

**Association for Continuing Higher Education
Region I**

Policy and Procedures Manual

Submitted to Region I Officers

**By
Charlene L. Martin, Chair
Past Chairs Advisory Committee**

April 6, 2006

Association for Continuing Higher Education Region I

Policy Manual

The Policy Manual of Region I shall include all approved policies to avoid the need for researching the archives of minutes.

Chair's Travel to Mid-Year Board Meeting

Region I will support the Chair's travel to the ACHE Mid-Year Board Meeting up to the amount of \$600 for bono fide travel, hotel, and food expenses associated with the Meeting unless the balance of the Region's treasury is at risk. Future Region I boards may adjust the amount of the subsidy depending upon need. *Unanimous approval 2/9/05*

Region I Webmaster Payment

Region I supports the year-round work of the Region I Webmaster by subsidizing the registration cost of the regional Spring conference or if there is no regional Spring conference then the Fall or Spring Professional Development Day. *Unanimous approval 2/9/05*

Procedures Manual

Duties of the Chair

The Chair of Region I shall preside over all planning meetings, executive board meetings, business meetings, and regional events. The Chair is the liaison with the International ACHE Executive Board and home office.

The Chair shall send the list of new regional officers and information on regional events for publication in *Five Minutes* to the home office.

At the beginning of his or her term, the Chair shall forward information to the Webmaster of Region I for posting. This should include a "Greeting from the Chair" and any other

relevant information concerning new officers and committee chairs. The Chair shall regularly send information relating to regional news or events to the Webmaster or direct other officers or committee chairs to do so.

The Chair shall be an ex-officio member of all regional committees and makes appointments to non-elected positions within the region.

The Chair is expected to attend the International ACHE Annual Meeting and the mid-year ACHE Board Meeting and provide any information about the region requested by the Board. Often the Chair is asked to speak to the attendees about regional activities at the International Annual Meeting and should prepare a recap of no more than three minutes for presentation. The Chair will also attend/participate in the Leadership Institute held prior to/at the Annual Meeting.

The Chair shall call a business meeting of the region at the International ACHE Annual Meeting, make arrangements with the Local Arrangements Committee to reserve a room, and with the hotel for refreshments (reimbursed regional expense), and actively encourage Region I members to attend the meeting. The business meeting will report on the state of the region, upcoming events, financial standing, and other items of business. Chair will remind other officers and committee chairs to bring reports and copies for attendees.

The Chair presides over the business meeting at the Spring Regional Conference/or Professional Development Day. This meeting includes reports on financial standing, election results and committee reports.

The Chair invites the President of ACHE to attend and speak during the business meeting of the Spring Regional Conference/or Professional Development Day.

A “welcome new members” letter is sent by home office/ACHE president to each new ACHE member. The Chair is responsible for following up with each new Region I member as notified by home office.

Duties of the Chair-Elect

The Chair Elect of Region I shall assume the duties of the Chair if necessary.

The Chair Elect shall head the program planning committee for the Region I annual Spring conference (or Professional Development Day if no conference is scheduled) and is expected to develop working budgets for any planned events.

The Chair-Elect is expected to attend all planning meetings, regional events, and Region I Executive Board meetings throughout the year and the International ACHE Annual

Meeting (and Leadership Institute). If invited to the mid-year ACHE Board meeting, Chair-elects are strongly encouraged to attend.

Duties of the Secretary

The Secretary of Region I shall take minutes at all regional planning meetings and the official business meetings held at the ACHE International Annual Meeting and ACHE Region I regional spring meeting.

The Secretary shall present copies of the minutes for approval at planning meetings.

The Secretary shall keep an archive of minutes, event brochures, and listings of awardees for a period of seven years.

The Secretary shall serve on the Nominations Committee and assist in the mailing of ballots.

The Secretary shall maintain the Region I mailing lists (see procedures for Mailing Lists) and assist in requesting mailing list of Region I members from the home office when needed.

The Secretary is expected to attend all planning meetings, regional events, and Region I Executive Board meetings throughout the year. The Secretary is encouraged to attend the ACHE International Annual Meeting.

Duties of the Treasurer

The Treasurer of Region I shall maintain the checking account, make deposits of revenue from regional events, and pay the expenses incurred by the region.

The Treasurer shall retain the IRS guidelines for the Region I exemption from federal income tax under section 501 (C) (3) of the Code as established by the home office.

The Treasurer shall present copies of the financial reports at all regional planning meetings and the official business meetings held at the ACHE International Annual Meeting in the fall and ACHE Region I regional spring meeting.

The financial report shall always include the Opening Balance as of the beginning of the fiscal year (July 1), Income Totals, Expense Totals, and the Closing Balance as of the report day. See Sample # 1.

Detailed Income/Expense Reports shall also be submitted with the Treasurer's Reports to reflect budgets for each Regional event (e.g., spring regional conference, PDDs). See Samples #2 and #3.

The Treasurer shall keep an archive of financial reports and bank statements for a period of seven years.

The Treasurer is expected to attend all planning meetings, regional events, and Region I Executive Board meetings throughout the year. The Treasurer is encouraged to attend the ACHE International Annual Meeting.

Duties of the Immediate Past Chair

The Immediate Past Chair of Region I serves as the Chair of the Nominations Committee and is responsible for the nominations process as outlined below. If desired, the Immediate Past Chair may also join the Advisory Committee of Past Region I Chairs.

Procedures for Mailing Lists

ACHE Region I uses two different sets of mailing lists to market its events and programs.

List One is maintained by the home office, from which we request either names, titles, institutions and postal addresses or names of all Region I members (at that moment in time) or the names and e-mail addresses or both, depending upon the nature of the mailing at hand. These lists may be obtained from the home office secretary (currently Irene Barrineau) and converted either into labels for a "snail-mailing" or an email blast

List Two is maintained by the Secretary of Region I and includes titles, institutions, addresses, phone numbers, and e-mails from all New England academic institutions. When a postal mailing is required, the Secretary shall make available to the responsible party either the postal addresses with title and institution or the list of email addresses. As there will be duplication between this list and the home office list, the decision must be made to suffer the duplication or "dedupe" the lists.

The Secretary is responsible for maintaining List Two by annually reviewing current Region I members and by adding the names of first-time attendees to any Region I event or business or planning meeting. Mail that is returned for any reason shall be directed to the Secretary so that he/she can keep List Two up-to-date. A key person must be designated by each planning committee or the Executive Board for all mailings. This person, in turn, must work closely with the Secretary as regards the promulgation of lists for mailing initiatives.

ACHE Region I Nomination Procedures -- (See Samples)

May-September

Committee and Duties Established

- Nominations Committee includes immediate Past Region I Chair, Secretary and two appointed ACHE members
- Nominations Committee Chair is the immediate Past Region I Chair
- Region I Chair appoints two members to the Nominations Committee.
- Nominations Chair communicates committee responsibilities to committee members

November-December

Nominations

- Contact Irene Barrineau at the home office for a current list of member email addresses
- Create the call for nominations to be sent by email. Include descriptions of the positions and responsibilities as well as general information about ACHE Region I.
- Establish return date of 3-4 weeks
- Send out email blast to members seeking nominations
- Tally nominations received
- Confirm that nominated ACHE members are current members
- Contact nominated members to ask if they accept or decline nomination
- Share results with Committee members and Executive Board

January/February

Elections

- Contact Irene Barrineau at the home office for a current list of member email addresses. Do not use the same list as before because it may have changed.
- Create ballot with nominations on it as well as a return date
- Send ballot electronically to email addresses
- Once date has passed, tally results and send to the Chair of Region I

March/April

Results

- Results are announced at the Spring Business meeting (usually held at the Professional Development Day or the Regional Conference)

SAMPLE # 1

ACHE Region I

Treasurer's Report

OPENING BALANCE 7/1/05 \$9,124.05

INCOME

Interest	114.68
Vendor Fees – FA05 Conference	450.00
Professional Dev. Day-Nov. 2	1,645.00
SP06 Conference	<u>4,853.00</u>

TOTAL 7,062.68

EXPENSES

Planning Committee	291.50
Newsletter/Mailings	844.85
National Conference Expenses	449.82
Professional Dev. Day-Nov. 2	2,134.04
Region I SP Conference (to date)	<u>7,855.28</u>

TOTAL 11,575.49

Closing balance 6/20/06 \$4,611.24

SAMPLE # 2

ACHE REGION I ANNUAL CONFERENCE

April 29-30, 2006

Mystic, CT

BUDGET REPORT

INCOME:	Break Sponsors	200.00
	Registration Fees	5,203.00
	(4 @ \$80, 16 @ 195, 8 @ 165, 2 @ 210, 1 free, guest meal 23)	
	Less Refunds 22 @ \$25	(550.00)
		<u>4,653.00</u>
	TOTAL INCOME:	\$4,853.00
 EXPENSES:		
MEALS/BREAKS		\$2,574.20
MAILINGS		
	600 postcards	72.25
	2200 brochures	656.52
	FedEx	144.75
HOTEL	Meeting Rooms	218.08
	A/V Equipment	535.50
	Guest Rooms (speakers)	625.87
PROGRAM	Speakers	2,840.00
	Travel Expenses (speakers)	64.84
	Award Plaques	<u>123.27</u>
	TOTAL EXPENSES:	\$7,855.28
NET LOSS:	\$3,002.28	

SAMPLE #3

ACHE PROFESSIONAL DEVELOPMENT DAY – NOVEMBER 2, 2005 BUDGET REPORT

INCOME:

47 Paid Registrations	\$1,645.00
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EXPENSES:

2 Mailings	504.89
Food	507.35
Speaker	1,000.00
Handouts	<u>121.80</u>

Total Expenses:	\$2,134.04
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NET LOSS: \$489.04

NOMINATIONS Sample #1

December 19, 2005

Dear ACHE Region 1 Member:

An organization such as ACHE Region 1 is only as strong as the involvement of its membership. That is why we ask you to seriously consider the possibility of running for office. ACHE Region 1 officers really do make a difference. They represent the region on national and international matters and have a real impact on all major policy decisions. More locally, the Officers help design and develop a series of interesting conferences and professional development activities designed to meet the needs of the membership.

The slate of Officers to be nominated (and later on, elected) includes the Chair-Elect, the Treasurer and the Secretary. The current Chair-Elect (Paul Cotnoir) automatically assumes the position of Chair. Should you want to know more about these positions, feel free to consult our bylaws on the website (www.achereg1.org) or contact me (see phone number and email address below).

Perhaps you or someone you know is right for one or more of these positions. If so, complete the attached nominations form, which you can also find on the Region 1 website (www.achereg1.org). Any member in good standing of ACHE Region 1 is eligible to run for office. You are also welcome to nominate yourself.

Thank you for considering this kind of service to ACHE Region 1. Should you choose not to nominate someone, please by all means vote in the election to be held later on in the Spring.

Sincerely yours,

Lewis Shena
Chair, Nominations Committee
lshena@risd.edu
401-454-6207

**Nominations
Sample #2**

**ACHE REGION 1
Nomination Form**

You may use the following form to submit your nomination(s) for ACHE Region 1 Officers for the year April, 2006 – April 2007. You may also create your own form so long as all the requested information is provided.

The officers being sought are: Chair-Elect, Treasurer and Secretary. If you or your nominee would like more information on the duties and responsibilities of these positions, check the relevant bylaws posted on the Region 1 website (<http://www.achereg1.org/Reg1ByLaws.html>). Or feel free to contact the Nominations Chair, Lewis Shena, at 401-454-6207 or lshena@risd.edu.

Before placing someone's name in nomination, kindly discuss the matter with the person to determine if he/she is truly interested in serving. Also, each nomination should be accompanied by a short biography emphasizing the nominee's background and professional service.

Please feel free to nominate yourself. Any ACHE Region 1 member in good standing, institutional or individual, is welcome to have his/her name placed in nomination for office.

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(See form next page)

I would like to nominate the following person for an ACHE Region 1 Officer Position. (Send in one form per person).

Name of Nominee:

Position Sought: Chair-Elect Treasurer Secretary

Title of Nominee:

Institutional Affiliation of Nominee (if any):

Nominee's Phone :

Fax:

Nominee's Email Address:

Is the Nominee (or institution) a member of ACHE? Yes No

Has the nominee agreed to serve, if elected? Yes No

Biography attached? Yes No

Your Name (if different from Nominee):

Your Title and Institution (if different from Nominee):

Your Phone Number (if different from Nominee):

Fax:

Email Address:

Are you (or your institution) a member of ACHE? Yes No _____

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Please submit the completed form to Lewis Shena via email, fax or postal mail (postmarked or received) by February 1, 2006.

Email: lshena@risd.edu **Fax:** 401-454-6218

Postal Address: Lewis Shena / RISD|CE / 2 College St. / Providence, RI 02903-2784

Nominations Sample #3

February 15, 2006

Dear ACHE Region 1 Member:

On January 27, 2006, the Nominations Committee presented the slate of nominees for ACHE Region 1 offices to the Region I membership at the business meeting held on the campus of Assumption College in Worcester, MA. Now it is time to vote.

Below is a ballot to record your vote. In accordance with the Region I by-laws (which can be found at (www.achereg1.org/Bulletin.html#bylaws), this ballot is being sent to all professional, affiliate, and honorary members, as well as the individuals each institutional member has designated as bona fide representatives.

Indicate your vote by placing a check next to the name of the candidate you have selected. Please vote even when there is only one individual running for a given office.

For Chair-Elect

_____ Francine Fink

_____ Michelle O'Brien

For Treasurer

_____ Herbert B. Armstrong

For Secretary

_____ Denise Griffin

Thank you for your participation! Please return your ballot by XXXX, 2006 to:

Lewis Shena, Director
Continuing Education + Special Programs
Rhode Island School of Design
2 College Street
Providence, RI 02903-2784

Or via fax to 401-454-6218 or via email to lskena@risd.edu

**Nominations
SAMPLE #4**

ACHE REGION 1 NOMINATIONS

FEBRUARY 27, 2004

ACHE REGION 1 Ballot for the 2004/2005 year

Indicate your vote by placing a check next to the candidate's name:

CHAIR-ELECT

Raymond C. Guillette, Jr.
Assistant Dean – Graduate & Continuing Education
Bridgewater State College

SECRETARY / TREASURER

Francine Fink
Dean – School of Professional and Continuing Studies
Dean College

NOMINATIONS CHAIR

Paul Cotnoir
Associate Dean – Continuing Education
Becker College

**Nominations-
Sample #5**

Candidates for ACHE Region 1 Officer Positions

For Chair (For information purposes only: This position is not being voted upon.)

Paul Cotnoir is Dean of New Initiatives at Becker College in Worcester, Massachusetts. He has been at Becker, and an ACHE member, since September of 2002. He currently is serving on the Executive Board of ACHE Region 1 as Chair-Elect and is heading the Planning Committee for the Spring '06 Professional Development Day. Paul also helped plan and run several of the past Professional Development Days as well as presented at the event held at Southern Connecticut State University in the Fall of 2003. He holds Bachelor's and Master's degrees in Mechanical Engineering, and except for a short stint in the fiber optics industry, has been involved in higher education since 1983, serving in various faculty and administrative capacities.

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For Chair-Elect (Please select one of the following two candidates)

1. Francine Fink is Dean of the School for Professional and Continuing Studies at Dean College in Franklin, Massachusetts where she brings over 25 years of experience as an educator, senior administrator and training and development consultant to the job.

She has been recognized for her vision, strategic leadership and dedication to promoting excellence in continuing higher education in all her prior positions : Director of the Center for Management Development at Bryant University; Corporate Education Director for the Graduate Professional Center at the University of Rhode Island; Marketing Director for Graduate Studies at Salve Regina University; and Director of the Center for Business and Industry at Bristol Community College,.

Francine is serving as the Logistic Coordinator for the Spring 2006 Professional Development Day Planning Committee, which will be held at her institution. She has also contributed to the planning of the past several events as well and was a presenter at the Fall 2003 PDD held at Southern Connecticut State University. Francine is in her second term of office as Secretary-Treasurer of ACHE Region 1. She holds a B.S. in Business Administration from Bryant University and a M.S. in Training and Development from Lesley University.

2. Michelle O'Brien has been employed at the Community College of Rhode Island since February 1995, initially as a part-time Program Coordinator for the Center for Business & Industrial Training. She subsequently spent two years as Coordinator for Institutional Advancement, managing CCRI Foundation

fundraising and event activities. Her combined passion for adult education and technology led to her transfer to the Personnel Department as Coordinator, where she conducted and/or put together in-house professional development activities for faculty/staff as well as designed/developed the first Personnel Department website. Michelle transferred to the newly formed Division for Lifelong Learning in April 2002 to manage division-wide marketing initiatives. She is also responsible for developing CEU programs in cooperation with academic departments as well as managing other non-credit programs. Most recently, Michelle has been spending the majority of her time planning and implementing the conversion from SIS Plus to Banner for Lifelong Learning. This initiative will enable the Division to make full use of the technology as well as enable the Division to move to a more data driven environment.

In addition to the Banner Student Team, Michelle also currently serves as the Division's representative on several College committees including the Enrollment Management Committee, Title III Design Team, and the Mission/Vision/Values Committee.

Michelle holds an M.A. from the University of Rhode Island with a Concentration in Training & Development / Administration and a B.S. in Business Education, from Johnson & Wales University (where she graduated magna cum laude). As for ACHE, Michelle has been a member since 2002. Her service includes participation on the ACHE Region I Exceptional Program Award Committee (currently as Chair) and an almost two -year stint on the Local Arrangements Committee for the Annual Conference in Newport.

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Indicate your vote by placing a check next to the name of the candidate you have selected. Please vote even when there is only one individual running for a given office.

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For Chair-Elect

_____ Francine Fink or _____ Michelle O'Brien

For Treasurer (There is one candidate for this position. Please cast a ballot nevertheless.)

Herbert B. Armstrong has more than twenty years experience in higher and continuing education. He has served as Associate Dean of the Division of Graduate and Professional Studies at Nichols College in Dudley, Massachusetts; Vice President for Academic Affairs at the College of Aeronautics in Queens, NY, (2000-2003), and both Assistant Dean of the School of Aviation and Transportation (1993-2000) and Acting Dean of the School of Business (1998-2000) at Dowling College in Oakdale, New York. Herb also served as Chairman of the Airway Science Department at Hampton University from 1985 to 1992, which he coincidentally founded.

Before entering collegiate aviation, Herb spent ten years with the Federal Aviation

Administration in air traffic control. He served on the Board of Trustees of the University Aviation Association from 1988-97 and as President in 1990-1991. Additionally, Herb served on the Council on Aviation Accreditation's Board of Trustees from 1996-2002. He has an Education Specialist degree in Higher Education Administration and a Bachelor of Arts in History from the College of William and Mary, a Master of Arts in Adult Education from Columbia University, and a Master of Business Administration from Virginia Commonwealth University. Herb is currently pursuing a doctoral degree at Columbia University.

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For Treasurer

_____ **Herbert B. Armstrong**

For Secretary (There is one candidate for this position. Please cast a ballot nevertheless.)

Denise Griffin is Admissions Coordinator and Adjunct Instructor of Philosophy at Sacred Heart University. In this capacity, she is primarily responsible for the recruitment, advisement and retention of adult part -time students. Previously, Denise worked as an Adjunct Instructor of Philosophy at Albertus Magnus College in New Haven, CT and as a Product Manager for a distributor of high-end networking products in Westchester County, New York. Denise holds a B.A. in Philosophy from Brown University and a M.A. in Philosophy from the University of Wisconsin-Madison. She has also studied at the University of Oslo in Norway, lived in Puerto Rico, Brazil and traveled throughout the world. As a consequence, she speaks Spanish and Portuguese fluently.

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For Secretary

_____ **Denise Griffin**

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Thank you for your participation! Please return your ballot by March 10, 2006 to:

**Lewis Shena, Director
Continuing Education + Special Programs
Rhode Island School of Design
2 College Street
Providence, RI 02903-2784
Or via fax to 401-454-6218
or via email to lshena@risd.edu**