



**EIGHTY-SECOND ANNUAL CONFERENCE
NOVEMBER 26 – NOVEMBER 29, 2012**

1. Agenda for the 2012 Business Meeting
2. 2011 Business Meeting Minutes
3. Summary of 2011-12 Executive Committee Minutes
4. 2012 Financial Statement
5. Reports of the Officers
6. New Business – Constitution and By-Laws changes
7. Honorary Member Biographies

Middle States Association of Collegiate Registrars and Officers of Admission

82st Annual Business Meeting

Wednesday, November 28, 2012

Hershey Lodge, Hershey, PA

AGENDA

- I. Call to Order – Peter R. Falk, President
- II. Minutes of the 2011 Business Meeting – June Finn, Secretary
- III. Auditing Committee Report
- IV. Treasurer’s Report – Patricia Mathay , Treasurer
- V. Report of the President – Mr. Falk
- VI. Report of the President-Elect – Tom Mantonj, President-Elect
- VII. Report of the Past-President – Michele Dunn, Past-President
- VIII. Old Business – Mr. Falk
- IX. New Business – Mr. Falk
- X. Introduction of the 2013 Executive Committee
- XI. Adjournment

**Middle States Association of Collegiate Registrars and Officers of Admission
81st Annual Conference – Minutes of the Business Meeting
Wednesday, November 30, 2011 – The Borgata Hotel, Atlantic City, NJ**

The meeting was called to order by President Michele Dunn at 1:05 p.m.

Michele introduced Alan Sims of the University of the Sciences, Philadelphia as the Business Meeting parliamentarian.

The 2011 Executive Committee was introduced, along with Past-Presidents of the Association in attendance.

The Minutes of the 2010 Business Meeting were presented by Secretary, June Finn. The Business Meeting packets were available on each table. These packets included the Minutes of the 2010 Business Meeting. The minutes were approved as presented.

Jim Donahue, Chair of the Auditing Committee reported that the committee had reviewed the Association's books and found them to be in appropriate order.

Treasurer, Patti Mathay offered her report and asked for a motion to accept the Treasurer's Report – the motion was seconded and passed.

Michele offered the President's report highlighting the 81st Anniversary of MSACROA. She also thanked the 6 institutions she has served and reviewed her eleven years with MSACROA. Michele spoke to the membership about MSACROA's foray into social media by launching a Linked In site for us all to stay connected. She also thanked the Program and LAC Committees for their hard work.

Michele introduced Ms. Betty Huff, of Memphis University, and Past President of AACRAO. Betty offered greetings from the AACRAO office in Washington, DC.

Past President, Tracey Thompson began his portion of the program by introducing the retired MSACROA members being awarded Honorary Membership for their years of service and contributions to the organization. Betty Cifrodella, Sam Conte, Ellie Diamond, Joe DiMartile, Carol Gubernat, and Barbara Repasi Heron are the 2011 inductees and their full listing of accomplishments are found in the Business Meeting packet.

Tracey then presented the report of the Nominations and Elections Committee. He introduced N and E members Sue Fortman, Alan Sims, Terry Thompson and Fran Burman. Jeremy Maisto of Lebanon Valley College and Elyce Lykins of Penn State were elected to fill the available positions on N and E for 2012-2013. Tracy thanked the Nominations and Elections Committee for their work this year, and then presented the slate of candidates for the Executive Committee as follows:

Vice President for Records and Registration – Lisle Henderson, Pratt Institute
Vice President for Communications – Michael Maysilles, Caldwell College
Treasurer – Patti Mathay, University of Pittsburgh
President-Elect – Tom Mantoni, De Sales University

There were no further nominations; the slate was passed as presented.

Michele asked for any old business, there was none.

Peter Falk, 2012 President presented Immediate Past President, Michele Dunn with a ceremonial gavel and thanks her for her service as President.

Peter then acknowledged and thanked the Program Committee and the Local Arrangement Committee Chairs for their help in putting together this conference.

He also spoke about relationship building and how important MSACROA has been in his professional career.

Peter thanked the 2011 Executive Committee and introduced the 2012 Executive Committee:

Michele Dunn, Immediate Past President (County College of Morris)

Peter Falk, President (University of Medicine and Dentistry of New Jersey)

Tom Mantoni, President - Elect (DeSales University)

Michael Maysilles, VP for Communications (Caldwell College)

Luke Phillips, VP for Information Technology (Felician College)

Lisle Henderson, VP for Records and Registration (Pratt Institute)

Wendy Kutchner, VP for Professional Development (Temple University)

Patti Mathay, Treasurer, (University of Pittsburgh)

Richard Sunday, VP for Admissions & Enrollment Management (Long Island University)

June Finn, Secretary (Felician College)

The meeting was adjourned at 1:50 p.m.

Recorded by:

June Finn, Secretary

Registrar

Felician College

Middle States Association of Collegiate Registrars and Officers of Admission Summary of Executive Committee Meeting Minutes (2011-2012)

December 1, 2011 – Borgata Hotel, Atlantic City, New Jersey

All members of the Executive Committee were present in addition to members of the LAC committee.

President Peter Falk led the Conference review. Terry Thompson and the LAC Chairs were happy with the Borgata staff. They thought that everything went smoothly. There were a total of 250 registrants and 26 Exhibitors. We sincerely appreciate all of LAC's hard work.

During the Executive Committee portion of the meeting we introduced the new members to the overall structure of the Committee and reviewed the calendar for upcoming events. We set potential meeting dates for March, June, and October. We also reviewed the Revel Hotel proposal for the 2013 conference. The proposal was approved with corrections and the vote was to accept the contract for 2013 only.

A motion was passed to purchase CVENT web surveys and one additional login at a cost of \$305 for the first year and \$350 for subsequent years.

March 6, 2012 – Hershey Lodge, Hershey PA

All members of the Executive Committee members were present.

President-elect Tom Mantoni reported that the format for the 2012 Conference will be the same as 2011 with 2 plenary and approximately 50 regular sessions.

For the AACRAO Annual Conference to be held in Philadelphia, April 1st – 4th, MSACROA is the host region. We approved hosting a Dutch treat dinner and as many members of the Executive Committee who can make it are asked to volunteer at the Hospitality Table.

Survey results from the Strategic Planning Committee found that the membership wishes to reduce the length of the Conference by ½ day and keep the same time of the year or move to early November. This conference plan will go into effect for 2014.

In passing a motion to extend the yearly membership renewal deadline, we noticed a conflict between the by-laws and the constitution dates. We will make a proposal to correct the dates and bring everything in line. A vote will take place at the Fall Conference Business Meeting.

VP for Communications – Michael Maysilles is looking for ways to give the LinkedIn group more purpose and functionality.

June 14, 2012 – Hershey Lodge, Hershey, PA

All members of the Executive Committee were present except Michele Dunn. Members of the LAC committee were also present for the first part of the meeting to discuss logistics for the Fall Conference.

President Elect Tom Mantoni reported that he has 53 sessions confirmed and former Governor Ed Rendell will be the Keynote speaker. He and the LAC committee are still working on a Special Event for Tuesday evening of the conference.

President Peter Falk led the Fiscal review of the Borgata Conference. Since our bottom line has remained the same, we decided that all Registration fees and Unit pricing will remain the same as last year. The Committee also decided to lower the Exhibitor's Sponsorship levels to make it more attractive to Sponsor an event.

President Falk also shared that the organization has been contacted by Niagara Falls Convention Center in conjunction with the Sheraton Hotel as a possible conference site for early November 2014. We will send Tom Mantoni for a site visit to report back at the next meeting.

Past President Michele Dunn was not present, but later reported that she is working with the Nominations and Elections Committee to prepare the slate of officers for 2012-2013.

September 5, 2012 Conference Call Meeting

This meeting was called at the request of President Peter Falk. All Executive Committee members were able to participate except Michele Dunn.

The Tuesday evening Special Event was the main topic of discussion. "A Night at the Auto Museum" with specialty coffees and desserts was approved using the same budget as 2 years ago in Hershey. We will provide Trolley transportation for all members. There will be a \$10 fee on the Conference registration form to help determine total attendees. The fee will go towards one drink at the cash bar.

The other agenda item was the new slate of officers and any Honorary Member nominations. Peter will follow-up with the Honorary Members and Michele will follow up with N & E on a new slate.

October 2, 2012 – Hershey Lodge, Hershey, PA

All members of the Executive Committee were present. Also in attendance for the first part of the meeting were the LAC committee members.

President Elect Tom Mantoni reviewed the conference program. A motion passed giving all LAC Chairs complimentary registration for the conference. We reviewed the Business Meeting agenda and script for the Conference Business Meeting, including the By-laws and Constitution changes to be presented to the membership.

President Peter Falk presented the Niagara Fall Proposal for the 2014 conference. Following discussion of the site visit, it was approved by the committee.

Past President- Michele Dunn presented a slate of new officers for the 2012-2013 term and two Honorary Memberships were approved....Debbie Bowles and Alan Sims. They will be invited to the conference by President Falk and their designation presented at the Business Meeting.

Respectfully submitted,
June Finn, MSACROA Secretary
Felician College

MSACROA Treasurer's Report

01/12 – 08/12

Submitted by Patricia J. Mathay, MSACROA Treasurer, 11/09/2012

Beginning balance (as of 01/01/12).....	\$21,227.51
Total deposits this period.....	\$37,362.15
Total disbursements this period.....	\$28,972.20
Current cash balance.....	\$29,617.46

Other Assets:

PNC Bank Money Market (as of 08/31/12).....	\$65,629.83
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Total ASSETS (as of 08/31/12).....	\$95,247.29
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Reports of the Officers

Report of the Vice President for Admissions and Enrollment Services

As I complete my first term as Vice-President for Admissions and Enrollment Services, I thank my colleagues in the MSACROA membership and the Executive Committee for their support throughout the year.

I and my fellow Executive and Program Committee members have worked hard this year to reach out to Admissions professionals to present sessions, provide their unique perspectives and to get involved. Thank you to admissions professionals who submitted session proposals, encouraged colleagues to present or to contribute in whatever area or capacity, and to engage with us. This year our sessions reflect the evolving interdisciplinary nature of our profession. No longer just “Admissions” or “Registrar”, we are enrollment services professionals who provide expertise to all areas of student services. Increasingly, we expand beyond core roles - assessing outcomes, managing social media, serving non-traditional constituencies and more.

We are especially appreciative of your participation in MSACROA- as an attendee, presenter, and mentor and encourager of junior staff professional development. If you would like to discuss ideas for session proposals, ways to encourage admissions professionals at the local-level ACRAOs and ACACs to consider greater involvement in MSACROA, or if I can be of service to you, please do not hesitate to contact me at Richard.Sunday@liu.edu.

Respectfully submitted,

Richard S. Sunday

Report of the Vice President for Communications

The past year has seen a number of changes in the ways that MSACROA works to engage its membership. We can be found on Facebook at www.facebook.com/msacroa, Twitter @msacroa, and at our MSACROA LinkedIn group at www.linkedin.com. Please like, follow and join us on these sites! We also have a daily news site at paper.li/msacroa/1348596435 to which you can subscribe for highlights of current higher education articles and commentary. Our goal is to provide content relevant to our profession and to give updates on the association. These tools can also be used by members to contact colleagues with questions and advice. We are open to suggestions as we move forward, so please feel free to contact me.

I'd like to thank Blaine Carfagno (Salus University), our newsletter editor, for his great design and layout work for our newsletter. Your time is greatly appreciated. I would also like to thank Helena Minerva (Hofstra University) for collecting and tabulating all of the conference evaluations from last year. This tedious process is invaluable to the Executive Committee when reviewing the past conference and planning the next.

The *MSACROA Newsletter* is looking for volunteers to submit articles or commentary. We appreciate hearing from members around the association. Please share your successes and challenges. Perhaps create a “Member Spotlight” or share some photos from a recent MSACROA conference. Please contact me if you have any ideas to share.

Respectfully submitted,

Michael E. Maysilles

Report of the Vice President for Professional Development

It has been a pleasure to serve on the Executive Committee as your VP for Professional Development over the past four years. I have greatly enjoyed working with all of you to strengthen the MSACROA organization and will miss you all when I move to Florida to work at Florida Atlantic University.

Over the past couple of years, MSACROA been working to build relationships with AACRAO services and this year is no exception. The November MSACROA conference will offer the first Strategic Enrollment Management (SEM) 101 workshop for the organization. The presenter will be Dr. Wayne Sigler, VP of Enrollment Management at George Mason University. In addition, we will also be hearing from Mike Reilly, Executive Director of AACRAO during the Plenary Session.

Professional development is a critical element for each of us as budgets continue to shrink. Managing office moral and doing more with less seems to be the trend for this decade. This harsh reality makes your involvement and connections to colleagues outside your institution that much more vital to success. In addition to the annual conference, MSACROA offers a Video Library with resources for workshops to be held at your institution. This year we’ve also created a LinkedIn account in hopes of building regional discussions and connections. Please be sure to check out both resources after the conference.

This year’s local fall conference for NY/NJ proved to be very successful last month and their spring conference is scheduled to be held on March 18th at Rowan University. DVACROA’s annual conference will be held at St. Joseph’s University on March 7th. Details for both organizations can be found on the MSACROA home page.

Respectfully submitted,

Wendy Kutchner

Report of the Vice President for Registration and Records Management

It has been an honor to complete my first year as your Vice-President of Registration and Records Management and member of the Executive Committee. After serving other professional organizations in various officer positions, I found the transition to MSACROA to be an easy and smooth transition. I want to thank the MSACROA membership for electing me and giving me this opportunity to serve. I also want to thank my colleagues on the Executive Committee for helping make this transition so smooth. It has been great meeting new colleagues and connecting with other Registrars and their staff.

The roll that our professional organization plays is vital to our personal and professional growth. This year's Executive Committee and Program Committee have worked hard to reach out to the membership so we can provide current and diverse session topics at this year's conference. Thank you for answering the call and taking part in MSACROA's 82nd Annual Conference. I hope that if you are attending the conference this year you will consider presenting at next year's conference or volunteering to serve on one of the committees. Also, do not forget our social networking opportunities. Be sure to join MSACROA on LinkedIn, friend us on Facebook, and follow us on Twitter.

I realize that this past month has been a rough for everyone in our region. Between "Sandy" and the Nor'easter many of you have been without power, experienced flooding, heavy snowfall, and some have lost a lot. I hope that we can look at our time together at this conference as a time of respite and be able to get reenergized to finish out the semester and year. Again, thank you for the opportunity to serve as your representative on the MSACROA board. If you want to discuss a session proposal, find out how you can help MSACROA, or if I can assist you in any way, please feel free to contact me at lhenders@pratt.edu.

I look forward to seeing "ya'll" at the conference!

Respectfully Submitted

Lisle M. Henderson

New Business

Changes to the Constitution and By-Laws

Over the past few years, MSACROA has been utilizing technology through Cvent Online Event Registration Software for registration and dues. This technology has allowed the Treasurer far more leeway in enforcing due dates for conference registration and annual dues. To better reflect current realities more accurately in the Constitution and By-Laws, the following changes are respectfully submitted to the membership for a vote.

By-Laws

Current language:

ANNUAL DUES

- A. Individuals eligible for holding voting, organizational, and professional membership are assessed annual dues as determined by the Executive Committee, with the approval of the general membership.
- B. Honorary members are not assessed dues.
- C. The Treasurer shall send out notices of dues by July 1 each year.
- D. Members whose dues are not paid by May 1 are dropped from active membership and are considered inactive members.

Proposed language:

ANNUAL DUES

- A. Individuals eligible for holding voting, organizational, and professional membership are assessed annual dues as determined by the Executive Committee, with the approval of the general membership.
- B. Honorary members are not assessed dues.
- C. The Treasurer shall send out notices of dues **during the first quarter of each membership year.**
- D. Members whose dues are not paid by **90 days prior to the Annual Meeting** are dropped from active membership, are considered inactive members **and are ineligible for the member rate for the Annual Meeting.**

Constitution

ARTICLE II: MEMBERSHIP

Section 1.

Add:

g. The membership year shall begin on January 1 and end on December 31.

ARTICLE IV: DUES

Current language:

Section 2. Members whose dues are not paid by May 1 are dropped from the active membership.

Proposed Language:

Section 2. Members whose dues are not paid by **90 days prior to the Annual Meeting** are dropped from the active membership, **are considered inactive members and are ineligible for the member rate at the Annual Meeting.**

The full text of the Constitution and By-Laws can be found on the MSACROA website at <http://msacroa.org/about/constitution.html> and <http://msacroa.org/about/bylaws.html> respectively.

2012 Honorary Membership

Deborah Brown Bowles

Rutgers University, Camden NJ 2003 to 2011

Associate Provost for Enrollment Management

Responsible for enrollment management for undergraduate and graduate admissions, financial aid, and office of the registrar at the Camden campus of Rutgers University, as well as recruitment/enrollment responsibility for all divisions of the university.

Rutgers University, Camden, NJ 1979 to 2003

Director of Graduate and Undergraduate Admissions

Responsible for enrollment management for undergraduate and graduate admissions at the Camden campus of Rutgers University, as well as enrollment and recruitment for all divisions of the university. Initial responsibility was for EOF students.

Temple University, Philadelphia, PA 1979

Graduate Assistant Office of Admissions

Responsible for the enrollment and recruitment for students to all divisions of the university.

Seton Hall University, NJ 1977-1979

Assistant Director of Admissions

Responsible for the enrollment and recruitment of students to the university. Primary responsibility was for the enrollment of students of color and EOF.

Essex County College, NJ 1976-1977

Director, Directed Studies Tutorial Program

Responsible for the coordination of tutorial program for eligible students at Essex County College.

Camden City Board of Education, NJ 1974-1976

Elementary School Teacher

Teacher, grade 5 at Charles Sumner School.

Rowan University, NJ 1973-1974

Teacher Corp Program

Director, Community Service Component

Responsible for teaching the community service component program of the Teacher Corps program to Rowan University student interns in Camden elementary school.

Education: Temple University

Ed.D. in Urban Education, 1987

Dissertation Topic: The Decline in Black Student Enrollment at Rutgers University from 1980 to 1985.

Rutgers, The State University of New Jersey

Ed.M. in Social and Philosophical Foundations of Education, 1973

Rutgers, The State University of New Jersey, Douglass College
B.A. in Sociology and African and Afro-American Studies, 1971

Accomplishments: President-elect of Middle States Association of Collegiate Registrars and Officers of Admission. Middle States Regional Council of the College Board 2004-2007. Council of Conveners of the South Jersey Regional P-20 Coalition 2002 - 2005. Vice President for Admissions and Enrollment Services for the Middle States Association of Collegiate Registrars and Officers of Admission 2004-2006. Co-chair Cherry Hill School District Minority Achievement Committee 2000-present.

President of the New Jersey Association of College Admission Counseling (1993) and founder of that association's Urban Institute which provided training for guidance counselors in urban areas in the state of New Jersey; former and current member of various committees and boards including: New Jersey Association of College Admission Counseling, National Association of College Admission Counseling, Camden City Health Advisory Board, Rutgers University Leap Academy High School, Camden County Red Cross. College Board faculty member for summer program for new admissions officers. Cosponsor of a symposium on the Achievement Gap (with the Cherry Hill school district and the New Jersey Department of Education) at Rutgers University in 2002. Advisor to Cherry Hill School District Student Achievement Committee. Recipient of numerous community, civic, and professional awards.

Television appearances in Philadelphia and New Jersey focused on issues of student enrollment in higher education, including New Jersey Network Due Process, and various news programs on Philadelphia stations. Published article in Courier Post newspaper concerning college/university enrollment titled "College Search requires active role of students and parents" (2002,) and "A Promise Fulfilled or a Dream Deferred" an article printed in *Achieving Diversity: Strategies for the Recruitment and Retention of Traditionally Underrepresented Students* (1993) - a publication of the National Association of College Admission Counseling. Presentations for new admissions counselors; state, regional, and national conferences, including those sponsored by the New Jersey Association of College Admission Counseling, the Pennsylvania Association of College Admission Counseling, the National Association of College Admission Counseling, Middle States Association of Collegiate Registrars and Officers of Admission, and the College Board.

Alan J. Sims

Professional Background:

University of the Sciences
Registrar, 2001 - 2012

St. Francis School of Nursing
Student Affairs Coordinator and Registrar, 1991 - 2001

Hahnemann University
Registrar, 1981 - 1990

Mercer County Community College
Administrator for Registration and Student Records and other earlier titles, 1975 – 1981

MSACROA Activities:

Vice President for Records and Registration, 2007 – 2009
Parliamentarian for Annual Business Meeting, 2010 – 2011
Nominations and Elections Committee, 2009 – 2011, 2003 – 2005, 1994 – 1996
Chair, Graduate and Professional Schools Committee, 1998 – 2005
Program Committee Member, 1998 – 2010
Registration Committee, 1984 – 1988

Multiple conference presentations on topics such as: professional school issues, name changes, records retention, cross-gender communication, Federal regulations (especially FERPA) affecting registrars and admissions officers, novice registrars, professional ethics, for example:

Presenter, 2011 - Datatel Users Crackerbarrel
Presenter, 2010 - Ask The Experts: Datatel
Presenter, 2009 - Ethics Case Studies for Registrar's, Datatel Cracker-barrel
Presenter, 2008 - Datatel Crackerbarrel
Presenter, 2007 - The ABC's of Grading Practices and Datatel Crackerbarrel
Presenter, 2006 - A View from the Top and Datatel Crackerbarrel
Presenter, 2005 - Ethics Case Studies for the Registrar and Staff

Over his career, Alan progressed from an enthusiastic new comer, attendee and devotee of the organization, to a steadfast contributor, supporter and leader in our organization. His commitment level and follow-through could always be depended upon. His preparation for, organization of and delivery of workshops and sessions was always of the highest caliber. And, significantly, Alan's knowledge of the field, especially on issues related to FERPA, could always be relied upon as measured, thoughtful, accurate, and timely. In addition to his activities with MSACROA, Alan brought this same high level of leadership to the region in his activities with the Delaware Valley Registrars Association, Delaware Valley Association of Collegiate Registrars and Officers of Admission, where he served as a founding member of the Steering Committee and New York – New Jersey ACRAO.