

# MACRAO Insider *May* 2018

Michigan Association of Collegiate Registrars and Admissions Officers

## Update your Information!

Please take a few moments to make sure your institution/member information is accurate and up to date. If it's been too long since you logged in, visit the [Member Help](#) page for reminders on how to access your username and password. Changes can be made by your institution's [directory editor](#). Dues e-mails will go out near June 1, so institutional editors should keep their eyes out! Additional questions can be directed to [Aimee Adamski](#), Membership Coordinator.

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## Call for Proposals!

The 2018 Conference Planning Committee is busy preparing for this year's conference. We hope you all are planning to reconnect with your fellow members at this year's conference from November 14-16 at the Bavarian Inn Lodge in Frankenmuth.

Our annual conference provides an excellent opportunity to learn about important topics impacting our profession and network with our colleagues from around the state. Each of our committees are at work coming up with session topics. **At this time, we are extending an invitation to the membership for session proposals.** We know you all have a lot of great ideas, and we can't wait to hear from you. We encourage any and all proposals you believe would be of value to our membership. Sessions will be scheduled for 75 minutes.

Please go to the [MACRAO website](#), log in, select "Session Proposals," and enter your proposal information. We ask that all proposals be submitted by July 1.



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# Join the MACRAO Team!

MACRAO's Nomination Committee is seeking nominations for the following:

## **MACRAO Board of Directors, President-Elect (2018-2021; 3-Year Term, Voting Member)**

**General Description:** The president-elect shall be officially responsible for MACRAO committee membership. The president-elect may also be given special assignments by the president including ex officio membership on the Conference Committee. The president-elect shall be a voting member of the board of directors. The president-elect shall become president at the end of his/her term.

### **Duties:**

- 1) Serves on the MACRAO BOD and regularly attends BOD meetings—All Year
- 2) Serves as the main liaison with the committee chairs and get them regular updates—All Year
- 3) Acts as liaison with the Conference Committee to ensure proper planning and preparations—All Year
- 4) Makes sure all committees have chairs and co-chairs—November/December
- 5) Makes sure there is an adequate number of members on each committee—November & Forward
- 6) Welcomes new members as they join a committee—January & Forward
- 7) Maintains MACRAO's online committee membership list—January & Forward
- 8) Coordinates the chairs' annual reports for the annual conference—September
- 9) Works with the conference committee chair for gifts for committee chairs, Conference Committee and BOD—September
- 10) Prepares the certificate list for committee members and BOD—September
- 11) Facilitates the committee meeting/session at the annual conference (if applicable)—November
- 12) Gives report at the annual conference—November

# Join the MACRAO Team! *continued*

## **MACRAO Nomination Committee Members**

Individuals are needed to bring forward a slate of nominees for the 2019-2020 Nomination Committee positions at-large from a:

- 4-Year Public University (2018-2019; 1-Year Term)
- 4-Year Private College/University (2018-2019; 1-Year Term)
- 2-Year College (2018-2019; 1-Year Term)

## **MACRAO Board of Directors, Secretary (2018-2021; 3-Year Term, Voting Member)**

**General Description:** The secretary shall keep minutes of the Annual Meeting and BOD meetings; be responsible for providing notice to each board member as required by law, the articles of incorporation, or these bylaws; be the custodian of the corporate records; keep a register of the names and addresses of each member, officer, and director; and perform all duties incident to the office and other duties as assigned by the president or the board. The secretary shall be a voting member of the board of directors.

### **Duties:**

- 1) Serves on the MACRAO BOD and regularly attends BOD meetings—All Year
- 2) Sends out the agenda for the monthly BOD meetings—All Year
- 3) Sends out the minutes from each meeting—All Year
- 4) Presents at the annual business meeting the minutes from the previous year—November
- 5) Prepares the minutes from the annual business meeting—December/January
- 6) Prepares all certificates for signature for the Annual Conference (signed by VP and President)—October
- 7) Prepares Annual Meeting Packets for the BOD/AACRAO Rep—October/November
- 8) Prepares Annual Meeting Name Cards for the BOD/AACRAO Rep—October/November
- 9) Prepares “Reserved” table signs for the annual business meeting—October/November

# Join the MACRAO Team! *continued*

**MACRAO Board of Directors, Treasurer-Elect (2018-2021; 3-Year Term, Voting Member once Treasurer) Serve 1 year with Current Treasurer as a non-voting member to become Treasurer for years 2 and 3 of service.**

**General Description:** The treasurer shall have charge and custody over corporate funds and securities; keep accurate books and records of corporate receipts and disbursements; deposit all moneys and securities received by the Association at such depositories in the Association's name that may be designated by the board; complete all required corporate filings; and perform all duties incident to the office and other duties assigned by the president or board, including keeping an accurate list of the members of the Association by type, collecting the membership dues, securing the approval of the president on all bills before paying them, and presenting financial statements to the members of the Association at the time of the annual meeting. The treasurer shall be a voting member of the board of directors.

## **Duties:**

- 1) Serves on the MACRAO BOD and regularly attends BOD meetings—All Year
- 2) Works with the bank to set up new signatures—December
- 3) Files appropriate tax documents/Tax Form 990 (due March 15) in conjunction with CPA—January/February
- 4) Serves as the main liaison with the bank—All Year
- 5) Pays all invoices—All Year
- 6) Processes check requests and travel expense reports that have been approved by the president—All Year
- 7) Prepares monthly Treasurer's Report for the BOD—All Year

<https://www.macrao.org/Committees/MACRAO%20BOD%20Responsibilities.pdf>

This is a great opportunity to get more involved in your MACRAO organization. For questions concerning the positions, please e-mail Nikole Ford-Kondraciuk, Past President, at [nkford@hfcc.edu](mailto:nkford@hfcc.edu). Individuals may nominate themselves or nominate someone else whom they believe could provide leadership for MACRAO. Please complete the [2018 MACRAO Nomination Form](#) or submit name(s), contact details, and the nominated position(s) to Nikole Ford-Kondraciuk by Tuesday, May 29, 2018.

# Committee Updates

## Legislative Issues

Keep an eye on this one:

- [SB 0980 of 2018](#)  
Education; dual enrollment; cap on eligible credits that high school students may take under the postsecondary enrollment options act; eliminate. Amends sec. 3 of 1996 PA 160 (MCL 388.513).

# Movers and Shakers

## Northern Michigan University

Cary Vajda will be retiring from Northern Michigan University on May 31, 2018 after a nearly 19 year career as our Lower Peninsula transfer admissions counselor.

During his time at NMU, Cary has worked with thousands of potential transfer students, cultivated an expansive network of community college colleagues, and in a love/hate relationship created and revised thousands of transfer guides.

Cary has been an active member in MACRAO. His presence and leadership on the College Articulation Committee, and his contributions to several Transfer Summer Summit conferences illustrate his dedication to our Michigan transfer students. However, it has been his personal and detailed attention to each and every student whose path he crossed that will long be remembered by our staff.

Thank you Cary!

The NMU Admissions team



# Save the Date

## MACRAO Summer Summit: Transfer and Transition

*June 21-22, 2018*

*H Hotel, Midland*

The [Summer Summit](#) returns to the beautiful H Hotel in Midland! It is enthusiastically co-sponsored by the MACRAO College Articulation and Registrar's Practices Committees with informative sessions focusing on current transfer initiatives in our state:

- The Transfer Steering Committee's work on transfer pathways and more
- Replacing the Michigan Transfer Network
- Practical application of the MTA
- Enrollment reporting and compliance
- Successful two year and four year partnerships
- Roundtables for both registrars and transfer folks

Early Bird Rate (by June 1): \$120

Regular Registration Rate (by June 14): \$135

Hotel Room rate: \$130/night plus 11% tax

Two Travel Grants available!

*We look forward to seeing you there!*

## 2018 Annual Conference

November 14-16

Bavarian Inn, Frankenmuth