



NEACRAO

Newsletter of the New England Association of Collegiate Registrars and Admissions Officers

Summer 2003

NEACRAO Seeks Corporate Status

The Executive Committee recently approved the filing document for corporate status. The following may not all apply to NEACRAO at this time, but in summary, corporate formation demonstrates a level of sophistication within an organization. It is a formal declaration that the organization is around to stay, is legitimate, well "organized", and committed to its mission.

Some advantages of being a nonprofit corporation are:

1. Formality – corporate formality legitimizes the organization, facilities contracting with third parties, securing financing, etc.
2. Taxes – nonprofit corporations are eligible for state and federal tax exemptions
3. Limited Liability – directors and officers are not personally liable for corporate debts
4. Perpetual Legal Existence – a corporation is a legal "person" separate and apart from the people who manage it
5. Employee Benefits – ability to offer group life insurance, health insurance, pensions, etc.

*Brian Murphy, Stonehill College
NEACRAO Archivist/Parliamentarian*

Summer Workshop Great Success



Watch Your Language! Speaking and Writing for the Office was the title of this summer's NEACRAO summer workshop held at Wentworth Institute of Technology on July 9. Over 44 participants attended two workshops, one in speaking and one in writing/email. Thirty year veteran teachers Dale DeLetis and Michaela "Mickey" Steimle led this professional

training day designed primarily for support staff working in Admissions and Registrar. The evaluations were very positive and we hope more of you can join us for future workshops. Special thanks to Karen Murphy, chair of the NEACRAO Workshops and Seminars Committee for making this event happen.

*Meredith Braz, Bates College
Vice President, Professional Development*

Looking for a few good members...

NEACRAO relies on the energy and enthusiasm of it's members! Join a committee today! Make your voice heard! Contribute your ideas and talents to your organization! Complete the Committee Interest form included in this newsletter or ask a member of the Executive Council how you can get involved!!

NEACRAO to meet in Quincy, MA

The 56th Annual NEACRAO Meeting, including Reverse College Day, will be held this November 5-7 in Quincy Massachusetts. The gathering place for the conference will be the Boston Marriott Quincy. The Marriott is a new hotel in the Boston area with 464 guest rooms. Hotel features include internet access, a business center, health club, indoor pool, sauna and whirlpool. The hotel's meeting space is 15,000 sq. ft. and includes 16 meeting rooms. Make your travel plans today. The Executive Council has been hard at work to bring you timely, engaging and enjoyable sessions. Look for the program and registration materials in your mailbox and on the web shortly!

Save the Date!

Reverse College Day will be held at the Boston Quincy Marriott on November 5, 2003. As always, Reverse College Day offers admissions officers the opportunity to meet with guidance counselors from across New England. For your convenience, the RCD registration form has been included in this newsletter. More information will be provided in the Annual Meeting program which will be mailed and posted on the web in early September.

A popular feature of Reverse College Day has become the annual raffle. Blankets, mugs, sweatshirts and anything else you can put your school's colors on are needed! It is a great way to advertise your school in a fun way! The Reverse College Day Committee is looking for prizes from participating schools to give away in the annual raffle. Items may be dropped off at the registration booth when you arrive in Quincy.

INSIDE THIS ISSUE

President's Message.....2

Reverse College Day Registration form.....3

Executive Council Summer meeting highlights.....3



President's Message

18 August 2003

Greetings to all!

As the start of school approaches again ever so rapidly, I wonder what ~~new lame excuses the faculty will come up with to shift more of their work to us~~ opportunities the faculty will provide for us to work together as colleagues. I am confident that they, and the students, will ~~find fault with everything~~ bring fresh perspectives on what we have changed over the summer.

~~In spite of that~~ addition, I am looking forward to November when we will all be meeting at the annual conference, which is shaping up very nicely. There will be a great mix of sessions and less formal opportunities to ~~convort and party~~ meet with new and old friends as well as representatives from several vendors.

During the summer, your executive council continued to work on two very important projects: incorporation for the association and improvement of our web presence. Brian Murphy and Mary Meserve spearheaded these activities and, as indicated elsewhere in this newsletter, significant progress was made in both areas.

The strength of any organization comes in large part from participation by its members. Please consider joining one of our committees or volunteering to help in some other capacity. And don't hesitate to let any of the other officers or me know if you have any suggestions for how we can better serve you.

Charlie Toomajian
President

2003 EXECUTIVE COMMITTEE

President

Charles Toomajian,
Williams College

President-Elect

Walter F. Caffey III,
Suffolk University

Immediate Past-President

Kathy L. Ryan,
University of Massachusetts
Amherst

**Vice President Admissions/
Enrollment Management**

James Williams,
Southern Connecticut State
University

**Vice President Professional
Development**

Meredith Braz,
Bates College

**Vice President Registrar &
Records**

Patrick Sullivan,
University of Massachusetts
Amherst

Secretary

Donna Campbell,
Teikyo Post University

Treasurer

Patti A. Stimpson,
University of New Hampshire

Association Editor

Mary Meserve,
Bates College

Archivist/Parliamentarian

Brian Murphy,
Stonehill College

NEACRAO Newsletter, August 2003

Association Editor: Mary Meserve, Bates College

The NEACRAO Newsletter is published four times a year, in February, April, August, and October. Contributions from members (articles, job listings, editorials, letters, reprints-with permission-and drawings/cartoons) are welcomed. Please send items for publication to: Mary Meserve, Registrar and Student Financial Services, Bates College, 44 Mountain Avenue, Lewiston, ME 04240. Email: mmeserve@bates.edu

HIGHLIGHTS FROM THE SUMMER EXECUTIVE COUNCIL MEETING - JUNE 16-17, 2003

The Executive Council met on June 16-17 in Williamstown, Massachusetts to finalize the program for the November conference. Tara Walor and Patrick Dwyer reported that five session spots were still open. The Vice Presidents would be providing additional sessions. The Council was asked to help fill facilitator slots. The timetable was also set for the conference.

Mark Powers and Irene Russo reported that the Marriott in Quincy would be ready for our arrival. We will be contacting the Chamber of Commerce for an event schedule in Boston.

The Council also discussed the following items:

1. The incorporation process has been completed. As incorporator, Brian Murphy will complete the filing process.
2. NEACRAO.org is our domain name for the website. Our service provider is Avenir Solutions. The transfer from UConn will be a simple process. Mary Meserve mentioned that all information we have can be up and running in six weeks. The hope is that registration for the conference, and all conference materials, will be available online.
3. Kathy Ryan received 23 applications for the NEACRAO scholarships. The scholarship form will be revised to indicate where the applicant will be attending. The application form will also be available on the website.
4. A workshop entitled, "Watch Your Language! Speaking and Writing for the Office" is scheduled for July 9 at Wentworth Institute.
5. Irene Russo passed out a few copies of the rough draft of the Procedures Manual. It was suggested that the Council members review it for any further additions or corrections.
6. Barmak Nassirian, Government Relations/Communications, has agreed to attend the NEACRAO Annual Meeting as the AACRAO representative.

*Donna Campbell, Teikyo Post University
NEACRAO Secretary*



NEACRAO.ORG Continues to Evolve!

Throughout the summer the NEACRAO Web Committee has been working to expand and revitalize the organization's web site. NEACRAO has paired with Avenir Solutions of Franklin, Massachusetts to develop a more comprehensive web site for the membership. New features will include a members-only login area, an online membership directory, a jobs posting area, expanded meeting information, NEACRAO forms and more. Keep neacrao.org bookmarked as the new look will be unveiled this fall. The web committee would also like your feedback. If there is a NEACRAO service or information you'd like to be able to access on the web, please email Mary Meserve, Association Editor, at mmeserve@bates.edu

If this newsletter did not reach you at your correct address, please check the address on the label. Report any changes or corrections to: Patti Stimpson, University of New Hampshire, Stoke Hall, 11 Garrison Avenue, Durham, NH 03824-3511.

NEACRAO Newsletter
Office of the Registrar &
Student Financial Services
Bates College
44 Mountain Avenue
Lewiston, ME 04240

Presorted First-Class
U. S Postage Paid
Lewiston, ME
Permit No. 194

Committee Interest Form

If you are interested in participating in NEACRAO activities, please complete this form and return it to Walter Caffey, NEACRAO President-Elect, Suffolk University, 8 Ashburton Place, Boston, MA 02108.

Date: _____ Office Phone: () _____

Name: _____

Institution: _____

Street: _____

City: _____ State: _____ Zip: _____

email: _____

NEACRAO Affiliation

How many years have you been a member of NEACRAO? _____

Previous and/or current committee/chair assignments: _____ Dates: _____

Areas of Interest: Please indicate your choices below. If you are interested in more than one committee, please number your choices.

- | | | |
|---|--|--|
| <input type="checkbox"/> Admissions Management | <input type="checkbox"/> Professional Development and Ethics | <input type="checkbox"/> Exhibits |
| <input type="checkbox"/> Workshops and Seminars | <input type="checkbox"/> Recruiting and Marketing | <input type="checkbox"/> Program |
| <input type="checkbox"/> Multicultural | <input type="checkbox"/> Transfer Articulation | <input type="checkbox"/> Reverse College Day |
| <input type="checkbox"/> Registrar/Records | <input type="checkbox"/> Institutional Reporting | <input type="checkbox"/> Local Arrangements |
| <input type="checkbox"/> Enrollment Management | <input type="checkbox"/> Management Information Systems | <input type="checkbox"/> Registration |