

**Middle States Association of Collegiate Registrars and Officers of Admission
74th Annual Conference – Minutes of the Business Meeting
Wednesday, December 1, 2004 – Borgata Hotel, Atlantic City, NJ**

The meeting was called to order by President Josephine Figueras at 9:40 a.m.

Josephine introduced the members of the Executive Committee sitting at the dais.

Josephine introduced Michele Dunn as the Business Meeting parliamentarian.

The past-presidents of the Association were introduced.

Josephine requested a moment of silence for Association members who passed away in 2004.

Josephine introduced Association Secretary Peter Falk who asked for a motion to accept the minutes from the 2003 Business Meeting. A motion was made, seconded and passed.

Barbara Boris, Chair of the Auditing Committee, reported that the committee had reviewed the Association's books and found them in appropriate order. Barbara, representing Treasurer Thomas Mantoni, asked for a motion to accept the Treasurer's Report – a motion was made, seconded and passed.

President Josephine Figueras gave her report noting that the Executive Committee is carefully monitoring expenses and making every effort to keep the conference affordable for members. She also stressed the importance of all members getting involved in the Association's activities.

Josephine announced the winner of the \$500 MSACROA Scholarship, Monroe College, represented by Luke Schulteis.

June Finn introduced the representative from Covenant House, the annual local charity recipient, who spoke about the work of Covenant House in the Atlantic City area. He thanked the members for their generosity.

Josephine introduced Barmak Nassirian of AACRAO who offered greetings on behalf of AACRAO.

Past President Cathy Pace, presented the report of the Nominations and Elections Committee. She introduced Michele Dunn, Greg Wist and Alan Sims the N and E members present at the meeting. Carey Trevison and Carlos Tonche were elected, by acclamation, to fill the available positions on N and E. Cathy presented the slate of candidates for the Executive Committee as follows:

Vice President for Information Technology: Tracey Thompson

Vice President for Professional Development: Pinhas Friedenberg

Vice President for Admissions and Enrollment Services: Deborah Bowles

Secretary: Peter Falk

President-Elect: Ninette Gironella

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

Josephine asked if there was any old business, there was none.

New business was presented as follows:

Josephine introduced Elliott Baker, Chair of the ad hoc Constitution and By-Law Committee. Elliott presented the proposed Constitution and By-Law changes. (See attached) Each change was presented, motions made for acceptance, seconded and voted upon; all passed as written, with the following exceptions: regarding Article VI, Section 2, Membership Dues, as a result of discussion from the floor, the date to drop non-paid members was changed from 11/1 to 5/1; regarding the proposed change to By-Law Article VI, Section 1, this did not pass.

Josephine turned over the gavel to the new president, Larry Freidman.

Larry presented Josephine with a ceremonial gavel extending the Association's appreciation for her valuable service.

Larry Friedman introduced the 2005 Executive Committee:

Larry Friedman, President (Newman College)

Ninette Gironella, President-Elect (New York University)

Josephine Figueras, Past-President (Passaic County Community College)

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

Thomas Manton, Treasurer (DeSales University)

Deborah Bowles, VP for Admissions and Enrollment Management (Rutgers University - Camden)

Joseph DiMartile, VP for Communications (University of Delaware)

Tracey Thompson, VP for Information Technology (Cornell University)

Sonia Saladuchin, VP for Registration and Records Management (Kingsborough Community College)

Pinhas Friedenber, VP for Professional Development (Hudson County Community College)

Larry announced that there were 393 members in attendance at the conference.

A door prize, a Borgata over-night stay certificate, was won by Chester Barkan of Long Island University.

The meeting was adjourned at 10:47 a.m.

Respectfully submitted:

Peter R. Falk, Secretary

Director of Special Projects and University Admissions Coordinator

University of Medicine and Dentistry of New Jersey

Proposed Amendments to MSACROA Constitution & Bylaws: 2004

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Text of Proposed Amendment	Explanatory notes
<p><i>Article I: Scope & Structure</i></p> <p>Section 2. This organization shall be a professional education association of collegiate level institutions. The purpose of this Association is to perpetuate, encourage, and expand the professional educational development of its membership; to promote the interchange of ideas on educational problems; the advancement of professional competence; and the promotion of mutual helpfulness and friendship among the members in the areas of admissions, enrollment management, financial assistance, institutional research, records and registration, and student services.</p>	<p>Item: Enrollment management</p> <p>The addition of “enrollment management” to the areas covered reflects the evolution of our profession.</p>
<p><i>Article II: Membership</i></p> <p>Section 1. a. Voting membership shall be open to active and retired staff members in the professional areas referred to in Article I, Section 2, from member institutions of the Middle States Association of Colleges and Schools, or post baccalaureate institutions accredited by their respective associations. . . .</p>	<p>Item: Retired members</p> <p>Currently those who have retired do not have the option of participating in the Association. The proposed addition of “retired” to the membership section allows this. As full voting members, they would be entitled to all the rights and responsibilities including committee participation and holding leadership positions.</p>
<p><i>Article II: Membership</i></p> <p>Section 1. a. . . Only individuals whose current annual dues are paid in full by September 1 shall hold voting membership in the Association.</p> <p>Section 1. e. <i>Only individuals and organizations whose current annual dues are paid in full</i> shall be considered active members entitled to the benefits of membership.</p> <p><i>Article VI. Membership Dues</i></p> <p>Section 2. Members whose dues are not paid by November 1 are dropped from the active membership and are considered inactive members.</p>	<p>Item: Active member</p> <p>This clarifies who is a current active member. Striking of due date is to provide consistency between the Constitution and the Bylaws specifically I. Annual Dues. D.</p>
<p><i>Article II: Membership</i></p> <p>Section 1. b. Honorary non-voting membership may be approved by majority vote of the Executive Committee for individuals who have contributed outstanding service to the profession and the Association and who are no longer active in MSACROA.</p>	<p>Item: Honorary Membership</p> <p>more clearly recognizes the distinction of honorary membership</p>
<p><i>Article II: Membership</i></p> <p>Section 1. f. Voting members who cease to be active staff members in the professional areas referred to in Article I, Section 2 at an accredited institution will retain their voting membership</p>	<p>Item: Maintenance of membership status</p> <p>This would allow paid members whose</p>

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<p>status through the end of the membership year.</p>	<p>employment changes to continue their membership through their membership year.</p>
<p>ARTICLE III: OFFICERS</p> <p>Section 2. Election of Officers and Terms of Office</p> <p><i>e. Should the current President for any reason be unable to complete his or her term as President, the President-Elect shall automatically assume the Presidency for that unexpired term. The normal one year term of service of the President-Elect as President will not be affected by this early assumption of the Presidency.</i></p> <p>d. The Immediate Past President shall assume this office after completing the term of office as President, and shall serve for a one year term. <i>Should the Immediate Past President for any reason be unable to complete his or her term as Immediate Past President, the prior past president shall automatically assume the office of Immediate Past President for that unexpired term. Should the prior past president be unable to complete the term of Immediate Past President, the succession will fall chronologically to the next (most recent) Past President until one is able to complete the term.</i></p> <p>Section 4. The elected officers of the Association shall comprise the Executive Committee.</p> <p><i>e. Should an officer, other than the President, for any reason be unable to complete his or her term of office, the Executive Committee shall choose a successor to fill the unexpired term within 30 days. In fulfilling this responsibility, the Executive Committee shall consult with the Nominations and Elections Committee and avail themselves of any suggestions that committee may wish to put forth.</i></p> <p>Section 5. Mid-term succession</p> <p>a. <i>Should the current President for any reason be unable to complete his or her term as President, the Immediate Past President President-Elect shall automatically assume the duties of Presidency for that unexpired term and shall remain as Immediate Past President for the following term.</i></p> <p>b. <i>Should the President-Elect for any reason be unable to complete his or her term as President-Elect, the President shall automatically assume the duties of the President-Elect for that unexpired term. The President and Immediate Past President shall remain in those</i></p>	<p>Item: Mid-term succession</p> <p>III 2 & 4: This information is moved to a new section 5 entitled midterm succession.</p> <p>Presidency succession. This is to provide continuity in the presidential line in the event one of them is unable to complete the term. This provides for experienced prior duly elected past-presidents to fulfill the unexpired term.</p>

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<p><i>positions for the following term.</i></p> <p>c. <i>Should the Immediate Past President for any reason be unable to complete his or her term as Immediate Past President, the prior past president shall automatically assume the office of Immediate Past President for that unexpired term. Should the prior past president be unable to compete the term of Immediate Past President, the succession will fall chronologically to the next (most recent) Past President until one is able to complete the term.</i></p> <p>d. <i>Should an officer, other than the President, President-Elect, or Immediate Past President, for any reason be unable to complete his or her term of office, the Executive Committee shall choose a successor to fill the unexpired term within 30 days. In fulfilling this responsibility, the Executive Committee shall consult with the Nominations and Elections Committee and avail themselves of any suggestions that committee may wish to put forth.</i></p>	
<p>ARTICLE VI: DUES</p> <p>Section 1. A schedule of annual dues shall be established by the Executive Committee and approved by a majority vote of the membership of the Association. Honorary members shall not be assessed dues.</p> <p>Bylaws</p> <p>I. ANNUAL DUES</p> <p>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.</p>	<p>Item: Dues Schedule</p> <p>In order for the Association to function in a fiscally sound manner, it needs to anticipate and prepare annual budgets expeditiously. Under our current practices, membership dues for the following year begin to be collected with the conference registration. This is before the annual meeting takes place. This means a change in the dues schedules if passed at the annual meeting would not take effect until over a year later. For example. The dues for the 2005 membership year have already been determined and some have been collected. If we were to change the dues schedule at the 2004 annual meeting that takes place in December 2004, it is too late for 2005. Therefore the new schedule would not go into effect until 2006. This creates a timelag which limits the Association's ability to act in a timely manner when planning its yearly operations. This proposed amendment allows the executive board to change the dues in order to meet the financial needs of the Association.</p>

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<p><i>Bylaws</i></p> <p>II. DUTIES AND RESPONSIBILITIES OF THE OFFICERS</p> <p>A. . . . The By-Laws on Duties and Responsibilities of the Officers will be reviewed for possible revision at least every third year by an Ad Hoc Constitution and By-Law Review Committee named by the President.</p>	<p>Item: Review Committee</p> <p>Codifies current practice</p>
<p><i>Bylaws</i></p> <p>II. DUTIES AND RESPONSIBILITIES OF THE OFFICERS</p> <p>H. Vice-President for Communications</p> <p>8. Serve on the Program Committee.</p>	<p>Item: VP Communications</p> <p>Consistency with committee section</p>
<p><i>Bylaws</i></p> <p>III. STANDING COMMITTEES</p> <p>C. Committees Reporting to the President</p> <p>2. Professional Activities Committee</p> <p>a. Membership</p> <p>1. The committee shall consist of nine members including the Vice-President for Professional Development, who serves as chair, and the Vice-Presidents for Enrollment Services, Registrations and Records Management, Communications, and Information Technology</p> <p>b. Responsibilities</p> <p>6. The Video/DVD Library operation The Library shall be managed by: Professional Development Library Manager. The Manager shall be responsible for: the purchase of new video tapes and DVDs approved by the Committee, maintenance, borrowing and shipping of tapes. Video Library Acquisitions Coordinator</p> <p>G. Committees and Appointed Officers reporting to the Vice-President for Information Technology.</p>	<p>Item: Standing Committees</p> <p>Clarifying edits</p>