Reaching New Heights!
Perspective. Purpose. Passion.
NEW MEXICO True

RMACRAO 2014 ANNUAL MEETING
JULY 16-18, 2014
Crowne Plaza
ALBUQUERQUE, NEW MEXICO

RMACRAO
Wyoming • Colorado • New Mexico
<table>
<thead>
<tr>
<th>Page</th>
<th>Section Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Message from the President</td>
</tr>
<tr>
<td>4-5</td>
<td>Sponsors</td>
</tr>
<tr>
<td>6-7</td>
<td>RMACRAO 2013-2014 Board of Directors</td>
</tr>
<tr>
<td>8</td>
<td>Featured Speakers</td>
</tr>
<tr>
<td>9-11</td>
<td>Meeting at a Glance</td>
</tr>
<tr>
<td>12-28</td>
<td>Events, Sessions, and Workshops</td>
</tr>
<tr>
<td>12-17</td>
<td>Wednesday</td>
</tr>
<tr>
<td>18-25</td>
<td>Thursday</td>
</tr>
<tr>
<td>26-28</td>
<td>Friday</td>
</tr>
<tr>
<td>29</td>
<td>Business Meeting Agenda</td>
</tr>
<tr>
<td>30-33</td>
<td>2013 Business Meeting Minutes</td>
</tr>
<tr>
<td>34-35</td>
<td>Budget, Current &amp; Proposed</td>
</tr>
<tr>
<td>36-42</td>
<td>Applications for Membership</td>
</tr>
<tr>
<td>43</td>
<td>Nominations &amp; Elections</td>
</tr>
<tr>
<td>44</td>
<td>Honorary Membership</td>
</tr>
<tr>
<td>45-48</td>
<td>Exhibitors</td>
</tr>
<tr>
<td>49</td>
<td>RMACRAO 2015</td>
</tr>
<tr>
<td>50</td>
<td>Floor Plans</td>
</tr>
<tr>
<td>51-53</td>
<td>Notes/Ideas/Things To Do When I Get Home</td>
</tr>
</tbody>
</table>

RMACRAO 2014 Annual Meeting
Welcome to Albuquerque!

On behalf of the 2013-2014 Board of Directors of the Rocky Mountain Association of Collegiate Registrars and Admissions Officers, I encourage each of you to take advantage of every moment of the 2014 RMACRAO Annual Meeting and the opportunities it offers.

The theme of this year’s meeting is “Reaching New Heights! Perspective. Purpose. Passion.” And I hope each of you are able to achieve this goal. The annual meeting offers you the opportunity to learn something new, gain a new perspective, and renew your purpose and passion for the profession. Charlie Couch and the Program Committee have lined up a fantastic array of sessions. And be sure to take advantage of the meeting with our exhibitors and attending some exhibitor sessions. We could not put on an annual meeting without our exhibitors and greatly appreciate their support.

In addition, you’ll have opportunities to connect with your fellow RMACRAO members, meet some new people, and share your experiences. On behalf of the board, I’d like to thank Carolyn Gutierrez and Denise Esquibel and the rest of the Local Arrangements Committee for hosting the annual meeting and arranging events to help facilitate our connections.

Finally, I’d like to thank you for committing your resources and taking the time out of your busy schedule to attend our annual meeting. I hope that Albuquerque will refresh your mind and spirit.

Sincerely,
Sally Page
RMACRAO President
Thank you to the following exhibitors and affiliates for helping make our annual meeting as successful as it is.

President’s Reception

RMACRAO Bookkeeping Services

Event Photography

Opening Session
NATIONAL STUDENT CLEARINGHOUSE®
Conference Bags

UNIVERSITY of NORTHERN COLORADO
Conference Program

PARADIGM
going it right
Conference Certificates

parchment
Plenary Speaker
President
SALLY PAGE
Associate Registrar
University of Colorado Boulder

Vice President - Colorado
JAMIE YARBROUGH
Process Analyst
Colorado State University

President Elect
CHARLIE COUCH
Registrar
University of Northern Colorado

Vice President - New Mexico
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Assistant Registrar
New Mexico State University

Past President
LANE BUCHANAN
Associate Registrar
University of Wyoming

Secretary
PAULA MARTINEZ
Registrar
Metropolitan State University of Denver

Vice President - Wyoming
KYLA FOLTZ
Director of Admissions Services
Casper College

Treasurer
CAROLYN GUTIERREZ
Operations Manager
University of New Mexico
The RMACRAO Board of Directors manages the business and affairs of the association. The board meets five times each year to discuss and move forward with association business. Additional information about the board can be found in the RMACRAO bylaws.

If you are interested in serving on the board of directors, please contact the Chair of the Nominations & Elections Committee at: pastpresident@rmacroa.org
FEATURED SPEAKERS

Dr. Robbyn Wacker
KEYNOTE SPEAKER
Wednesday, July 16th
12:30 – 2:00 PM
New Mexico Ballroom
Surviving in the Changing Landscape of Higher Education

Dr. Stan DeMerritt
GENERAL SESSION SPEAKER
Thursday, July 17th
1:30 – 3:00 PM
New Mexico Ballroom
The State of It All

Dr. Bernadette Montoya
CLOSING SESSION SPEAKER
Friday, July 18th
11:00 AM – 12:30 PM
New Mexico Ballroom
Organizational Change
## MEETING AT A GLANCE

### Wednesday, July 16, 2014

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 5:30</td>
<td>Registration Open</td>
<td>Texas/Colorado</td>
</tr>
<tr>
<td>8:15 - 12:00</td>
<td>Pre-Conference Workshop: IPEDS Data as the Public Face of an Institution</td>
<td>Arizona</td>
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<tr>
<td>11:15 - 12:30</td>
<td>Lunch on your own</td>
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<tr>
<td>11:15 - 12:15</td>
<td>BUMS Meeting, Brown Bag Lunch (Bring Your Own)</td>
<td>Garden Room</td>
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<tr>
<td>11:15 - 12:30</td>
<td>First Timers Luncheon</td>
<td>Nevada</td>
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<tr>
<td>12:00 - 4:45</td>
<td>Exhibitor Area Open</td>
<td>Nevada</td>
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<tr>
<td>12:30 - 2:00</td>
<td>Keynote Address</td>
<td>New Mexico Ballroom</td>
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<td>2:00 - 2:30</td>
<td>Refreshment Break with Exhibitors</td>
<td>Texas/Colorado</td>
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<tr>
<td>2:30 - 3:30</td>
<td>Concurrent Sessions I</td>
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<tr>
<td>3:45 - 4:45</td>
<td>Concurrent Sessions II</td>
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</tr>
<tr>
<td>5:30 - 5:45</td>
<td>RMACRAO Group Photo</td>
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<tr>
<td>5:45 - 7:45</td>
<td>President’s Reception</td>
<td>Cantina Lounge &amp; Poolside</td>
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Sponsored by College Scheduler LLC, Credentials Solutions
## Thursday, July 17, 2014

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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| 8:00 - 5:30 | Registration Open  
Location: Texas/Colorado |
| 8:00 - 11:15 | Exhibitor Area Open  
Location: Texas/Colorado |
| 8:00-9:30 | Concurrent Sessions III  
4-Year Records & Registration Forum  
4-Year Admissions Forum  
2-Year Admissions, Records & Registration Forum |
| 9:30 - 10:00 | Refreshment Break with Exhibitors  
Location: Texas/Colorado |
| 10:00 - 11:00 | Concurrent Sessions IV |
| 11:15 - 1:00 | RMACRAO Luncheon & Business Meeting  
Location: New Mexico Ballroom |
| 1:00 - 1:30 | Dessert with Exhibitors  
Location: Texas/Colorado |
| 1:30 - 3:00 | General Session  
Dr. Stan DeMerritt  
The State of It All  
Location: New Mexico Ballroom  
Sponsored by Parchment |
| 3:15 - 4:15 | Concurrent Sessions V |
| 4:30 - 5:30 | Concurrent Sessions VI |
| 6:00 - 10:00 | Thursday Evening Event  
Location: New Mexico Museum of Natural History |
<table>
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<th>Time</th>
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<td>Exhibitor Area Open</td>
<td>Texas/Colorado</td>
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<tr>
<td>8:15 - 9:15</td>
<td>Concurrent Sessions VII&lt;br&gt;Colorado Forum&lt;br&gt;New Mexico Forum&lt;br&gt;Wyoming Forum&lt;br&gt;Proprietary Schools Forum</td>
<td>Texas/Colorado</td>
</tr>
<tr>
<td>9:15 - 9:45</td>
<td>Refreshment Break with Exhibitors</td>
<td>Texas/Colorado</td>
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<td>9:45 - 10:45</td>
<td>Concurrent Sessions VIII</td>
<td>Texas/Colorado</td>
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<td>11:00 - 12:30</td>
<td>Closing Session&lt;br&gt;Dr. Bernadette Montoya&lt;br&gt;Organizational Change&lt;br&gt;Location: New Mexico Ballroom</td>
<td>New Mexico Ballroom</td>
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<tr>
<td>1:00 - 3:00</td>
<td>RMACRAO Board of Directors Meeting</td>
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</tr>
</tbody>
</table>
Workshops/Events

Registration Open: 7:30 AM – 5:30 PM, Texas/Colorado
Exhibitor Area Open: 12:00 PM – 4:45 PM, Texas/Colorado

8:15 AM – 12:00 PM

Pre-Conference Workshop (Pre-Registration Required)
Continental Breakfast Provided for Attendees

**IPEDS Data as the Public Face of an Institution**
This workshop raises the level of awareness among higher education professionals about the importance of accuracy and consistency in data reported to IPEDS. Examples of real IPEDS data used in the public domain will be incorporated, enabling participants to understand how IPEDS data are used by governmental and non-governmental entities. This module includes presentations, discussions, exercises and demonstrations utilizing IPEDS data tools and resources.

- **Presenter:** Sonia Schaible-Brandon, Association for Institutional Research
- **Intro By:** Charlie Couch, University of Northern Colorado
- **Location:** Arizona

11:15 AM – 12:15 PM

**Banner Users of the Mountain States (BUMS) Meeting**
A brown bag lunch opportunity to meet with Ellucian Banner users within the RMACRAO Community to share ideas, issues, and perspectives on how to maximize the usage of our shared administrative computing system!

- **Facilitator:** Chris Seng, Colorado State University
- **Location:** Garden Room

11:15 AM – 12:30 PM

**First Time Attendee Luncheon**
Are you new to RMACRAO? Is this your first RMACRAO annual meeting? Join the RMACRAO Board of Directors and other first-time attendees for this meet and greet session. You will get to know other first timers and will hear more about RMACRAO and how to get involved.

- **Location:** Nevada
Opening Session—Keynote Address
Surviving in the Changing Landscape of Higher Education: Why the Partnership between Academic Affairs and the Registrar’s Office is Key to Our Success

The convergence of a number of significant contextual issues has dramatically changed the environment in which higher education functions. The convergence of fiscal, political, economic, social and demographic challenges, along with revolutionary changes in technology, requires that we respond in ways that ensure we continue to offer education that is high quality, relevant, and affordable. Dr. Robbyn Wacker, Provost and Senior Vice President at the University of Northern Colorado will present an administrative perspective about the key issues facing higher education and why the partnership between academic affairs and registrar will be critical to our success.

Presenter:  Dr. Robbyn Wacker, University of Northern Colorado
Intro By:  Charlie Couch, University of Northern Colorado
Location:  New Mexico Ballroom
Sponsored by:  College Scheduler LLC

Refreshment Break with Exhibitors

Location:  Texas/Colorado

Recruiting Roundtable
Session 1A
Looking for new recruiting ideas? Or want to promote what you are doing that has been working to gain students? This session will be a roundtable for admissions staff to ask other institutions what they are up to out there in the trenches to gain students.

Presenters:  Abby Calcote, San Juan College
Facilitator:  Dana Kohler, University of Northern Colorado
Location:  Parlor AB
Using Microsoft Outlook to Manage Your Office Processing Calendar: How to Know Who Does What When (and Why!)

Session 1B
Enrollment Management offices are consumed with calendar-driven tasks, especially those that are derived from the institutional academic calendar. In your institution, how effectively can managers track and monitor tasks that are assigned to specific employees? When employees are unable for whatever reason to carry out assigned duties, can managers quickly identify the specific tasks that may need to be re-assigned? Come to this session and learn the Colorado School of Mines solution to this problem: how we converted existing tracking methods into Outlook, how we established on-going maintenance of existing tasks as well as creation of new tasks, and how we accomplished effective managerial oversight of task completion. Come prepared to discuss your institution’s current status in regarding to tracking task completion via calendar, software or other tools.

Presenter: Nolan Oltjenbruns, Colorado School of Mines
Facilitator: Betsy Kienitz, University of Northern Colorado
Location: Parlor CD

Succession Planning: Are you ready?

Session 1C
As the face of our professional work environment changes with technology, retirements, a younger workforce, are you ready for the transition? Let’s take a look at being prepared to continue to offer the services our students, faculty and administrators need.

Presenter: Kathleen Sena, Northern New Mexico College
Facilitator: Chris Seng, Colorado State University
Location: Parlor EF

The SCRIP-SAFE Advantage—a Total Transcript Solution

Session 1D
Overwhelmed by all the choices for electronic transcript services? Concerned about your rapidly decreasing budget? Let SCRIPSAFE help with our Total Transcript Solution. Not only can we provide online transcript ordering and electronic transcript delivery, but in our Transcripts on Demand Elite service, we also provide FREE custom transcript security paper! As the only transcript paper company also offering electronic transcript services, we are the only ones that can offer this level of service. Join Frost as he describes the options available and shares how you can save your budget by outsourcing your transcript processing to SCRIPSAFE.

Presenter: Frost Johnson, SCRIP-SAFE International
Facilitator: Kyla Foltz, Casper College
Location: Parlor GH
Simplify the Catalog, Streamline the Curriculum Process

Session 1E

Learn why 14 of your peer institutions including Central New Mexico Community College, Metropolitan State University, UC Colorado Springs and CU Denver chose Acalog™, the Academic Catalog Management System. See how a data driven, relational system provides greater ease of use, eliminates errors, delivers shorter implementations and enables faster catalog production cycles. Furthermore, discover how Curriculog™ transforms a cumbersome and complex curriculum path into an intuitive, automated process, and is the most flexible system on the market for curriculum development.

Presenter: John Schoenborn, Digital Architecture
Facilitator: Paula Martinez, Metropolitan State University of Denver
Location: Nevada

Channeling MacGyver: Using Everyday Technology to Create Time-Saving Solutions

Session 1F

This session will give participants the opportunity to learn from and adapt each other’s experience and knowledge to apply to our varying process challenges. By sharing specific examples, we also expand the collective knowledge of commonly available tools such as Microsoft Suite, Adobe Suite, MS Paint, macros and VBA scripts in Excel, internet browsers imacro functionality, free web applications, etc.

Presenter: Becky Jones, University of Colorado Boulder
Facilitator: Kelley Christman, University of Northern Colorado
Location: Arizona

3:45 PM – 4:45 PM

Transitioning Transfer Evaluation: Paperless, Automated, Powerful

Session 2A

The University of Northern Colorado recently revitalized its transfer evaluation process, going from a paper-based system with multiple redundancies to a primarily digital process with increased automation. This session will highlight the challenges we faced, the solutions we found in reporting and changing procedures, and some of the discoveries we made along the way. UNC is a baseline (non-modification) Banner school.

Presenter: Ted Cain, University of Northern Colorado
Facilitator: Carolyn Gutierrez, University of New Mexico
Location: Arizona
Service Blueprinting: How to identify and capture productivity and how can the customer experience be improved?
Session 2B
Do you know how effective your service processes are from the student perspective? Do you know how to identify areas or processes that need improvement? Service Blueprinting can help you meet these objectives and more! Service Blueprinting creates a common platform and language for everyone—students, employees, and managers—to collaborate, by bringing together people from across your institution to analyze and address challenges of effectively delivering services to improve the student experience. In this presentation you will learn how to assess and develop your existing services/processes by using the blueprinting technique to identify ways to build your services according to the students’ needs, as well as eliminate potential failure points in your delivery efforts. See how CU-Denver’s Office of the Registrar implemented blueprinting to map each registration process from the customers’ point of view, and how being able to clearly visualize each step has laid the groundwork to drive initiatives for improvement and innovation for our students.

Presenters: Carrie John, University of Colorado Denver
            Kay Marshall, University of Colorado Denver

Facilitator: Debbie Otterstrom, University of Colorado Boulder

Location: Parlor AB

Legislation, Accreditation, and Higher Education
Session 2C
Since the 1800s the federal government has provided resources to support access to higher education. As those resources grew, accountability to the federal government also grew. Today, with $1.2 trillion in student loan debt and billions of dollars per year being pumped into grants and loans for higher education, the oversight of those funds has spurred expected accountability to an unprecedented level. Lack of compliance with federal law has been tied to penalties in the tens of millions of dollars. This presentation will take you through a brief history of the relationship between federal legislation and required accreditation to the specifics of regulatory expectations today.

Presenter: Dr. Ann Bentz, University of Northern Colorado

Facilitator: Shelly Ellerby, University of Northern Colorado

Location: Parlor CD

Diplomas: Getting it right!
Session 2D
Attend this fun and informative presentation on the easiest way to order diplomas and the fastest way to get them into the hands of your students. Learn about simple online ordering, direct mailing to the students in 10 days or less and how we ‘get it right!’ Just send us the order and forget about it, happy graduates make everybody happy!

Presenter: Elizabeth Kunde, Paradigm, Inc.

Facilitator: Nonie Wainwright, University of Colorado Boulder

Location: Parlor EF
Commencement: Back-Stage Planning Means On Stage Success!

Session 2E
Planning how the students gather and process into the main graduation area will make the event less stressful and more elegant. Join us as we work through the planning of a commencement. Lifetouch Special Events has been to hundreds of commencements and has seen many examples of what works well (and some that have not). With many visual aids and handouts, we will go over how you can handle this special occasion.

Presenter: Karl Johnson, Lifetouch Special Events
Facilitator: Jamie Yarbrough, Colorado State University
Location: Parlor GH

I have a VA School Certifying Official (SCO) in my unit, what do they do?

Session 2F
This roundtable will discuss the real and perceived scope of the SCO. Topics of discussion will include the responsibilities of the SCO to the VA, State Approving Agencies, campus constituents and the student veterans.

Presenters: Marc Barker, Colorado State University
           Marissa Boston, University of Northern Colorado
           Jacobo Varela, New Mexico State University
           Mandy Dykman, University of New Mexico
Facilitator: Stacy Sharp, University of Northern Colorado
Location: Nevada

5:30 PM – 5:45 PM

RMACRAO Group Photo
Please gather together for the 2014 RMACRAO group photo.

Location: TBD
Sponsored by: Lifetouch Special Events

5:45 PM – 7:45 PM

President’s Reception
Don’t miss the President’s Reception – a gathering to meet new people and enjoy the company of old friends. Everyone is encouraged to attend. Dinner and entertainment will be provided.

Location: Cantina Lounge & Poolside
Sponsored by: Credentials Solutions
Registration Open: 8:00 AM – 5:30 PM, Texas/Colorado
Exhibitor Area Open: 8:00 AM – 11:15 AM & 1:30 PM – 5:30 PM, Texas/Colorado

8:00 AM – 9:30 AM

4-Year Records & Registration Forum
Session 3A
This is an opportunity to meet with colleagues and discuss issues common to records and registration at 4-Year institutions. Topics to be discussed will be determined by those in attendance.
Presenter: Denise Esquibel, New Mexico State University
Location: Arizona

4-Year Admissions Forum
Session 3B
This is an opportunity to meet with colleagues and discuss issues common to admissions at 4-year institutions. Topics to be discussed are to be determined by those in attendance.
Presenter: TBD
Location: Nevada

2-Year Admissions, Records & Registration Forum
Session 3C
This is an opportunity to meet with colleagues and discuss issues common to 2-year Institutions. Topics to be discussed are to be determined by those in attendance.
Presenter: Kyla Foltz, Casper College
Location: Parlor CD

9:30 AM – 10:00 AM

Refreshment Break with Exhibitors
Location: Texas/Colorado
Automating the Admissions Office by Using Work Flow
Session 4A
This presentation will demonstrate the efficiency and effectiveness gained by using Banner Work flow, Banner Student and Banner Document Manager (BDMS) in the Office of Admissions for processing applications and evaluating transcripts.

Presenter: Yared Belete, Metropolitan State University of Denver
Facilitator: Nolan Oltjenbruns, Colorado School of Mines
Location: Nevada

Implementing “Reverse Transfer” Legislation at your Campus
Session 4B
Degree Within Reach is the State of Colorado’s way of describing “reverse transfer,” a new process allowing students who have transferred from a Colorado community college to a Colorado university to combine credits from both programs and apply them towards an associates degree. This panel discussion will offer perspective from a few of the Colorado institutions involved in the two-year reverse transfer pilot program.

Presenters: Kelley Brundage, Colorado State University
Paula Martinez, Metropolitan State University of Denver
Debra Clark, Western State Colorado University
Jennie Gross, Colorado State University-Global Campus
Keith Howard, Colorado Community College System
Facilitator: Stacy Sharp, University of Northern Colorado
Location: Arizona

What is this, and how do I get involved? AACRAO & RMACRAO 101
Session 4C
Join professionals experienced in AACRAO and RMACRAO leadership, to explore our professional organizations, understand the immense benefits available to you, and learn about opportunities to get involved.

Presenters: Lara Medley, Colorado School of Mines
Kelley Christman, University of Northern Colorado
Stan DeMerritt, Wayland Baptist University
Facilitator: Betsy Kiernitz, University of Northern Colorado
Location: Parlor AB
Student Schedule Planning Plays an Important Role in Graduation Initiatives & Student Success  
Session 4D  
More and more institutions are striving to raise graduation rates and increase service to their students. Brett Conner, an Account Executive at College Scheduler, will demo the functionality of the schedule planner and share how many institutions across the country have benefited. College Scheduler automates the manual pen & paper process and presents the student with every possible schedule option that is open and able to be registered for RIGHT NOW! Looking at reports of the student planning process will offer effective steps & strategies to improve your current enrollment management and registration practices. Assuring your students have an efficient registration process to maximize the potential of each semester can directly attribute to increasing o-time graduation and student service.  
Presenter: Brett Conner, College Scheduler  
Facilitator: Jacobo Varela, New Mexico State University  
Location: Parlor CD

Creating a Single System for Academic Content  
Session 4E  
SmartCatalog IQ is today’s technology for all your academic content management needs. IQ streamlines managing catalogs and curriculum with custom forms, flexible work flows, searchable online catalogs and fully formatted print-ready documents. IQ is also used for syllabi and transfer credit evaluation and integrates with all student information systems.  
Presenter: Anita Aker, SmartCatalog  
Facilitator: Shelly Ellerby, University of Northern Colorado  
Location: Parlor EF

The Functional to Technical Overview of Implementing Electronic Data Exchange of Student Academic Records  
Session 4F  
This session will cover a functional view of what’s involved with implementing EDI and XML and where to go find great resources and information to get started.  
Presenters: Jerald Bracken, Brigham Young University  
Tuan Anh Do, San Francisco State University  
Facilitator: Ted Cain, University of Northern Colorado  
Location: Parlor GH

RMACRAO Luncheon & Business Meeting  
Don’t miss the RMACRAO Luncheon & Business Meeting! This is an opportunity to gather with RMACRAO members and the Board of Directors for lunch. In addition the membership will vote on items such as the proposed budget and new applications for membership.  
Location: New Mexico Ballroom
**Dessert with Exhibitors**  
Location: Texas/Colorado

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**General Session**  
**The State of It All**  
The plenary will provide information the state of different aspects of higher education including the state of the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and response to proposed and current legislation as it impacts member institutions. Topics may include the national longitudinal database system, state recognition of distance programs, and the looming higher education reauthorization act.  
**Presenter:** Dr. Stan DeMerritt, Wayland Baptist University, AACRAO Representative  
**Introduction by:** Charlie Couch, University of Northern Colorado  
**Location:** New Mexico Ballroom  
**Sponsored by:** Parchment

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**Academic Policy Evaluation—Using Data Analytics to Assess Impact of Grade Replacement**  
**Session 5A**  
Registrars can play an important role in assessing academic policies and the impact these policies have on students. Using routine data processes, the Registrar can review academic policies to understand data patterns; the relevancy of current academic policies; the impact of academic policy changes; etc. In this presentation, we’ll show the effects of Grade Change policies over time, students who regularly sought grade changes, the effect on student performance over time, and other important data patterns that can be disseminated to academic policy committees for review.  
**Presenters:** Charlie Couch, University of Northern Colorado  
Karen Raymond, University of Northern Colorado  
**Facilitator:** Kathleen Sena, Northern New Mexico College  
**Location:** Parlor GH

**Verifying Completion of Degree Requirements**  
**Session 5B**  
A roundtable discussion inviting schools to share the ways that they are verifying completion of degree requirements at their institutions as well as look into how the University of Colorado is verifying that their degree requirements are being met, prior to awarding degrees.  
**Presenters:** Amelia Jackson, University of Colorado Boulder  
Gwen Persons, University of Colorado Denver  
**Facilitator:** Marissa Boston, University of Northern Colorado  
**Location:** Nevada
Lessons in Leadership Transition  
Session 5C
Professionals occupying a variety of campus leadership positions share lessons learned about transitioning into leadership roles. As with many aspects of higher education leadership, successful transition into leadership positions is a combination of art and science. However, there are opportunities to implement intentional strategies to mitigate much of the “trial by fire” experience. This session will benefit aspiring leaders, recently or soon-to-be appointed leaders, and even slightly more seasoned leaders who have recently experienced or will experience some level of leadership transition in the future.

Presenters: Matthew Cox, University of Colorado-Colorado Springs  
Stacy Sharp, University of Northern Colorado  
Lara Medley, Colorado School of Mines  
Kelley Brundage, Colorado State University  
Thomas Hartman, American Sentinel University

Facilitator: Corey Wahl, Colorado School of Mines

Location: Arizona

Campus Wide Course and Event Management  
Session 5D
Join Tobi Macey in this interactive session to learn more about CollegeNET’s Series25 suite of products that allows for campus wide course and event management. She will also introduce you to automated bulk course scheduling, graphical reporting and master planning, and web calendar publishing.

Presenter: Tobi Macey, CollegeNET

Facilitator: Hector Sanchez, New Mexico State University

Location: Parlor AB

Integrating Your Curricular and Catalog Process with CourseLeaf’s Powerful, Intuitive Online Process  
Session 5E
CourseLeaf curriculum and catalog management software revolutionizes the modification and publication of courses and programs. Dynamic web-based forms replicate your institution’s data requirements and business practices and identify affected departments. The built-in work flow assures that approval paths are defined and tracked and that constituents are in the know about curriculum proposals. Integration with your SIS and your catalog guarantees consistent, accurate information. Come see how you can edit courses and programs in one place then publish them in a beautiful online catalog.

Presenter: Bryan Blackwell, Leepfrog Technologies

Facilitator: Ted Cain, University of Northern Colorado

Location: Parlor CD
Four Critical Planning Elements to Support Enrollment Growth: A multi-dimensional model that identifies essentials to support delivery of planned enrollments

Session 5F
This session will provide a discussion on setting appropriate enrollment goals, strategy development and implementation, financial aid modeling and the critical engagement of the full core enrollment management team. Within this context, a comparison of effective and dysfunctional team dynamics and the impact on implementation of more traditional enrollment strategies and practices will be presented.

Presenter: Homer Wesley, University of Colorado-Colorado Springs
Facilitator: Kelley Christman, University of Northern Colorado
Location: Parlor EF

Caution...Curves Ahead: Transitioning Transfer Evaluation at UNC
Session 6A
The transitioning of transfer evaluation processing from Admissions to the Office of the Registrar seemed to go from zero to sixty in 2 seconds. This function has been completely transformed to a web based system for faculty, students, and college administration. Come to this session to hear about the logistics of the transition, the transformation of the process, and how we handled the unexpected curves in the road.

Presenters: Stacy Sharp, University of Northern Colorado
           Betsy Kienitz, University of Northern Colorado
           Kelley Christman, University of Northern Colorado
Facilitator: Lane Buchanan, University of Wyoming
Location: Parlor EF

Curriculum Processing Roundtable
Session 6B
This will be a roundtable discussion encompassing issues related to curriculum processing and catalog development. Also, the discussion leaders will present results of an informal survey of curriculum and catalog processes at select colleges and universities within RMACRAO.

Presenters: Shelly Ellerby, University of Northern Colorado
            Ted Cain, University of Northern Colorado
Facilitator: Sally Page, University of Colorado Boulder
Location: Parlor GH
Satisfactory Academic Progress Roundtable
Session 6C
Are you and your students often confused about the differences in satisfactory academic progress policies between the financial aid office and institutional academic standards? This round table discussion will have seasoned financial aid directors there to answer your questions, describe the difference from their institutional perspective and lead a discussion on how to better communicate and coordinate this critical but differing information and policies.
Presenters: Brian Malone, University of New Mexico
Marty Somero, University of Northern Colorado
Facilitator: Charlie Couch, University of Northern Colorado
Location: Nevada

What's New at the Clearinghouse?
Session 6D
Join your colleagues to learn what's new at the Clearinghouse. Find out about the changes required to your federal reporting. Hear from schools who add a surcharge to their Degree Verifications. Learn first-hand from schools who are sending transcripts electronically via the Ellucian/Clearinghouse partnership.
Presenter: Dannette Sullivan, National Student Clearinghouse
Facilitator: Kathleen Sena, Northern New Mexico College
Location: Arizona

Optimized Transcript Delivery
Session 6E
Credentials Solutions has automated transcript processing since 2003. We’re the longest serving eTranscript company that offers extraction, sending and tracking of eTranscripts with unparalleled customer service for both your institution and students. Our integrated system optimizes transcript delivery based on the receiving schools’ preferences for EDI, XML or PDF formats, while also printing and mailing transcripts with eRoboMail. Credentials provides the original Total Package Transcript Solution.
Presenter: Thomas McKechney, Credentials Solutions
Facilitator: Jacobo Varela, New Mexico State University
Location: Parlor AB

Ethics
Session 6F
This highly interactive session focuses on ethics. This session will review topics from ethics in the classroom to ethical obligation of employees and employers.
Presenter: Sherri Gaugh, San Juan College
Facilitator: Carolyn Gutierrez, University of New Mexico
Location: Parlor CD
Thursday Evening Event

Catch up, enjoy a great time and mingle with your fellow RMACRAOAN’s at the New Mexico Museum of Natural History. Meet New Mexico’s giant dinosaurs, walk through a volcano or explore the solar system as the museum is open for the evening. Also, you can stroll to the Historic Old Town just a few short blocks away. It will be a great time and wonderful fellowship.

Location: New Mexico Museum of Natural History, 1801 Mountain Road NW
Registration Open: 8:00 AM – 10:30 AM, Texas/Colorado
Exhibitor Area Open: 8:00 AM – 11:00 AM, Texas/Colorado

Colorado Forum
Session 7A
This is an opportunity to meet with colleagues and discuss issues common to Colorado Institutions. Topics to be discussed will be determined by those in attendance.
Facilitator: Jamie Yarbrough, Colorado State University
Location: Arizona

New Mexico Forum
Session 7B
This is an opportunity to meet with colleagues and discuss issues common to New Mexico institutions. Topics to be discussed are to be determined by those in attendance.
Facilitator: Jacobo Varela, New Mexico State University
Location: Nevada

Wyoming Forum
Session 7C
This is an opportunity to meet with colleagues and discuss issues common to Wyoming Institutions. Topics to be discussed are to be determined by those in attendance.
Facilitator: Kyla Foltz, Casper College
Location: Parlor CD

Proprietary Institution Forum
Session 7D
This is an opportunity to meet with colleagues and discuss issues common to Proprietary Institutions. Topics to be discussed are to be determined by those in attendance.
Facilitator: Thomas Hartman, American Sentinel University
Location: Parlor AB

Refreshment Break with Exhibitors
Location: Texas/Colorado
Assessment of Student Service Areas – The Necessary Evil
Session 8A
In this session, information on the assessment of student service areas (academic, student life, records, financial services, etc.) in relation to best practices in the industry will be discussed. The Council for the Advancement of Standards in Higher Education (CAS) and the Self-Assessment Guides (SAGS) will be referenced.
Presenter: Dr. Stan DeMerritt, Wayland Baptist University
Facilitator: Shelly Ellerby, University of Northern Colorado
Location: Parlor CD

Work flow
Session 8B
Ever wonder where that pesky piece of paper went? It headed for the Dean’s Office for approval, and hasn’t been seen since. The missing paper is now causing a campus wide emergency. Sound familiar? The San Juan College Enrollment Services Office has converted many processes to electronic work flow. Processes that have been converted have solved the pesky missing paper problem.
Presenter: Sherri Gaugh, San Juan College
Facilitator: Marissa Boston, University of Northern Colorado
Location: Parlor EF

First Timers Wrap-Up
Session 8C
All first time attendees to the RMACRAO Annual Meeting are invited to talk about the conference and the RMACRAO organization. We will discuss what worked, what didn’t work, and what you would like to see at the next conference. Was there a topic that you would like to hear about? Is there a topic that you would like to present? Is there something that you would like to see RMACRAO do during the year? Join us to share your thoughts and get answers to your questions.
Presenter: Sally Page, University of Colorado Boulder
Location: Parlor GH

Curing Course Scheduling Headaches: Building & Validating Your Course Offerings
Session 8D
CourseLeaf Offering Builder (WEN) lets departments plan and coordinate offerings while working within the school’s scheduling rules to utilize resources effectively. Allow prime time distribution, balance “light” time slots, and enforce accurate class enrollment for student success. Visualize and validate your way to a successful plan with CourseLeaf WEN!
Presenter: Bryan Blackwell, Leepfrog Technologies
Facilitator: Kelley Christman, University of Northern Colorado
Location: Nevada
Parchment
Session 8E
Description not available at time of publication
Presenter: TBD
Facilitator: Stacy Sharp, University of Northern Colorado
Location: Arizona

Show me the Money-Cost Benefits of Electronic Exchange of Student Transcripts
Session 8F
What does it cost to send/receive a paper versus electronic transcript? In dollars and cents? In human resources? See actual cost analysis of processing paper and electronic transcripts and learn how you can get started with electronic exchange right away. In today’s economy, can you afford to not go electronic?
Presenter: Susan Dorsey, University of Colorado Boulder
Facilitator: Ted Cain, University of Northern Colorado
Location: Parlor AB

II:00 AM – 12:30 PM

Closing Session:
Organizational Change
Higher Education continues to face many changes. All too often, we struggle to strike the balance in supporting and effectively dealing with all levels of organizational change. This session will focus on basic strategies to effectively cope, and will provide attendees with some ideas on how to proactively deal with change to more effectively support their institutions.
Presenter: Dr. Bernadette Montoya, New Mexico State University
Introduction by: Charlie Couch, University of Northern Colorado
Location: New Mexico Ballroom

I:00 PM – 3:00 PM

RMACRAO Board of Directors Meeting
All current, incoming, and outgoing members of the RMACRAO Board of Directors must be in attendance.
Location: TBD
July 17th, 2014

I. Call to Order
   Sally Page, President

II. Minutes from the 2013 Annual Meeting
   Paula Martinez, Secretary

III. Treasurer’s Report
   a. 2013-2014 Budget
   Carolyn Gutierrez, Treasurer
     b. 2014-2015 Proposed Budget

IV. RMACRAO President Report
    Sally Page, President

V. Nominations & Elections Report
   Lane Buchanan, Past President

VI. RMACRAO 2014 Review & Recognition
    Charlie Couch, President-Elect
    Carolyn Gutierrez & Denise Esquibel, LAC Co-Chairs

VII. Old Business
     Sally Page, President

VII. Passing of the Gavel
     Sally Page, President

IX. 2014-2015 President Remarks
     Charlie Couch, President

X. New Business
   Charlie Couch, President
   a. New Member Applications
      i. Colorado Heights University
      ii. Denver School of Nursing
      iii. Dona Ana Community College-NMSU
      iv. Rocky Vista University
      v. St. John’s College
      vi. Westwood College
      vii. University of New Mexico Taos

XI. RMACRAO 2015 – Colorado Springs
    University of Colorado-Colorado Springs

XII. Announcements
     Charlie Couch, President

XII. Adjournment
     Charlie Couch, President
Annual Business Meeting
Marriott Hotel, Fort Collins, CO

July 18, 2013

I. Lane Buchanan called to order the 2013 Annual Business Meeting at 11:52am. Lane determined through consultation with the LAC Chair and Vice Presidents that a quorum exists. Lane recognized the current RMACRAO Board of Directors: Lane; president for this year’s meeting, representing the University of Wyoming, Sally Page, President Elect and Program Committee Chair for the 2013 Annual Meeting, University of Colorado Boulder, Kelley Christman, Past President, University of Northern Colorado, Stacy Maestas, Vice President for Wyoming, Laramie County Community College, Jamie Yarbrough, Vice President for Colorado and Local Arrangements Chair, Colorado State University, Jacobo Varela, Vice President for New Mexico, New Mexico State University, Charlie Couch, Secretary, University of Northern Colorado, Carolyn Gutierrez, Treasurer, University of New Mexico, Lara Medley, Exhibitor & Local Arrangements Committee Liaison, Colorado School of Mines, Paul McCarty, Newsletter Editor, University of Denver, Nolan Oltjenbruns, Historian, Colorado School of Mines and Corey Wahl, Web Developer, Colorado School of Mines.

II. Minutes from the 2012-2013 Annual Meeting Charlie Couch came forward and present the 2012 Annual Business Meeting Minutes. Twila Humphres from Pikes Peak Community College made a motion to approve; Cary Reyn from Western State seconded. Minutes were approved.


a. Kathleen Sena (NM) – asked about the input of removing the peer evaluation amount of $300 for next year.

b. Lane responded (Wyoming) – if schools invite member schools to do an evaluation the requesting institution will pay any associated costs, not RMACRAO.

c. Corey (School of Mines) – it’s been over ten years since this line item has been used.

d. Kelley (UNC) – dues have not increased for some time. For benefits that are used continue, the Board eliminated expenses to improve overall services.

e. Carolyn (NM State) – insurance has doubled; needed to cut costs somewhere else.

f. Steve Ellis (UCCS) – suggested keeping peer evaluation as a line item but zero out funding.

g. Dee Smise (CU Boulder) – web support; budgeted $800, only used $30. Can adjustments be made in line items such as these?

h. Dennis (NM State) – if our insurance has doubled why aren’t we looking elsewhere?

i. Carolyn (NM State) – are looking at other carriers

j. Eric (Metro State) – motion to approve proposed budget

k. Kathleen (NM State) – seconded

l. Budget approved.

IV. AACRAO Representative Report Lane presented a report of association happenings for the past year.

Re-cap: easily the biggest challenge our organization encountered this past year was the unauthorized transfer of $20,000 from the RMACRAO checking account and subsequent recovery of that money almost seven months later. As a quick recap, there were 20 electronic withdrawals of $1,000 from our account to a single business over a span of 2 ½ months, ending in September. During
this period we were getting the final bill from the 2012 annual meeting and we determined we owed $19,000 to the hotel in Laramie for the annual meeting, but we did not have enough funds to fully pay the hotel and two other vendors.

We paid the hotel approximately half of what we owed them, with an explanation being given of our situation and our intention to pay off our debt to the hotel, somehow. Meanwhile, we were in close contact with our bank’s fraud division and a few law enforcement agencies to determine how to recuperate the funds.

It was a rather dire situation for our organization and we board members learned more about banking and electronic fund transfers than we ever cared to, but I felt I can speak for the entire board when I say that it is all rather quite perplexing still.

In the middle of January, $20,000 was deposited into our checking account without any notification to the board. While we on the board felt, and continue to feel, that the original withdrawals were illegal, the business claimed that it was simply an accounting mistake and a new accountant was hired. As with many legal-types of things, there is seldom a nice, gratifying conclusion to unfortunate situations and this is no different. We are ecstatic that we got the money back, but there was no way to assign proper blame to the business.

As can happen in difficult situations, some good things came out of this for RMACRAO. I believe there are currently three board members who receive electronic notifications of any activity relating to our organization’s checking account, so I feel this same type of situation will not occur again.

Also as a part of this, we learned that RMACRAO nonprofit status through the New Mexico Office of the Secretary of State was in the process of being revoked. However, we were able to submit the proper documents for each year back to 2009, pay the requisite late fees, and become an active Domestic Non-Profit Corporation in the State of New Mexico again. As part of this, the filing of the proper paperwork will be on the agenda to complete at the October board meeting from here on out.

In a moment we will discuss the results of the nominations and elections report. We had some fine candidates for this year’s open board positions and I thank them for their consideration. I would encourage all of you to think about putting our name in the ring to serve on the board sometime in the next couple of years. It is a very rewarding experience and learning opportunity.

V. RMACRAO President Report
Lane acknowledged the Executive Committee members who will be leaving their positions on the Board after this meeting: Kelley Christman, Past President, Stacy Maestas, Vice President for Wyoming and Lara Medley, Exhibitor and LAC Liaison.

VI. Nominations & Elections Report
Lane invited Kelley Christman to present the Nominations & Elections report. She announced the results of the Nominations & Elections Committee and voting by your institutional members.

This year we had 22 votes from institutions in all three states. This represents 37% of the possible votes we could have received. The outcome of the voting is:

- President Elect: Charlie Couch, University of Northern Colorado
- Treasurer Elect: Chris Seng, Colorado State University
- Vice President for Wyoming: Kyla Foltz, Casper College
- Vice President for Colorado: Jamie Yarbrough, Colorado State University

Kelley presented Lane with a plaque in recognition of your service to the RMACRAO Board of Directors.
VII. Program Committee Lane introduced Sally Page to discuss the Program Committee. She recognized members of the Program Committee: Jamie Yarbrough, Colorado State University, Sherri Gaugh, San Juan College, Pepper Jo Six, University of Wyoming, Carolyn Gutierrez, University of New Mexico, Kim Diawara, University of Colorado Boulder, Chris Seng, Colorado State University.

VIII. Local Arrangements Committee Lane introduced Sally Page to discuss the Program Committee: John Avery, Marc Barker, Jenn Bissell, Karen Fawcett, Sharon Foreman, Donna Lary, Shannon Miller, Terri Pecora, Chris Seng, Janet Stoneberg, Brooke Taylor.

IX. Web Developer Report Lane invited Corey Wahl to come forward to present the Web Developer Report.
   a. Reduction in fees by $10 and $300 for services
   b. Multiple users can update new website
   c. We now have a RMACRAO listserv
   d. Free tech support, etc.
   e. 75% of web is complete
   f. Notification to members will go out when complete
   g. 4 listserves; CO, WY, NM, and BOD
   h. By August can send messages to each group
   i. Lost Jason Maxwell due to new responsibilities as UCCS
   j. Informal vote on whether RMACRAO can do webinars?
   k. Susan Dorsey (CU Boudler): Who would be responsible? Program Committee?
   l. Corey – initially option would be supported by presenter

X. Old Business Lane – noted that we have no old business to take care of.

XI. Passing of the Gavel Lane passed the gavel and the Presidential Dowry to incoming President, Sally Page. Lane took a moment to thank everyone for the opportunity to lead this organization.

XII. 2013-2014 President Remarks Sally took a moment to thank Lane for his work over the past year and present him with a plaque signifying his service to RMACRAO.

XIV. New Business Sally discussed new business.
   a. Carolyn Gutierrez presented the applications for membership. The institutions applying for membership are:

   University of St. Francis and American Sentinel University.
   Dahl (School of Mines) Motioned to approve the application from University of St. Francis for institutional membership to RMACRAO. Kelley (UNC) seconded. Motion approved.

   Nolan (School of Mines) - motion to approve the application from American Sentinel University for associate membership to RMACRAO. Dahl (School of Mines) – seconded. Motion approved.

   b. The final item to mention under new business is that the Board of Directors is considering a proposal to increase our membership dues. The dues have not been increased in quite some time, even with the Association’s expenses increasing. More information will be distributed to the membership as a proposal is considered.
XV. RMACRAO 2014-New Mexico Sally invited representatives from the University of New Mexico to the podium to tell us about the 2014 Annual Meeting.

XVI. Announcements Sally – shared a few announcements:
1) First, will all board members, both outgoing and incoming, please come to the stage after we adjourn for photos.
2) Second, reminder that the bus will be departing from the hotel at 6:00 to take us to Old Town for our evening event.
3) A quick reminder that dessert will be served in the exhibitor area following the close of this meeting.

Are there any other announcements to be made to our membership at this time?

XVII. Adjournment Sally - the 2013 RMACRAO Business Meeting is now adjourned.
## CURRENT BUDGET

### Fiscal Year 2013 - 2014

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<th>Budgeted</th>
<th>Actual YTD</th>
<th>(Over)/Under Budget</th>
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<td>Miscellaneous</td>
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Updated June 19th, 2014
**Fiscal Year 2014 - 2015**

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<td><strong>Total</strong></td>
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**Adjustments Summary**

**Revenue:**
- New Membership-Denver School of Nursing
- New Membership-Rocky Vista University
- New Membership-St. John’s College
- New Membership-Westwood College
- Re-application-University of New Mexico Taos
- Re-application-Dona Anan Community College

**Removal from Membership for non-payment of three consecutive years:**
- Central Wyoming College
- University of the Southwest
- Northeastern Junior College
- University of Los Alamos

**Expenses:**
- Peer Evaluation increased
- Credit Card Fees reduced

Respectfully submitted July 2014, Albuquerque, New Mexico
Carolyn Gutierrez, RMACRAO Treasurer
APPLICATIONS FOR MEMBERSHIP

Application for Institutional/Organizational Membership

Please complete and return this form to the RMACRAO Treasurer. treasurer@rmacrao.org.

Institution/Organization Contact Information:

Institution/Organization Name: Colorado Heights University

City: Denver State: CO Zip Code: 80236

Institution Website: www.chu.edu

Office of the Registrar Information:

Address 1: 300 S. Federal Blvd.

City, State, Zip: Denver, CO 80236

Main Phone: 303-937-4578

Main Email: Bernrahm@chu.edu

Website: www.chu.edu

Office of Admissions Information (if different):

Address 1: Same

City, State, Zip:

Main Phone: 303-937-4225

Main Email: admissions@chu.edu

Website: Same

Membership Application Type: (see page 2 for more information about membership and dues)

☑ Institutional RMACRAO Membership (Traditional Non-Profit Colleges & Universities, and Proprietary/For-Profit Colleges & Universities)

☐ Associate Professional RMACRAO Membership (other higher education companies & organizations)

Organization Type:

☐ Educational Institution

☐ Non-Profit

☒ Government Agency

☐ Corporation/Consultant

Institution Type:

☐ 4 Year Public

☒ 4 Year Private

☐ 2 Year Public

☐ 2 Year Private

☐ Graduate or Professional

☐ International

☐ Other:

CTE Enrollment:

☒ 1 - 999

☐ 1,000 - 4,999

☐ 5,000 - 9,999

☐ 10,000 +

Applicant Institutional Contact Information:

Applicant Name: Leigh Farrugia-Bernrahm

Applicant Title: Registrar

Applicant Email: Bernrahm@chu.edu

Applicant Phone: 303-937-4578
Application for Institutional/Organizational Membership

Institution/Organization Name: Denver School of Nursing
City: Denver State: CO Zip Code: 80202
Institution Website: www.denverschoolofnursing.edu

Office of the Registrar Information:
Address 1: 1401 19th Street
City, State, Zip: Denver, CO 80202
Main Phone: 303-292-6015
Main Email: kpedersen@denverschoolofnursing.edu

Office of Admissions Information (if different):
Address 1: 
Address 2: 
City, State, Zip: 
Main Phone: 
Main Email: 
Website: 

Membership Application Type: (see page 2 for more information about membership and dues)
☑ Institutional RMACRAO Membership (Traditional Non-Profit Colleges & Universities, and Proprietary/For-Profit Colleges & Universities)
☐ Associate Professional RMACRAO Membership (other higher education companies & organizations)

Organization Type:
☑ Educational Institution
☐ Non-Profit
☐ Government Agency
☐ Corporation/Consultant

Institution Type:
☐ 4 Year Public
☐ 4 Year Private
☐ 2 Year Public
☐ 2 Year Private
☐ Graduate or Professional
☐ International
☐ Other: 

FTE Enrollment:
☑ 1 - 999
☐ 1,000 - 4,999
☐ 5,000 - 9,999
☐ 10,000 +

Applicant Institutional Contact Information:
Applicant Name: Katie Pedersen
Applicant Title: Senior Registrar
Applicant Email: kpedersen@denverschoolofnursing.edu
Applicant Phone: 720-833-3806
APPLICATIONS FOR MEMBERSHIP

Application for Institutional/Organizational Membership

Please complete and return this form to the RMACRAO Treasurer: treasurer@rmacrao.org.

Institution/Organization Contact Information:

Institution/Organization Name: Dona Ana Community College

City: Las Cruces  State: NM  Zip Code: 88011

Institution Website: dacc.nmsu.edu

Office of the Registrar Information:

Address 1: NMSU Main Campus

Address 2: 

City, State, Zip: Las Cruces, NM 88011

Main Phone: 575-575-7200

Main Email: admissions@nmsu.edu

Office of Admissions Information (If different):

Address 1: 

Address 2: 

City, State, Zip: Las Cruces, NM 88011

Main Phone: 575-575-7200

Main Email: admissions@nmsu.edu

Website: 

Membership Application Type: (see page 2 for more information about membership and dues)

☐ Institutional RMACRAO Membership (Traditional Non-Profit Colleges & Universities, and Proprietary/For-Profit Colleges & Universities)

☐ Associate Professional RMACRAO Membership (other higher education companies & organizations)

Organization Type: Institutional Contact Information:

☐ Educational Institution

☐ Non-Profit

☐ Government Agency

☐ Corporation/Consultant

☐ 4 Year Public

☐ 4 Year Private

☐ 2 Year Public

☐ 2 Year Private

☐ Graduate or Professional

☐ International

☐ Other:

☐ 1 - 999

☐ 1,000 - 4,999

☐ 5,000 - 9,999

☐ 10,000 +

Applicant Institutional Contact Information:

Applicant Name: Geraldine Mauro

Applicant Title: Admissions Director

Applicant Email: germauro@nmsu.edu

Applicant Phone: 575-575-7200
Application for Institutional/Organizational Membership

Please complete and return this form to the RMACRAO Treasurer. treasurer@rmacrao.org.

Institutional/Organization Contact Information:

Institution/Organization Name: Rocky Vista University
City: Parker State: Co Zip Code: 80134
Institution Website: www.rockvistauniversity.org

Office of the Registrar Information:
Address 1: 8401 S. Chambers Rd.
Address 2: 
City, State, Zip: Parker Co 80134
Main Phone: 303-373-2208
Main Email: 
Website: See above

Office of Admissions Information (if different):
Address 1: 
Address 2: 
City, State, Zip: Same
Main Phone: 
Main Email: 
Website: 

Membership Application Type:
(see page 2 for more information about membership and dues)

☒ Institutional RMACRAO Membership (Traditional Non-Profit Colleges & Universities, and Proprietary/For-Profit Colleges & Universities)
☐ Associate Professional RMACRAO Membership (other higher education companies & organizations)

Organization Type:
☒ Educational Institution
☐ Non-Profit
☐ Government Agency
☐ Corporation/Consultant

Institution Type:
☐ 4 Year Public
☒ 4 Year Private
☐ 2 Year Public
☐ 2 Year Private
☒ Graduate or Professional
☐ International
☐ Other: 

FTE Enrollment:
☒ 1 - 999
☐ 1,000 - 4,999
☐ 5,000 - 9,999
☐ 10,000 +

Applicant Institutional Contact Information:

Applicant Name: Linda Cairns
Applicant Title: Registrar
Applicant Email: L.Cairns@rvu.edu
Applicant Phone: 720-875-2825
APPLICATIONS FOR MEMBERSHIP

RMACRAO
Wyoming • Colorado • New Mexico

Application for Institutional/Organizational Membership

Please complete and return this form to the RMACRAO Treasurer: treasures@rmacrao.org.

Institution/Organization Contact Information:

Institution/Organization Name: St John's College

City: Santa Fe State: New Mexico Zip Code: 87505

Institution Website: www.sjc.edu (Santa Fe campus)

Office of the Registrar Information:

Address 1: 1160 Camino Cruz Blanca

City, State, Zip: Santa Fe, NM 87505

Main Phone: 505-984-6075

Main Email: registrar@sjc.edu

Website: http://www.sjc.edu/santa-fe/registrar/

Membership Application Type: (see page 2 for more information about membership and dues)

☐ Institutional RMACRAO Membership (Traditional Non-Profit Colleges & Universities, and
Proprietary/For-Profit Colleges & Universities)

☐ Associate Professional RMACRAO Membership (other higher education companies & organizations)

Organization Type:

☐ Educational Institution

☐ Non-Profit

☐ Government Agency

☐ Corporation/Consultant

Institution Type:

☐ 4 Year Public

☐ 4 Year Private

☐ 2 Year Public

☐ 2 Year Private

☐ Graduate or Professional

☐ International

☐ Other: __________________

Applicant Institutional Contact Information:

Applicant Name: Marline Marquez Scally

Applicant Title: Registrar

Applicant Email: mscally@sjc.edu

Applicant Phone: 505-984-6075
Application for Institutional/Organizational Membership

Please complete and return this form to the RMACRAO Treasurer: treasurer@rmacrao.org.

Institution/Organization Contact Information:

Institution/Organization Name: Westwood College

City: Denver  State: CO  Zip Code: 80237

Institution Website: www.westwood.edu

Office of the Registrar Information:
Address 1: 7604 Technology Way
Address 2: Suite 400
City, State, Zip: Denver, CO 80237
Main Phone: (303) 846-1829
Main Email: fbrown@westwood.edu
Website: westwood.edu/student-services

Office of Admissions Information (if different):
Address 1: 
Address 2: 
City, State, Zip: 
Main Phone: 
Main Email: 
Website: 

Membership Application Type (see page 2 for more information about membership and dues)
☐ Institutional RMACRAO Membership (Traditional Non-Profit Colleges & Universities, and Proprietary/For-Profit Colleges & Universities)
☐ Associate Professional RMACRAO Membership (other higher education companies & organizations)

Organization Type:
☐ Educational Institution
☐ Non-Profit
☐ Government Agency
☐ Corporation/Consultant

Institution Type:
☐ 4 Year Public
☐ 4 Year Private
☐ 2 Year Public
☐ 2 Year Private
☐ Graduate or Professional
☐ International
☐ Other:

FTE Enrollment:
☐ 1 - 999
☐ 1,000 - 4,999
☐ 5,000 - 9,999
☐ 10,000 +

Applicant Institutional Contact Information:

Applicant Name: Fletcher Brown
Applicant Title: Systems Registrar
Applicant Email: fbrown@westwood.edu
Applicant Phone: (303) 846-1829
APPLICATIONS FOR MEMBERSHIP

Application for Institutional/Organizational Membership

Please complete and return this form to the RMACRAO Treasurer. treasurer@rmacrao.org.

Institution/Organization Contact Information:

Institution/Organization Name: The University of New Mexico - Taos
City: Ranchos de Taos State: NM Zip Code: 87557
Institution Website: taos.unm.edu

Office of the Registrar Information:
Address 1: 1157 County Rd. 110
Address 2: 
City, State, Zip: Ranchos de Taos, NM 87557
Main Phone: (575) 737-6215
Main Email: patoadr@unm.edu
Website: taos.unm.edu

Office of Admissions Information (if different):
Address 1: 
Address 2: 
City, State, Zip: 
Main Phone: 
Main Email: 
Website: 

Membership Application Type: (see page 2 for more information about membership and dues)
☐ Institutional RMACRAO Membership (Traditional Non-Profit Colleges & Universities, and Proprietary/For-Profit Colleges & Universities)
☐ Associate Professional RMACRAO Membership (other higher education companies & organizations)

Organization Type:
☐ Educational Institution
☐ Non-Profit
☐ Government Agency
☐ Corporation/Consultant

Institution Type:
☐ 4 Year Public
☐ 4 Year Private
☐ 2 Year Public
☐ 2 Year Private
☐ Graduate or Professional
☐ International
☐ Other:

FTE Enrollment:
☐ 1 - 999
☐ 1,000 - 4,999
☐ 5,000 - 9,999
☐ 10,000 +

Applicant Institutional Contact Information:

Applicant Name: Patricia Gonzales
Applicant Title: Director of Student Affairs
Applicant Email: patoadr@unm.edu
Applicant Phone: (575) 737-6215
Greetings RMACRAO Members! Are you aware of how RMACRAO is managed? Here are a few facts for you!

**Executive Board & Committees**

**Past-President, Lane Buchanan 2013-2014**

Board of Directors Elected Positions (voting members)

- Presidential Series (3 year commitment)
  - President Elect/President/Past President
  - One person is elected each year for the President Elect position. This person automatically becomes the President the following year, then the Past President.
- Vice Presidents (2 year commitment)
  - VP for Colorado, VP for New Mexico, VP for Wyoming
- Secretary (2 year commitment)
- Treasurer Series (3 year commitment)
  - Treasurer Elect/Treasurer
  - One person will serve one year as the Treasurer Elect and two years as Treasurer. During the third year of service, the Treasurer trains the Treasurer Elect.

Board of Directors Appointed Positions (non-voting members)

- Newsletter Editor
- Web Developer
- Exhibitor & Local Arrangements Liaison
- Marketing & Communications Coordinator

Committees

- Local Arrangements-manages all on-site details of the annual meeting.
- Nominations & Elections-finds candidates for the upcoming election. Chaired by the Past President.
- Program-solicits presentations for the annual meeting. Chaired by the President Elect.

If you would like to become a RMACRAO Executive Board or committee member please contact your State VP!
HONORARY MEMBERSHIP

PAUL BERWICK (1999)
BILL BRUNER (1990)
GEORGE BURNHAM (1992)
RICH DAVIS (1994)
ALLAN EDDY (1999)
STEVE EKERHOLM (2004)
WAYNE FARLEY
BILL HAID (2009)
DAVE HUNT (1996)
SHELLY JACKSON (2009)
RANDALL KOUBA (2004)
BERNIE LINENBERGER (1990)
TOM MCKECHNEY (2010)
JOE ORNDORFF (2010)
D. JACK POMMREHN (1999)
BOB PRESTON (1996)
LEROY ROOKER (2001)
CHARLES SELDEN (1992)
CHRISTOPHER KYLE SENA (2010)
KATHLEEN SENA (2010)
GOLDIE WARD (1990)
BOB WEAVER (1990)
THANK YOU TO OUR EXHIBITORS

College Scheduler LLC  
389 Connors Ct, Suite E  
Chico, CA 95926  
www.collegescheduler.com  

Exhibitor: Brett Conner  

College Scheduler provides a web-based schedule planner for use by students & advisors to create schedules each semester. Students are able to search for all their classes, enter breaks they’d like to schedule around and the schedule planner returns all possible schedules with up to the minute data. Our institutions experience increased enrollment credit hours, increased on time graduation and time savings in academic advising! Real time course demand reports available to Registrar’s Office. Integrates with Banner, Colleague, Peoplesoft, Homegrown & DegreeWorks.

CollegeNET, Inc.  
805 Southwest Broadway, Suite 1600  
Portland, OR 97205  
corp.collegenet.com  

Exhibitors: Katie Weinberg & Tobi Macey  

CollegeNET has served the needs of higher education since 1979 and is now a leading developer of web-based systems for colleges and universities, serving more than 1,000 clients worldwide. The company helps institutions improve efficiencies and cut costs by providing web-based scheduling and master planning solutions. CollegeNET offers the Series25® all-in-one solution for course and event scheduling, master planning, online calendaring, and event registration with payment processing. The Series25 solution can be provided as either client-installed software or via Software-as-a-Service.

Credentials Solutions  
436 Frontage Road, Suite 200  
Northfield, IL 60093  
www.credentialssolutions.com  

Exhibitor: Thomas McKechney  

Founded in 1997, Credentials Solutions is an outsource provider that specializes in online services for Higher Education. Credentials is the nation’s largest handler of online transcript requests. With flagship product TranscriptsPlus® and integrated automation software RoboRegistrar®, Credentials Solutions provides the industry’s only truly comprehensive transcript solution for all major SIS platforms that includes online ordering, automated hold checking, integrated student communications with toll free customer service, electronic extraction and delivery, including EDI, XML and Secure PDFs. Transcripts Network™ enables client institutions to send transcripts electronically through Credentials’ secure network as well as industry accepted transcript hubs. eRoboMail™, has truly made Credentials the Total Package Transcript Solution. It assumes the printing and mailing of transcripts and other secure documents so you can focus on serving your students. In addition, Credentials also offers ParkingPlus®, which issues and manages parking permits. This innovative online service automates the permit application, payment, production, mailing and/or dispensing of parking permits. Credentials has also developed online applications for orientation and conference registrations, replacement diplomas as well as other student services.
Digital Architecture
P.O Box 7791
Lakeland, FL 33807
www.digarc.com

Exhibitors: Christy Wessel & John Schoenborn

Digital Architecture is the leading provider of curriculum and catalog management solutions. The Acalog™ publishing system delivers thousands of e-catalogs at hundreds of colleges and universities. Curriculog™ is a groundbreaking workflow, collaboration, and approval-tracking platform with the flexibility to respond to evolving institutional and accreditation requirements.

Jonesville Paper Tube
540 Beck St – P.O. Box 39
Jonesville, MI 49520
www.papertube.com

Exhibitor: James Rose

Jonesville Paper Tube, founded in 1955, manufactures paper tubes for handing out at the commencement ceremony, mailing diplomas, sending acceptance letters, recruiting information or anything else your imagination can think up! Custom made to your specifications!

Leepfrog Technologies
2105 ACT Circle
Iowa City, IA 52245
www.leepfrog.com

Exhibitor: Bryan Blackwell

Leepfrog Technologies is the leading provider of catalog, curriculum, and scheduling management software to higher education. Our CourseLeaf Catalog (CAT) software transforms your catalog into a dynamic, online document with powerful editing and workflow. CourseLeaf Curriculum (CIM) revolutionizes your campus with online course and program proposals. CourseLeaf Offering Builder (WEN) visualizes and validates your course schedules.
Lifetouch Special Events
2771 104th St, Suite F
Urbandale, IA 50322
www.lifetouch.com/commencements

Exhibitor: Mark Hommerding & Karl Johnson

Great photography of your graduates coupled with friendly service at no cost to your institution. Lifetouch has been a leader in commencement photography for over 30 years. We visit your site to ensure we work seamlessly with your graduation team. Complementary PR images and a memory book included.

National Student Clearinghouse
2300 Dulles Station Boulevard, Suite 300
Herndon, VA 20171
www.studentclearinghouse.org

Exhibitor: Dannette Sullivan

The National Student Clearinghouse's free education reporting, verification, and transcript services are used by 3,500 institutions. You can securely deliver electronic transcripts worldwide with our free Transcript Services. Through our strategic partnership with Elucian, we offer eTranscripts: the first no-cost “touch-free,” real time electronic transcript ordering, processing, and delivery solution.

Paradigm, Inc.
2600 Performance Ct
Virginia Beach, VA 23453
www.paradigm-corp.com

Exhibitor: Elizabeth Kunde

Paradigm, Inc is a full service diploma and diploma cover company that specializes in the printing and direct mailing of documents straight to students. We offer a simple, quick and stress free service which will save you valuable time, space and labor. With exceptional customer service, 10 day turnaround times, superb accuracy, simple on-line ordering system and competitive pricing why not switch today?
Parchment
6263 North Scottsdale Road, Suite 330
Scottsdale, AZ 85250
www.parchment.com
Exhibitor: Dave Bargeron & Brenda Johnson

Parchment is a leading technology company allowing learners, educators and employers to request, verify and share credentials in simple and secure ways. The platform has helped millions of people and thousands of schools and universities to exchange more than 12 million transcripts and other credentials globally.

SCRIP-SAFE International
136 Commerce Blvd
Loveland, OH 45140
www.scrip-safe.com
Exhibitor: David Raissle & Frost Johnson

SCRIP-SAFE® is the global leader for innovative document security solutions for both paper and electronic records. We provide universities with secured, electronic delivery of transcripts (eSCRIP-SAFE), an online transcript request service (Transcripts on Demand), Full-service transcript fulfillment (Transcripts on Demand –Elite), web-based diploma printing software (Diplomas on Demand) and diploma paper, while printing official transcript security paper for over 24 years.

SmartCatalog
217 Commercial Street, Suite 406
Portland, ME 04101
www.academiccatalog.com
Exhibitor: Anita Aker

SmartCatalog IQ centralizes the management of catalogs, curriculum, transfer credit evaluation, and syllabi. It integrates with student information systems. Information sharing may be manual or automatic and synchronization maintains consistency between systems. SmartCatalog has been serving higher education since 1996 and is the single source for all your academic content management.
Please join us for the
2015 RMACRAO Annual Meeting:

July 15-17, 2015
Colorado Springs Marriott Hotel and Conference Center
Colorado Springs, CO