@umich.edu).

We truly appreciate your assistance and participation.

The 2013-2014 MACRAO Nomination Committee
Katherine McMullen, Past President and Committee Chair
Debbie Harju, Past President
Karen Hutslar, Past President
Karen Arnould, 4-Year Public University Member
Sue Deel, 4-Year Private University Member
Nikole Ford, 2-Year College Member

BOYNE
What are you up for?



SAVE THE DATE!

MACRAO 2014

November 5-7, 2014

BOYNE MOUNTAIN RESORT

1 Boyne Mountain Rd.

Boyne Falls, MI 49713

www.boyne.com

COME CONNECT WITH COLLEAGUES AND GROW PROFESSIONALLY.
Make a weekend of it - Boyne is a great location to bring your family too!

