



JULY 2014



# MACRAO Insider

## MACRAO Needs You! Leadership Nominations Deadline Extended!

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 great leadership for MACRAO.* Please submit name(s), contact details and the position(s) being nominated for by **Friday, July 11, 2014** to [Katherine McMullen](mailto:kmcmull@umich.edu) at [kmcmull@umich.edu](mailto:kmcmull@umich.edu).

### MACRAO Vice President (Voting Member) – 1 Year Term (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
- ◆ Makes sure there is 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

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## **Treasurer (Voting Member) – 3 Year Term (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 Meeting.

### **Duties:**

- ◆ Serves on the MACRAO Executive Committee and regularly attends Executive Committee meetings
- ◆ Works with the bank to set up new signatures
- ◆ Prepares Tax Form 990
- ◆ Serves as the main liaison with the bank
- ◆ Pays all bills
- ◆ Processes expense vouchers that have been approved by the president
- ◆ Prepares monthly Treasurer's Report for the Executive Committee
- ◆ Maintains the MACRAO credit card
- ◆ Collects the annual dues
- ◆ Works with the membership coordinator to determine eligibility for voter cards prior to annual meeting
- ◆ Prepares annual Treasurer's Report for the business meeting and presents at the business meeting

### **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 position at-large.

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

## New Professionals Workshop Registration is Open!



Calling all “Admissions All-Stars”! Registration is now open for the New Professionals Workshop. The New Professionals Workshop is aimed to help new (anyone hired within the last year) admissions professionals get ready to be effective recruiters for the busy fall season. Veteran admissions staff from across the state will challenge newer team members to turn the passion they have for their new career into extraordinary outcomes for their institution and prospective students.

You don’t want to miss this event! Join us on August 7th and 8th in Lansing! Register by July 18th for the discounted rate of \$145. The rate is \$160 after July 18th. Registration ends August 1st. More information about the workshop and registration is available [here](#).

If you have additional questions regarding the New Professionals Workshop, please contact Matt Norrod at 586-784-0146 or [mnorrod@mtu.edu](mailto:mnorrod@mtu.edu).

## New MTA Web Link on MACRAO Directory

If your institution is a signer of the new MTA, please read the following important notes:

At the request of the MTA Ad Hoc Committee, we have added a new spot in the MACRAO directory to insert the link to your college/university’s MTA institutional information web page. Examples of this information could include an institution’s list of MTA courses, a document identifying the way in which the MTA is accepted at an institution, or any other information relevant to the MTA. By listing these links in MACRAO’s directory, it will allow for a central repository for those who are seeking institutional MTA information without spending time scouring each college/university’s individual web pages. The Ad Hoc Committee is requesting each [institutional editor](#) enter the shortcut **on or before Friday, July 18**.

Should you have any questions regarding the MTA, please do not hesitate to contact the College Articulation Committee at [michigantransferagreement@gmail.com](mailto:michigantransferagreement@gmail.com).

***Institutional Editors: At the same time you are adding this link, please make sure the list of your institution’s MACRAO members is current.***



## Outstanding Transfer Award Nominations



Is there an outstanding transfer program at your institution? If so, what are you waiting for? Nominate that program today for the 2014 Outstanding Transfer Program Award. The MACRAO College Articulation Committee is accepting nominations for transfer programs that support and assist transfer students in meeting their educational objectives. The winner will be invited to receive the award and conduct a session at the MACRAO Annual Conference at Boyne Mountain Resort in Boyne Falls on November 5-7, 2014.

Send [nomination forms](#) and supporting materials (if applicable) about your program to:  
Susan Cushnier, University of Michigan-Dearborn, 4901 Evergreen Rd., Dearborn, MI, 48128  
313-593-5659 ~ [scushnie@umich.edu](mailto:scushnie@umich.edu)

Don't miss out on this wonderful opportunity to recognize a deserving program! The deadline date for all nominations is **Friday, August 1, 2014.**

## MACRAO Membership Dues



Institutional editors: 2014-15 invoices for dues were sent on Wednesday, May 28<sup>th</sup>. Please remember the deadline to pay is **Sunday, August 31<sup>st</sup>**. If you have any questions or need an additional invoice sent to you, please contact Tammy Grossbauer at [grossbt@lcc.edu](mailto:grossbt@lcc.edu) or Chris Bedz at [cbedz@umich.edu](mailto:cbedz@umich.edu). Thank you!

## MACRAO Movers and Shakers

Christopher Goeth, former Senior Recruitment Adviser in Undergraduate Admissions at Oakland University is the new Assistant Registrar at Oakland University. Christopher is the Chair of the College Day/Night Committee. Congratulations Chris!





**Get Ready! Get Ready! Get Ready!**

# MACRAO 2014

## BOYNE MOUNTAIN RESORT



# November 5-7, 2014

**Registration  
Opening Soon!**

*After last year's regional conference in Indiana, MACRAO comes home...*

Don't miss this chance to celebrate this "**MACRAO Homecoming**" with excellent keynote speakers, informative sessions, and a chance to connect and have fun with colleagues from around the state...bring your entire team!



### KEYNOTE SPEAKER

Eric Hoover is the Senior Writer for the Chronicle of Higher Education (enrollment management area). He has written extensively about college admissions and enrollment issues and has reported on debates over standardized testing, the challenges of student recruitment, and the growing demands on admissions officers. In the spirit of lifelong learning, he is also studying the noble craft of brewing.

**Soar to new heights** as Eric inspires you to handle enrollment challenges facing you today and tomorrow!



### AACRAO REPRESENTATIVE

Melanie Gottlieb is AACRAO's VP for International Education and the Director of Admission Operations & International Campus Liaison for Webster University. Melanie leads the Enrollment Management division with enrollment technology, training and system implementation, international education evaluation and policy development for Webster's global network.

**Re-imagine the enrollment profession** on a journey with Melanie!

### PREPARE FOR HOMECOMING

Remember back to your homecoming events and festivities? MACRAO will be back north and *Soaring to New Heights* with some good old fashioned homecoming activities!

- Get DRESSED up!** Bring formal attire to wear for Thursday's Homecoming Dance.
- Get PSYCHED up!** Get your creative juices flowing for float and fight song creation.
- Get PUMPED up!** Put your game face on for an Admissions vs. Registrars face off not easily forgotten.
- Get FIRED up!** Bring your cheering and musical talents to support your winning team.

## Annual Conference Professional Development Travel Grant



Do you want to attend the Annual Conference and don't think you can? Think again! MACRAO understands that travel budgets are tight and in some cases restricted completely. MACRAO is excited to offer *two* \$250 Professional Development Travel Grants. These grants have been established as a means of returning assets to the membership and to support travel to the Annual Conference in November. The Annual Conference will be held November 5-7 at the Boyne Mountain Resort in Boyne Falls, MI. The two grants will be awarded to active members to assist with expenses incurred during participation at the conference, including the conference registration fee, the pre-conference workshop fee, hotel costs and mileage. These grants are meant for those individuals who otherwise would **not** be able to attend the conference.

An email was sent out last week with the application attached. Please send the requested information to [Lajoyce Brown](mailto:lajoyce@wayne.edu) at [lajoyce@wayne.edu](mailto:lajoyce@wayne.edu) or via FAX: 313-577-7536. All submissions will receive e-mail confirmation of receipt. The application deadline is **September 2, 2014**.



*Wishing you all a safe and enjoyable 4th of July weekend!*



The *Insider* covers organizational activities, news and accomplishments of MACRAO members. The *Insider* welcomes ideas, photographs, announcements, articles and suggestions from our membership. Send your contributions to Stephanie Jordan, Newsletter Editor, at [sjorda15@emich.edu](mailto:sjorda15@emich.edu).