Minutes of the RMACRAO Executive Committee
November 10, 2003
Casper, WY

I. Call to Order: President Tamara Lehner called the meeting to order at 8:16 a.m.
Present: Kathleen Sena, Nolan Oltjenbruns, Tamara Lehner, Sherri Waggoner, Scheherazade Downey, Mary Angell, Tammy Aagard, Edwin Preble, Sally Page, Alison McNulty, Marty Frank.

II. Secretary’s Report: Secretary Nolan Oltjenbruns submitted the minutes of the July 17, 2003 meeting. He noted that those minutes had previously been distributed to the Board via email. It was moved by Kathleen and seconded by Ed that the minutes be approved. Motion carried. The minutes will be submitted to Sally for display on the RMACRAO web site.

III. Old Business:

A. Final report from Annual Meeting in Durango: Sherri distributed her report of annual meeting account activity. The account showed an ending balance of $3,272.82. The account had been opened with $1,178.14 seed money, so a profit from the conference was realized. Sherri also shared a number of evaluation comments that she received. General information about conference preparation and vendor communication was shared with Alison and Marty. It was noted that, because of the change in 2004 conference dates, vendors need to be notified immediately to ensure that their calendars can accommodate the change.

B. By-laws and Constitutional Changes: A subcommittee consisting of Kathleen, Ed, and Angell has already met and outlined a number of recommended By-law and Articles of Incorporation changes, as well as discussion points that need to be resolved by the Board as a whole. Kathleen pointed out that the Articles include a number of items that were taken from other models and may not be necessary for this organization. Considerable time was devoted to review of these documents, and this process will continue at the February 2004 meeting. Review of Articles 1 through 8 was completed, and the Board will continue with Article 9 at the next meeting.

C. Historian Appointment: Steve Ellis, of University of Colorado--Colorado Springs, has agreed to accept the Historian appointment.

D. Partnership with AACRAO website: Sally Page is the lead person on this issue, and indicated that she needs to gather more information from her AACRAO contact. She will then identify pros and cons of this initiative, so that the Board can continue to discuss at the next meeting. Kathleen expressed the concern that RMACRAO not lose the benefit provided by a hard-copy newsletter as we move forward with on-line and other electronic means of communication. We want to make sure the
The newsletter is read, and not lost in the mass of email messages we all receive every day. It was recommended that other regional associations that have partnered with AACRAO be contacted, in order to draw on their experience in this area. Sally suggested that the membership be surveyed regarding their preferences for a hard-copy or electronic newsletter. Tamara indicated that, with multiple newsletters in a given year, both methods could be used in order to give them a basis for comparison.

E. Peer Review Discussion: Although there is no longer a budget line labeled “peer review”, the miscellaneous budget line still provides the amount that had been allocated for peer reviews. Four volunteers have responded to date to the call for a Fort Lewis College Registrar’s Office peer review: Kathleen Sena, Nolan Oltjenbruns, Robert Hensley, and Patrick Hampton. It was suggested that an on-line application process for this service be developed, and that additional information about the service be provided on the web site. Because $500 was thought to be no longer adequate, Scheherazade moved, and Ed second, that an additional $400 ($900 total) be budgeted this fiscal year for peer reviews. The motion carried. To avoid any appearance of conflict of interest, Nolan offered to contact the Colorado membership on Sherri’s behalf, to request volunteers. Responses will be requested by January 1, 2004, with the expected scheduling of the review to occur in late January/early February. If multiple volunteers respond, the Board will select the participants. Sherri agreed to document the peer review guidelines, so that web-based information can be readily available in the future.

F. Mentor/Mentees Brainstorming: Tammy commented that earlier assignments of mentees to mentors would be beneficial. Kathleen requested that, as we add new names to the database, the Vice Presidents should be notified in order to handle mentor assignments right away. Tamara suggested that, in the roundtable sessions, new members in need of mentoring could be identified and assigned.

IV. President’s Report: Tamara is exploring ideas for providing student-based recognition for those in our profession who provide excellent service to students. Her intent is to reinforce a primary theme of her term of office: it’s important for all of us to remember that our professional efforts do make a difference for those we serve, and whatever we can do to recognize those efforts helps to allow good service to continue and improve.

V. Past President’s Report: Kathleen reported that she will soon need to focus on the nomination and election process. The following vacancies will need to be filled this year: President-Elect; Secretary, Vice President-New Mexico. Kathleen also expressed some concern about the “registrar-heavy” aspect of current participation in RMACRAO. A number of ideas were explored, particularly in relation to conference programming, in order to increase the level of participation from Admissions offices. Finally, Kathleen indicated that her data from the Institutional Profile project is now ready for web-site display. She
will request the Vice Presidents’ help in continuing to solicit information from institutions that have not responded.

VI. President Elect Report: Scheherazade reported that a “fall-back” hotel room has been reserved for the RMACRAO reception in Las Vegas. However, she will continue to research the various possibilities in order to get the best possible setup for our group. She plans to gather information and submit it to Board members via email, so that a vote can be taken and a decision made before the next meeting. Scheherazade also indicated that she (as well as Tamara) plans to attend the state/regional workshop in Washington, D.C.

VII. Newsletter Update: Sally provided draft copies of the upcoming newsletter, which is scheduled to be mailed to the membership within the next week. On behalf of the scholarship committee, she also distributed a sample letter that was provided to one of the professional development scholarship winners.

VIII. Treasurer’s Report: Ed expressed a concern about the shortfall in RMACRAO revenue in recent years, as compared to budgeted revenue. We’ve been fortunate so far in that revenue from the annual meeting has been sufficient to cover the shortfall. The Board explored a number of ideas for increasing institutional membership, and also discussed the viability of raising dues. It was noted that, to improve the timeliness of dues collection, credit-card capability would be beneficial. Ed will explore this. Ed also noted that a current Associate Professional member (Mesalands Community College) has achieved regional accreditation, and has applied for institutional membership. Their application will be put to a vote at the 2004 annual meeting.

IX. RMACRAO 2004:

A. Local Arrangements: Alison and Marty reported that a sports theme is being considered for the 2004 meeting. Some events they’re exploring include: a Class A baseball game and tailgate party; a putt-putt golf event. They also plan to continue the golf tournament tradition, and will schedule it either before or after the annual meeting. Plans for an alternative indoor event (in case of inclement weather) are still under consideration.

B. Program: Scheherazade requested suggestions for a keynote speaker. She hopes to attract a local possibility that would not require reimbursement for travel. The Vice Presidents will be asked to put out a call for suggestions.

X. Vice President Reports:

A. Wyoming: Tammy reported that EDI testing is underway in Wyoming. The plan is to have all institutions up and running with it by the end of this academic year. SCT implementation is also getting underway at the University of Wyoming.
B. **Colorado:** Sherri has been involved in making contacts to collect outstanding dues. She also has plans to contact non-member institutions in the state about joining RMACRAO.

C. **New Mexico:** Angell indicated that personal contact, in addition to her email messages, has been the most effective tool with outstanding dues collection. She also plans to research possibilities for new members.

XI. **New Business:** A brief discussion was held regarding the Dream Act legislation, including the proposal to open up higher education opportunities to undocumented aliens. It was agreed that this information could be provided to the membership, but that a disclaimer should be included. Kathleen agreed to get the boilerplate language that AACRAO uses when disseminating information that is not necessarily endorsed by the organization. Finally, some discussion was directed to the issue of email communication among board members between meetings. It was agreed that we all need to commit to respond to the current issues in a more timely way, even if only to indicate “no opinion”.

XII. **Next Meeting:** February 6, February 9, and February 13, 2004 were proposed as possible dates for the next meeting. Board members agreed to check their calendars and express their preferences via email as soon as possible. The meeting will be held at Sally’s home in Westminster, Colorado.

XIII. **Announcements:** None

XIV. **Walk-through of facility:** Marty arranged for Todd Hartman, of the Parkway Plaza conference facility, to provide a tour of the conference facilities and answer questions from the Board.

XV. **Adjournment:** The meeting was adjourned at 2:15 p.m.

Submitted by:

Nolan Oltjenbruns
Secretary