



**EIGHTY-SIXTH ANNUAL CONFERENCE  
NOVEMBER 28-30, 2016**

1. Agenda for the 2016 Business Meeting
2. 2015 Business Meeting Minutes
3. Summary of 2015-16 Executive Committee Minutes
4. 2016 Financial Statement
5. Reports of the Officers
6. Honorary Member Citations

**Middle States Association of Collegiate Registrars and Officers of Admission**

**86<sup>th</sup> Annual Business Meeting**

***Wednesday, November 30, 2016***  
**Valley Forge Casino & Resort, King of Prussia, PA**

**AGENDA**

- I. Call to Order – Richard Sunday, President
- II. Minutes of the 2015 Business Meeting – Melissa Lenhart Young, Secretary
- III. Auditing Committee Report – Tom Mantoni, Chair
- IV. Treasurer’s Report – Helena Minerva, Treasurer
- V. Report of the President – Richard Sunday
- VI. AACRAO Update – Jim Bouse, AACRAO President Elect
- VII. Report of the President-Elect – Michael Maysilles, President-Elect
- VIII. Report of the Past-President – Patti Mathay, Past-President
- IX. Awarding of Certificates – Richard Sunday
- X. Old Business – Mr. Sunday
- XI. New Business – Mr. Sunday
- XII. Introduction of the 2015 Executive Committee
- XIII. Adjournment

**MIDDLE STATES ASSOCIATION OF COLLEGIATE REGISTRARS AND OFFICERS OF ADMISSION**  
**85<sup>th</sup> Annual Conference Business Meeting at Dover Downs Hotel & Casino, Dover DE**  
**Wednesday, December 2, 2015**

- President Patti Mathay
  - Meeting called to order at 12:55 pm
  - Introduced the 2015 Executive Committee
  - Michele Dunn of Ramapo College of New Jersey was introduced as the parliamentarian for the business meeting
  - Past Presidents in attendance were acknowledged and welcomed
- Secretary Melissa M. Lenhart Young
  - Reminded attendees that the minutes from the past year were available on all tables
  - The minutes were approved as presented
  - Introduced Tracy Thompson of Cornell University as chair of the auditing committee and asked to present the committee report
    - Reported the Association's books are in appropriate order
- Treasurer Helena Minerva
  - Presented her report and asked for a motion to accept the report
  - The motion was seconded and passed
- President Patti Mathay
  - Presented his report which included:
  - Informed members that the Vice President's reports were included in the packet on the tables
- President-Elect Fran Burman
  - Presented her report
  - Introduced AACRAO representative, Stan DeMerrit who gave his report
- Past Fran Burman
  - Read a brief summary of the citation for each honoree
  - Patti presented the Honorary Membership Awards to Larry Friedman, Michael Paquet and James Donahue
  - Reminded the members that the full citations were available on the tables
  - Introduced and thanked the 2015 Nominations and Elections committee: Joseph Redington, Julie Schucker, Julie Ferguson and Allen Dryer
  - Presented the new members and then presented the 2016 committee: Joseph Redington, Julie Schucker, Diane Bello and Heidi Schwab
  - Presented the nominees for Executive committee: Michael Maysilles for President-Elect, Lisle Henderson for Vice President of Communications, Tim Smalarz for Vice President of Records and Registration and Helena Minvera for Treasurer
  - No nominations from the floor; the slate was passed and presented
- President Patti Mathay
  - Awarded certificates to those leaving committee positions: Fran Burman – Past President, Julie Ferguseon – Nominations and Elections, Allen Dryer – Nominations and

Elections, Elyce Lykins – Chair of LAC, Tim Smarlarz – Facilities Chair, Lisle Henderson – VP Records and Registration, Michael Maysilles – VP Communications and Tracy Thompson – Auditing Chair

- Asked if there was any old business to discuss; there was none
- Asked if there was any new business to discuss; there was none
- Introduced Richard Sunday as the new President of MSACROA
- New President Richard Sunday
  - Thanked Immediate Past President Patti Mathay for her guidance and support the past year and presented her with a ceremonial gavel
  - Thanked the 2015 Executive Committee and introduced the 2016 Executive Committee
  - Introduced President-Elect, Michael Maysilles
- President-Elect Michael Maysilles
  - Announced the dates for the 2015 conference at the Radisson Hotel in Valley Forge, PA (November 28-30)
  - Raffled off a 1-night stay at the Radisson Hotel in Valley Forge, PA
  - Introduced President Richard Sunday
- President Richard Sunday
  - Adjourned the meeting at 1:35 pm

**Recorded by Melissa M. Lenhart Young, Secretary**

**December 9, 2015**

**MIDDLE STATES ASSOCIATION OF COLLEGIATE REGISTRARS AND OFFICERS OF ADMISSION**  
**Summary of Executive Committee Meeting Minutes 2015/2016**

**December 3, 2015 - Dover Downs Hotel & Casino, Dover DE**

Executive Committee present: Patti Mathay – Past President, Richard Sunday- President, Michael Maysilles- President-Elect, Anne Daly - VP for Admissions & Enrollment Management, Ian White-VP Information Technology, Lisle Henderson-VP for Communications, Helena Minerva, Treasurer and Melissa Lenhart Young-Secretary. And also in attendance are LAC chairs and immediate past president.

LAC gave their feedback of the conference and suggestions for next year.

Discussed possible changes to conference agenda for next year. Move first timers to a lunch and not breakfast. Exhibit hall days and hours, what should they be.

Report of the officers was given.

**February 22 -23, 2016 - - Radisson, Valley Forge PA**

All members of the executive committee are present.

2015 conference evaluations reviewed and discussed. Expenses broken out by treasurer. All attendees were paid in full. LAC committee terms to start being enforced to ensure “new blood”. Budget was set for LAC and exhibitor pricing set. AACRAO Dutch treat dinner discussion. Richard to look into possible reception to replace dinner. Motion made and vote passed to renew Cvent contract.

Review of the 2017 conference contract. Communication plan reviewed and adjustments made. Motion made and vote passed to keep the conference registration fees the same as the previous year.

Report of the officers was given.

**May 23-24, 2016 - Radisson, Valley Forge PA**

All members of the executive committee, with the exception of Luke Phillips – VP of Professional Development, are present.

Conference discussion started with an update from the program committee. First timers lunch will be on Monday, exhibit hall will open at noon. Need to get input from LAC about a special event. Motion made and vote passed to hold the special event on site.

AACRAO reception in Phoenix was a success. Recommendation to keep same format for next year. New York/New Jersey and Delaware Valley regional conferences will be soon and representation at both set.

2017 conference contract reviewed and Richard to take changes back to Experient. Will use Experient for 2017 and 2018 and will reassess after that if they should be used again.

Report of the officers was given.

**September 26, 2016 – Radisson, Valley Forge PA**

All members of the executive committee are present.

Conference review of what is already done and what still needs to be done. Nominations and Elections updates given by Patti. No honorary nominations. Voting for N&E to start soon.

Reviewed Experient's list for possible venues for 2018. Reviewed and top choices made. Richard to ask Experient to get official bids. Site visits will be needed.

New business included possible openings for a webmaster and archivist and to make a better effort to support our region when it comes to AACRAO awards and nominations.

Officer reports given.

## MSACROA Treasurer's Report

Submitted by Helena F. Minerva, MSACROA Treasurer, November 16, 2016

### January 1, 2016 - October 30, 2016

<i>PNC Checking Starting Balance</i>	<i>PNC Checking Current Balance</i>	<i>PNC Money Market Starting Balance</i>	<i>PNC Money Market Current Balance</i>	<b>Total Assets</b>
\$126,272.77	\$173,354.35	\$65,914.29	\$95,553.93	<b>\$268,908.28</b>

### January 2015 - December 2015

<i>PNC Checking Starting Balance</i>	<i>PNC Checking Ending Balance</i>	<i>PNC Money Market Starting Balance</i>	<i>PNC Money Market Ending Balance</i>	<b>Total Assets</b>
\$88,373.47	\$126,272.77	\$65,835.25	\$65,914.29	<b>\$192,187.06</b>

### January 2014 - December 2014

<i>PNC Checking Starting Balance</i>	<i>PNC Checking Ending Balance</i>	<i>PNC Money Market Starting Balance</i>	<i>PNC Money Market Ending Balance</i>	<b>Total Assets</b>
\$130,948.67	\$88,373.47	\$65,749.72	\$65,835.25	<b>\$154,208.72</b>

## REPORTS OF THE OFFICERS

### Report of the Vice President for Admissions and Enrollment Services

As I complete my second year as Vice President for Admissions and Enrollment Services, I thank my colleagues in the MSACROA membership and the Executive Committee for their support throughout this year and during my tenure as Vice President. The Executive Program Committee members and I have worked hard this year to reach out to the Admissions professionals to provide their unique perspectives with conference sessions and to generally just get involved on a local, regional, and national level. Thank you to admissions professionals who submitted session proposals and encouraged colleagues to present or to contribute in whatever capacity possible. My continued goal is to continue to recruit more admissions and enrollment professionals to attend the annual conference and to offer admissions and enrollment related presentations at the conference. I am pleased that our sessions continue to evolve to reflect the interdisciplinary nature of our profession.

The Executive team is appreciative of your participation in MSACROA – as an attendee, presenter, and as a contributor to professional development for all. I am dedicated to growing the membership of admissions and community college professionals in MSACROA. If you have any ideas for future session proposals, ways to encourage admissions professionals at the regional/local level, or if you are considering getting more involved in MSACROA, please do not hesitate to contact me at [adaly@cccnj.edu](mailto:adaly@cccnj.edu).

Respectfully submitted,  
Anne Daly Eimer

### Report of the Vice President for Professional Development

Thank you for the opportunity to serve as Vice President for Professional Development for MSACROA. I appreciate the opportunity to serve on the program committee, as well as continuing to assist in maintaining our technology base. This past year, we've been working to enhance our website and the services provided on the site. We will continue to work together to offer year-round value with our online resources. Additionally, in the upcoming year I will continue to research opportunities to enhance our technology with respect to professional development. Thank you again for the opportunity to serve the association.

Luke Phillips



## **Report of the Vice President for Communications**

It has been an honor to serve as your Vice-President of Communications and member of the Executive Committee. I want to thank the MSACROA membership for electing me and giving me this opportunity to serve. A special thanks to my colleagues on the Executive Committee for being so helpful and becoming good friends. It has been great working with you all.

Over the past five years, we've enhanced the MSACROA offerings on social media. One of our challenges is to provide relevant content to our members, not just at the annual meeting, but throughout the year. To access this content and resources, please "like" us on Facebook, <http://facebook.com/msacroa>, "follow" us on Twitter, <http://twitter.com/msacroa>, and "join" us on LinkedIn, <http://www.linkedin.com/groups?gid=4159227>.

Also, check out "The MSACROA Daily" at <http://paper.li/msacroa/1348596435>. This is a daily collection of stories from around the world relating to higher education. You can subscribe to a daily email notification or, if you've followed MSACROA on Twitter or liked MSACROA on Facebook, you'll receive a notification each time the paper is refreshed.

Another challenge is getting information for the newsletters each year. If you have any information that would be "good to know" or "nice to know" and you would like me to include it in the newsletter please email it to me at [lhenders@pratt.edu](mailto:lhenders@pratt.edu).

Again, thanks for the opportunity.

Respectfully submitted,

Lisle M Henderson

## **Report of the Vice President for Technology**

Back by popular demand is the MSACROA App. Enhanced features include the ability to send emails to your device, real-time session and conference evaluations, and lists of conference attendees and exhibitors. As an organization, we always strive to bring you the tools needed to help get the most out of our conferences. We will continue to leverage new technology to do this.

We moved our website, [www.msacroa.org](http://www.msacroa.org), to a new, more user-friendly, platform. This will facilitate changes and updates. We are working on a real-time, integrated contact database as well as message boards to facilitate communication between members. We continue to deploy our event management software in ways to help us increase both the frequency and content of conference and membership communication.

We are always on the lookout for ways to enhance our technology in ways that will better serve our membership. We also continue to look for sessions from our members that highlight technologies deployed to increase office efficiency and student service. If you have any ideas on how the organization can use new and exciting technology or are using something unique and exciting on your campus, please do not hesitate to share them with me at [iwhite@caldwell.edu](mailto:iwhite@caldwell.edu).

Ian K. White

## **Report of the Vice President for Registration and Records Management**

Welcome to the 86<sup>th</sup> MSACROA Conference in Valley Forge! I along with the rest of the Executive board are happy that you are joining us at what we believe will be the best conference yet. As Vice President for Registrations and Records, I am pleased to help in the planning of the conference schedule and find that you'll appreciate the variety and breathe of sessions offered this year. After serving three years as Facilities Chair on LAC, it gives me great pleasure to continue my work with MSACROA on the Executive board. Serving the MSACROA community is something I cherish being a part of in this wonderful profession. This will be my seventh year at MSACROA and it all started with networking at the First Timers Breakfast and building the connections that have led me to this point. I encourage all attendees, especially first timers, to hit the ground running and get involved. Be it presenting, serving on a committee, and of course attending the conference each year will help you build relationships with colleagues that will last for years. We are proud of MSACROA and what it has to offer you!

All the best.

Respectfully Submitted

Timothy Smalarz

## MSACROA IS LOOKING FOR VOLUNTEERS!

MSACROA is looking for a person to serve as our Archivist and we are also looking for a Web Manager.

If you are interested in serving in either of these capacities, please email Michael Maysilles at [michael.maysilles@njit.edu](mailto:michael.maysilles@njit.edu)

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