RMACRAO Board of Directors Meeting Minutes  
Friday, February 6, 2015  
8:30am – 4:30pm  
Metropolitan State University

Member Attendance: Charlie Couch, President; Sally Page, Past-President; Chris Seng, Treasurer; Nonie Wainwright, Marketing and Communication Coordinator; Corey Wahl, Web Developer; Nolan Oltjenbruns, Historian; Jaimie Yarbrough, Vice President-Colorado; Lorrie Woodruff, (CSU staff assisting the Treasurer); Kyla Foltz, Vice President-Wyoming; Matthew Cox, LAC; Tracey Barber (LAS); Jason Maxwell (LAC); Paula E. Martinez, Secretary

1. Call to Order (Charlie Couch)
   a. Confirm Quorum

2. Secretary Report (Paula Martinez)
   a. Approval of October 20-21, 2014 Board of Directors Meeting Minutes. Kyla Foltz, Vice President-Wyoming asked for a motion to approve the minutes; Sally Page, Past President seconded the motion.

3. Treasurer Report (Chris Seng)
   Three folks working on treasure responsibilities. The handoff of treasurer responsibilities including reports, files, accounting tasks and general responsibilities began with the October 2014 Board Meeting. Miscellaneous information related to transactions and communications continued through the end of the calendar year with the former treasurer. The process of familiarization with the software/systems component used (Cvent, Paypal, Wells Fargo bank account, and Quickbooks) has been a slow, ant at times, tedious process that began in June 2014 and continues. As the pieces of fiscal history and accounting processes came to Colorado State University (CSU) it become clear that processes needed to be streamlined and organized in a way that would allow for faster and timely processing. It also become clear that additional staffing is needed at critical times when transaction volume is high to record and track transactions.

   Lori Woodruff, a staff member at CSU, and Tanner Towey, CSU student employee began work on a lengthy, several month audit process to balance the books and collect overdue accounts payable. We contacted many of our members to follow up on details and receipts for which the paper trail was not clear, and all of them responded in helpful and understanding ways. Thanks to our membership for these courtesies. Additionally, we balanced accounts, found ways to reduce fees with our operational partners, collected past due payments from 13-14 activities, and created a handbook to keep processes uniform between Treasurers.

   This fall, after the books were audited and balanced, we prepared the taxes, met with our accountant who provided some helpful tips. As of January 2015 we filed taxes without an extension.

   Next steps/goals:
   - Consistent record keeping
   - Maintain Treasurers handbook
• Respond quickly to our membership (processing payments and reimbursements, answering questions, within very short timeframes)
• Complete our taxes on time and without extensions
• Collect remaining membership dues
• Prepare for opening of conference registration

a. Budget Updates (handout). A total of $6,130 has been received for annual membership dues. This accounts for 86% of the total that was budgeted. Roughly $150 has been expenses, accounting for 2% of the budgeted amount. Current cash on hand is $36,432.30.
b. Update on status of dues collection. Will be calling vice presidents to contact those members who have not paid.
c. Updated expenses and revenues from the Annual Meeting. New Mexico carried over approximately $6,000.

4. President Report (Charlie Couch).
   a. AACRAO 2014 Leadership Meeting Update. Finance direction, legislative updates, taskforce for membership involvement--review governance and evaluation of the association to meet the needs of the membership. Do more to align w/national level and state level. Instead of getting aggregate information, but to get specific info on the student. Because republicans are now oversight, this may be delayed. Holding institutions responsible for student behavior.
   b. RMACRAO Reception at AACRAO. Will be held the Cheesecake Factory. Two doors down from the Baltimore Convention Center. Will cover cheesecake for desert. Reserved for party of 40. Will send invite to RMACRAO members for those attending. Sally will provide Charlie with a contact at AACRAO for members attending the AACRAO conference and to also add it in the AACRAO program.
   c. Other Updates
      i. Emailing evaluations at July Conference. Charlie provided a demo for online evaluations in order to move away from the paper process. After each session including workshops and general session’s folks will get the email to provide the evaluation. Next step is to consider all the logistics including download and compiling the information. Need to think about the details of rollout, particularly with walk-ins. Communicate to members of the new process.
      ii. Outreach to non-RMACRAO members for the July Annual Meeting. Once the program is completed, Charlie will send out invites to other states (e.g. Montano, Kansas, Utah, Nebraska) to join the Annual Meeting. Recommendation to Save the Date ahead of time with information about the organization, when registration opens. Non-member registration was $300 at the last Annual Meeting. Charlie moved for a motion to provide a discounted member rate to folks outside of our area to entice other states to participate. Kyla Foltz, Vice President-Wyoming asked for a motion; Sally Page, Past President seconded the motion. Another discussion came up to extend information on the Annual Meeting to other departments like Financial Aid. Will need to consider offering financial aid sessions on the same day so that they can have the flexibility to attend one day.
iii. Supervisor’s name and email address; still need most members’ information.
   Received three: Kylie, Nonie, and Sally. Send supervisor information so that
   they can receive a notification from the President.
iv. Provide updated mobile numbers. Make sure the Board provides all mobile
   numbers. Sally will send out to the Board to verify.

5. Past-President Report (Sally Page)
   Phone contact list was sent out to the Board for updates. She will resend after corrections next
   week.
   a. Nominations & Elections Committee Update. President elect from Wyoming, Stacy
      Maestas, Larimer County Community College. Kyla has two possibilities for Wyoming.
      Need nominations for VP from Colorado and Treasurer Elect. Deadline 60 days prior to
      Annual Meeting. Sally would like slate of candidates by April 1. Sally would like for VPs
      to send out the information that was provided from the newsletter. Corey will provide
      the list of interested folks to Sally.
   b. Awards, Honors & Recognitions Committee Update. Distinguished Service Award,
      Special Recognition Award, and Honorary membership. Must have Board approval and
      vote at the Annual Meeting. No nominations at this time.
   c. Verify future meeting dates, particularly the AACRAO date in Baltimore. Once verified,
      the Board notes will be on the website. AACRAO dates changed, Sally provided the
      updated list.
   d. Updates on LAC cost and cost savings for the Annual Meeting (Denise, Sally, Carolyn).
      Some cost savings included in-kind from various schools, which included portfolios,
      conferenced bags and the program brochure.

6. President-Elect Report (Denise)
   a. AACRAO Representative at RMACRAO. The opening session will be presented by Paul
      Kyle. This will be a team building activity and an AACRAO update. He is requesting for
      room accommodations for two nights and a waiver for the registration fee. LAC will
      arrange with the Marriott for complimentary rooms. Traditionally the Board provides
      room accommodations to speakers, President, and/or President-Elect.
   b. 2015 Meeting Planning Update. Have not received any proposals from New Mexico or
      Wyoming. Charlie—should be seeing some in the next few weeks. Kyla will reach out to
      more folks. The deadline was January 31 for the session title. Description or
      presentations is due in March. Tammy Aagard will be providing a workshop for pre-
      conference. This will include a continental breakfast. Tammy also agreed to closing
      session "Living the Salt Life Wherever You Are". She is requesting for airfare,
      registration fee, and hotel accommodations for three nights. The charge for pre-
      conference will be approximately $45-$50, which should cover some cost. The last
      presenter, Andy Masters, higher education motivational speaker. The keynote will take
      place after the luncheon and will also be provided as a breakout session. The presenter
      fee is $3500. He will provide an autograph copy of his book to all members. He is also
      requesting for airfare, hotel accommodation, and car rental. The cost is approximately
      $5,000. He presented at New Mexico University. He is a great speaker, provides some
      humor, and talks about leadership in higher education/changes in higher education.
      The retainer fee is $500 paid by February 20, and balance due at the event. Charlie will
      work on signing the contract and the retainer fee. Both sessions will be held on
      Thursday. The Board agrees to the conditions of the presenter. Save the Date will be
advertised with all speakers to members and non-members. There was a recommendation to have Ellucian support/sponsor Andy Masters.

c. Other sessions. Currently presenters are all from Colorado. The President will reach out to folks in New Mexico to participate. Matt has a few more sessions and would be willing to find folks to meet other needs.

7. **2014 Local Arrangements Report (LAC-Matthew Cox)**

LAC will be meeting at the Marriott to go over logistics, scheduling process, and prospective functions. They are also working on the Thursday night event including the menu and transportation. LAC is planning on attendance for 200 at $195 each. Options for the evening event are: 1) micro-brewery, 2) Ivy Wild & Bristol-dinner buffet & tour, 3) Phantom Canyon (D/T Colorado Springs), then shuttle to Manitou (tour of natural spring, shops, etc.), 4) D/T. Buses are $750 each. Will look into the deadline to reserve the buses and how many is needed. This will be determined by how many folks will be attending the Thursday night event, and liability cost. Bus transportation will be required for the Thursday night event. The pre evening event may be at the Olympic Training Center or Garden of the Gods. Need to check on how many people they can take on tour. The hotel commitment is for 200 at $129 per night. LAC is looking for giveaways and conference bags. UCCS will provide some books written by a faculty member, Field Guide, about Colorado Springs. Members can reserve rooms now.

8. **Exhibitor & LAC Liaison Report (Corey Wahl).**

Corey is unable to get Casper to provide a contract for 2016. Kylie will work with the hotel or we may need to go to plan B. The 2017 Annual Meeting is in Colorado. Consider holding the Annual Meeting in Grand Junction or Marriott Hotel Denver West near Colorado Mills Mall. Grand Junction has a conference center with surrounding hotels. There are no direct flights, which can be a challenge for exhibitors. Other ideas for 2017: Breckenridge, Estes Park, Vail, Steamboat, Broomfield, Keystone, or Aspen. Some exhibitors for the upcoming Annual Meeting are: Ellucian, Adastra Room Scheduling, College Source, NSC, College Scheduler, and Credential Solutions. Casper Wyoming Visitor Bureau booth will be there to promote the 2016 Annual Meeting. RMACRAO Board attending AACRAO need to meet with exhibitors for RMACRAO Annual Meeting. Inform them that the fee is $700 for early bird, which ends May 29; $750 May 30-July 3.

9. **Vice President’s Report**

   a. **Colorado (Jamie Yarbrough)**

   Yolanda Espinosa retired from FRCC and is now working at Pima. This will be in the next newsletter. Trying to get Northeastern back on as a member and reach out to other Colorado schools to join RMACRAO membership.

   b. **New Mexico (Kathleen Sena)**

   A group of registrars and those that wear the dual hats of admissions from the institutions in New Mexico have met several times during the academic year. One of the discussions of this group is the future of NMACRAO. New Mexico is the only state in RMACRO that has its own state organization. The organization has been in hiatus for the past six to eight years due to competing resources for our institutions to participate in professional development activities. Consensus with the schools represented is that we will need to reignite NMACRAO to serve our fellow professionals that truly do not have financial resources to travel to the regional and national meetings of
RMACRAO and AACRAO. These working groups are covering numerous topics related to the management of our organizations within our institutions, from General Education Core courses and transferability; developing matrices for test scores; and various academic policies to share with our Higher Education Department (HED) to accommodate students who are taking advantage of reverse transfer opportunities, as well as, general transfer students. We are having discussions with our HED regarding SARA, and understand that there is legislation being introduced this session to address this process for New Mexico. We continue to have discussion related to residency and various new regulations that come out affecting various groups such as veterans. Must of our work have centered on ensuring student success and reconnecting with our Department of Higher Education.

Northern New Mexico College’s Board of Regents official changed the school’s name to Northern New Mexico University effective January 29, 2015.

c. **Wyoming (Kyla Foltz)**
   Data project to create a longitude database with student info to track students from K12-college level. There is a taskforce to look at electronic data exchange among Wyoming colleges in which they share system wide (raw data warehouse to store all transcripts). Kyla is gearing up for the 2016 conference.

10. **Historian Report (Nolan Oltjenbruns)**
   Nolan is diving into the imaged archives, a list of document types to index, and is developing a plan on how to setup the archives on the website.

11. **Web Developer Report (Corey Wahl)**
   Corey is working on the ability for other Board to upload information (e.g. archives, meeting notes). He has a large number of photos from other schools to add to the site. He is working on additional functionality to allow for presenters to upload material securely. Need to make sure folks don’t upload a virus. He has the ability to add an image slider to display exhibitors that have sponsored the Annual Meeting. The homepage has three areas to draw attention including what is current, what is important like the travel grant and AACRAO reception. Will need help with content including committee information. Need to work on membership webpage. He has tested Google apps. There was a discussion on membership relations committee’s and how to make them active. Charlie recommended he work with the VPs to look activating the committee to assist with outreach.

   Corey is working with Leadership Development Panel to put together a webinar. He needs to schedule with the team that provided the high-rated workshop to setup Webex and CVENT to allow for registration. Other recommendation is to have a FERPA webinar.

   Update on distribution lists. (VPs will send a list of main contacts to review).

12. **Marketing & Communication Coordinator Report (Nonie Wainwright)**
   a. **Branding for the Annual Meeting.** In the next couple weeks need complete details of the conference (e.g. speakers, theme, hotel, registration) to send out for Save the Date. Special events can be sent later. Unclear what is being sent out from Vice President’s and CVENT.
13. Newsletter Editor Report (Nonie Wainwright)
   a. Winter/Spring Newsletter. Included survey in the last newsletter (had one person complete it). Need a different median to get the information. Had 202 open the newsletter (was sent through CVENT). Will be sending out a call for the next newsletter, can add the survey. Will send out a reminder next week. Feedback to get more participation for the survey.

14. AACRAO Travel Grant $250
    Michelle Pelle, Transcript and Grading Coordinator from University of Denver (approved).
    Matt Hooley, Student Records Specialist from Laramie County Community College (approved).
    The awardees will need to send copy of registration confirmation to the treasurer and provide a write-up in the Newsletter, except Matt as he did not make it to the conference.

15. Old Business
    a. Peer review. General announcement for membership interested in a peer review to contact the President by the March 31 deadline to use by the September 30.

16. New Business
    a. AACRAO Attendance/Next Board Meeting - No Board meeting

17. Next Meeting: Wednesday, April 24 at CSU.

18. Adjourn. Kyla Foltz, Vice President Wyoming asked for a motion to adjourn; Sally Page, Past-President seconded the motion.