



**2018-2019 YEAR-END COMMITTEE REPORT
BOARD OF DIRECTORS**

Committee Members

Past President	Wendolyn Davis, Central Michigan University November 2018 – March 2019) Nikole Ford-Kondraciuk Henry Ford College (March 2019 – Present)
President	Lee Cruppenink, Central Michigan University
President-Elect	Colleen Kibin, Eastern Michigan University
Secretary	Kimberly Blair-Chambers, Michigan State University
Treasurer	Laurie Huber, Oakland Community College
Treasurer-Elect	Jonathan Kohns, Spring Arbor University
Historian	Kurt Kruschinska, Wayne State University
Membership Coordinator	Aimee Adamski, Macomb Community College
Newsletter Editor	Lora Phelps (February 2019 – September 2019)
Web Editor	Kristin Schuette, Michigan State University (2007 – June 2019) Tom Kephart, Saint Clair County Community College (July 2019 – Present)
Conference Planning Committee Chair	Amy Wisniewski, Macomb Community College

Meetings

MACRAO meetings are open to the public and members are welcome to attend any or all meetings. Suggestions and comments may be submitted in writing to the Board of Directors at any time during the year.

DATE	LOCATION	PARTICIPANTS
December 14, 2018	CMU Troy	Leadership Summit
January 18, 2019	CMU East Lansing	Board of Directors
February 15, 2019	CMU East Lansing	BOD & Chairs/Co-Chairs
March 15, 2019	CMU East Lansing	Board of Directors
April 19, 2019	CMU East Lansing	BOD & Chairs/Co-Chairs
May 17, 2019	CMU East Lansing	Board of Directors
June 21, 2019	CMU East Lansing	BOD & Chairs/Co-Chairs
July 19, 2019	CMU East Lansing	Board of Directors
July 10-11, 2019	Shanty Creek Resort - Bellaire, MI	Conference Walk-Thru
August 27, 2019	GTM Teleconference	Board of Directors Ad Hoc
September 20, 2019	CMU East Lansing	Board of Directors
October 18, 2019	CMU East Lansing	BOD & Chairs/Co-Chairs
November 20-22, 2019	Shanty Creek Resort Bellaire, MI	Annual Business Meeting

PERSONNEL

In December the board welcomed Colleen Kibin as President-Elect and Jonathan Kohn as the Association's first Treasurer-Elect.

In February the board welcomed Lora Phelps to the team as Newsletter Editor. Lora stepped down from this role at the end of September in order to pursue an exciting career opportunity. We are presently working to fill this position.

In April, Past-President Dr. Wendolyn Davis stepped down from the board of directors to pursue an excellent career opportunity out of state. Most recent Past-President, Nikole Ford-Kondraciuk graciously agreed to return to the board to fulfill the remainder of Wendy's term.

In May, Kris Schuette, stepped down as the association's Web Editor after twelve years of service. She was replaced in July by Tom Kephart, who will step down from this role in January as he assumes the role of President-Elect. We are presently working to fill this position.

EVENTS

This year, the Board of Directors is pleased to present the following accomplishments:

- Hosted the Leadership Summit at Central Michigan University's Troy Campus for new board members, chairs and co-chairs.
- President represented MACRAO at the annual AACRAO conference, March 31 – April 3 at the Los Angeles Convention Center in Los Angeles, CA.
- President-Elect in DC represented MACRAO at the AACRAO Leadership Meeting June 20 – 23 in Alexandria, VA
- Established an ad hoc committee consisting of Aimee Adamski, Lee Cruppenink, Jon Davidson, Tom Kephart, Kurt Kruschinska, and Kristin Schuette to review vendor solutions for website, membership management, and event management tools.
- College Articulation Committee and Registrar's Practices Committee co-hosted the 2019 Summer Summit at the H Hotel in Midland Michigan in June. Conference Planning Committee hosted the Annual Conference at Shanty Creek Resorts in Bellaire Michigan.
- Leadership and participation in all six MiTransfer Pathways meetings by President-Elect, and Chair and Co-Chair of the College Articulation Committee.
- Representatives from MACRAO served on committees to support and carry out the work of the MiTransfer Project including replacement of the Michigan Transfer Network, MTA documentation updates, MiTransfer Pathways articulation agreement development, and the launch of the dynamic MiTransfer.org website.
- Presented the membership with the following nominations:
 - President-Elect: Tom Kephart, St. Clair County Community College
 - Three members at large for the 2020 Nominating Committee:
 - Valerie Butterfield, Grand Rapids Community College, representing 2-year colleges
 - Keith Malkowski, Central Michigan, representing 4-year public institutions
 - Carly Miller, Lawrence Technological University, representing 4-year private institutions
 - As well as Past Presidents:
 - Lee Cruppenink, Immediate Past President/Chair, 2019-2020
 - Nikole Ford-Kondraciuk, Past-President, 2017-2018, 2018-2019

The nominations will be presented formally for vote at the Annual Business Meeting on Thursday, November 21, 2019.

INITIATIVES

In an effort to ensure that the board of directors is fulfilling the mission of the Association, ensuring overall organizational relevance and sustainability by:

- Establishing an association budget and strategic plan for 2018-19, ensuring financial sustainability.
- Reviewing/revising existing handbooks, policies, and by laws to ensure continued relevance and establishing new policies and procedures as necessary.
- Conducting a full review of all board position descriptions in order to ensure continued relevance and editing or establishing new positions as necessary.
- Conducting a full review of all standing committee charters in order to ensure continued relevance, including editing, adding, or removing committees as necessary.
- Investigating membership categories and dues structures in order to provide recommendations for potential changes.
- Investigating potential change to the Association's fiscal year.
- Continuing efforts to collaborate with other nation and statewide associations.

The board made it a goal this year to review the association's various technological resources and identify opportunities for improvement. Within this year, we have accomplished the following:

- Migrated to a new web platform with enhanced communication tools and document storage tools.
- Migrated to a new membership management tool.
- Migrated to a new event management tool.
- Migrated off of Michigan State University's server, which has supported the association for a great number of years.
- Collaborated with state higher education organizations on the MiTransfer statewide initiative to establish the new Michigan Transfer Network.

Lastly, the board set a goal to improve overall communication to and between members by:

- Filling vacant Newsletter Editor position.
- Expanding the association's utilization of social media tools.
- Reviewing communication needs to identify opportunities for improvement.
- Migrated to a new web platform with enhanced communication tools and document storage tools, further enabling improved communication in the future.

Respectfully submitted,

Lee Cruppenink
President

Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO)