



ROCKY MOUNTAIN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

COLORADO ♦ NEW MEXICO ♦ WYOMING ❖ FALL 2003 NEWSLETTER

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From the President

Greetings to all my colleagues in Colorado, New Mexico, and Wyoming! With this, my first newsletter as president of RMACRAO, I'd like to say how privileged I feel to be working with such great people, and also send a huge thank-you out to my fellow members of the board, lifesavers one and all! Kathleen Sena in particular, has always been a wonderful mentor to me. I'd also like to say, on behalf of all of us who attended the conference this summer in Durango, another huge thank-you to Sherri Waggoner and her fabulous local arrangements committee.

Some of the things that the board is working on this fall are: examining the new articles of incorporation as compared to our constitution and by-laws to make sure that anything pertinent currently appearing only in the by-laws may be added (with membership approval) to the articles of incorporation. Eventually, we'd like to end up with only the articles of incorporation.

We are also continuing to look into the pros and cons of partnering with AACRAO on the website, and turning over the maintenance of the web site to them. We will keep the membership up-to-date via the newsletter as we have new information to share.

As I close, I just want to reiterate again what a special group of people we have in this organization. As some of us struggle with the frustrations that can come with trying to do too much with less and less every year (whether it's energy, resources, people, or money), know that you can count on your colleagues in RMACRAO to lend an ear, give a helpful suggestion, or just listen with sympathy. In fact, the board is also trying to get a peer review together, and we will keep you in on the loop, in case others might wish to request this service in the future.

Respectfully,

Tamara S. Lehner, RMACRAO President



Vice Presidents' Reports

Colorado - Sherri Waggoner

Cheryl King-Simmons is retiring after 30 years of service with the CU-Denver admissions office.

At Mesa State College, **Erin Wagner** and **Jami Lloyd** have been promoted to senior admissions advisors, and **Janice Keesler** has been promoted to assistant director of admissions.

The University of Northern Colorado is very busy this term with three major projects; they are all a priority and will be completed this term. To be in compliance with HB 03-1175, President Norton appointed a committee to address the university's use of the social security number. The committee developed a plan and work is underway to convert to a university assigned unique identifier for all students and employees. Course prerequisite checking is the second project UNC will pilot for this spring registration. And, finally, spring term will be the first time UNC will not publish a hard copy of the spring schedule of classes.

On a different note, the registrar's office has gathered all its people and responsibilities under one roof again. Because web registration has been so successful, the Registration Center was closed in September and the responsibilities and personnel relocated to the registrar's office. In addition, the tuition classification position has once again physically returned to the registrar's office.

Front Range Community College enjoyed a busy and productive summer, experiencing a 14 percent enrollment growth. This past academic year the college served more than 23,000 students taking credit classes, the highest total in FRCC history. Each of the four FRCC sites benefited from this growth and there are recruiting representatives at each of the locations to better serve the local communities. The recruitment team is comprised of **Marko Mohlenhoff** and **Nikku Wu** at the Larimer Campus in Fort Collins; **Pat Middleton** and **Cynthia Griffith** at the Westminster Campus; and coming soon

there will be a new representative for the newly combined Boulder County Campus.

The Longmont, Boulder, and Gunbarrel locations have consolidated into a larger campus located off Ken Pratt Blvd. and Hover Rd. in Longmont near the Twin Peaks Mall. The new site houses spacious classrooms for the sciences, allied health fields, technology, and the visual and handcrafted arts. Boulder County has also started a nursing degree program to help meet enrollment and community needs for skilled nurses.

Colorado State University welcomed a new president on August 1 – **Dr. Larry Edward Penley**. President Penley came to CSU from Arizona State where he was dean of the W.P. Carey School of Business, a position he was appointed to in 1991. He is the 13th president of the institution, and is already a visible and active presence both on campus and in the larger community.

Also on the university front, Colorado State reported record enrollment for fall 2003, a total of 25,042, or about 1.2 percent up from last fall. These numbers reflect the university's recent successes in its retention efforts, as well as in recruiting a more highly qualified population of new students.

Closer to home, the registrar's office is pleased to announce the hiring of two new assistant registrars – **Loree Morse** and **Jeanne Breiner**. Loree is the assistant registrar for classroom scheduling, and holds a master of science in college student personnel administration from Colorado State. She brings a variety of public and private sector experience. Jeanne is the new assistant registrar for records and registration. She came to us from National Technological University, and also holds a master of education in vocational education from Colorado State. Both Loree and Jeanne are already making major contributions to the effectiveness of the registrar's office.

Through a joint effort involving staff from the registrar's office, student systems, and information systems, a greatly improved version of the university class schedule has been put into production this fall by Colorado State. The type and variety of section searches has been increased, and the quality of information returned in those searches is now much more complete. Congratulations to all who contributed!

In September, **Ken English** joined the admissions office at Colorado State University as an assistant director. He comes to Colorado State from Boulder County Front Range Community College where he was the coordinator of student recruitment and outreach. Ken will be the Colorado State University representative for the Denver Public School District and other metro area high schools. In addition to his recruiting responsibilities, Ken also will coordinate and assist with other admissions programs and activities, including Black Issues Forum, a pre-collegiate program.

Two new admission counselors have joined the admission staff at **Fort Lewis College**. **Carmin Cox**, admission counselor and visitation coordinator, is a 2002 Fort Lewis College graduate with a bachelor's degree in agricultural business and a minor in marketing. During her years as a student, Carmin worked in the Fort Lewis College Educational Talent Search program as office assistant as well as academic advisor. She is a 1998 graduate of Pagosa Springs High School in Pagosa Springs, Colorado where she grew up. She enjoys the outdoors, primarily horseback riding, and just being in the mountains.

Nicole Mosher, admission counselor for multicultural recruitment, graduated from Fort Lewis College in 2002 with degrees in Spanish and sociology. Upward Bound leader, Americorps volunteer and substitute teacher for the state of Colorado, she was born of a Costa Rican mother and Spanish was her first language. Nicole has traveled extensively in Latin America and in her

Vice Presidents' Reports (continued)

free time she enjoys the outdoors, playing music, and spending time with family and friends.

On the records front, Schedule 25/Resource 25 was used to successfully schedule room assignments for the winter 2003 schedule. The winter term will also be the first term without a printed schedule on the Fort Lewis College campus.

Freshman students entering the **University of Colorado at Boulder** this fall are better prepared for college than any previous entering class and their numbers are higher than ever before, according to fall 2003 census information. The number of new freshmen totals 5,571, a 3 percent increase over last fall's 5,391. The higher number of new freshmen is the result of a record number of applications, more than 21,000 or 9 percent higher than last year and 34 percent more than 2000-01 levels. More than 56 percent of this year's freshmen are Colorado residents, about the same as in previous years.

Despite the larger number of new freshmen, a large increase in applications meant that the university could remain selective, with academic preparation stronger than ever. Average SAT (1175, up from 1166) and ACT (25.23, up from 25.15) scores, and high school GPAs (3.52, up from 3.50), were higher than for any previous freshman class. Transfers also showed a higher level of academic preparation, with an average transfer GPA of 3.18, compared to 3.16 last year. Transfer students also increased slightly this year to 1,477, compared to last year's 1,438. Resident and nonresident transfers showed similar small increases.

This fall's total enrollment of 29,151 degree and teacher-licensure students also is a record high, up 4 percent from last year's 27,954. Of the total, 24,540 are undergraduates, up almost 5 percent from last fall.

New Mexico - Mary Angell

The **College of Santa Fe** is glad to announce that **Maureen Muller** is the new associate registrar. She is replacing **Gloria Taylor** who left the college on August 15 after serving the school for 12 years in admissions and registration. Maureen brings 13 years experience (at three different schools) with her to the position, as well as being an active member in PACRAO.

Ed Preble from the **New Mexico Military Institute** says that they just finished phase I of their database conversion from POISE to SCT PowerCampus this past week. A minor celebration ensued. They started the conversion in 2002 and went live in the records section in July 2003.

Betty Crane from **Eastern New Mexico University in Portales** said there is not much new happening on campus. However, she did want everyone to know that she and her registration office staff are always available for anyone looking for information on converting to Banner. "I think it's helpful to know someone and ask questions of someone who has already been through the process."

Ida Stover, **Eastern New Mexico University in Roswell**, says that enrollment is up to 3500 this semester. They also just finished a CHE audit and are awaiting their response. Ida, as NMACRAO president, is already working on plans for the annual NMACRAO conference, which will be held on her campus on June 17 and 18.

John Coca, director of admissions at **New Mexico Highlands University**, has also been overseeing the registration area for over a year now. He says that the university will be starting the process of a search for a new registrar soon.

Luz Barrareas, **New Mexico Institute of Mining and Technology**, says that their strategic goal for enrollment has been met and their enrollment is at an all time high. The school will be facing the NCA accreditation next year and they are currently preparing for this

huge process. This past summer they hired Byron Whitehorse as a new registration specialist and they hope to begin interviews soon for another registration specialist.

Robert Bensing, **New Mexico Junior College**, relayed that the Banner implementation with his school, **Northern New Mexico Community College**, and **Santa Fe Community College**, is going well. They started with the financial module in June and it should be ready by fall 2004. Through interactive computer technology, the three schools started last week with the first training for the student module.

Enrollment at **San Juan College** increased by 8.4 percent this fall semester. The headcount as of census day was 7363 and they expect that it will grow to over 8000, according to **Cheryl Drangmeister**, director of enrollment services. The school has also been approved to offer alternative licensure programs for teachers. This intensive program is designed for adults who are highly motivated to become teachers. Interested individuals must have a bachelor's degree from a regionally accredited institution and have a minimum of 30 credits applicable to the licensure area. There has been a high level of interest in the alternative licensure program from individuals in the Four Corners area. SJC has begun training for conversion to Datatel, a new administrative software system. The admissions office is expected to go "live" for spring 2005, with records and registration up for fall 2005.

In August the new president, **Luis Cladera**, took over the responsibility of running the **University of New Mexico**. Since then they have started the semester off with a bang with record enrollment of 25,793 students at the main campus. That is a 4.4 percent change from last year and a 5.26 percent 5-year change.

Alec Reber, associate registrar for registration and veterans at UNM has been very busy giving FERPA presentations to colleges, departments, and various administrative offices around

Vice Presidents' Reports (continued)

campus. He has developed an excellent presentation that is certainly hitting home in these times of concerns about identity theft and the use of the SSN as the student's primary identifier.

Darlene Lucero, associate registrar for catalog, curriculum, and athletic admissions at UNM has begun the transition to Project Link Student and Academic Implementation for SCT Banner. She is currently working with the project manager on several special projects and gathering data and information that will be useful for the successful implementation of the integrated system.

Rose Bennett, associate registrar for records and degree audit, and **Kaye Reeves**, records supervisor at UNM, have been working with faculty very closely this semester as they rolled out instructor drops via the Web. Faculty no longer have to fill out the "blue card" for the registration office to drop students for them. They go right to their class list on the Web and do it themselves. "If we're not careful, we might just work ourselves out of a job – but we don't really think so."

Jep Choate, associate registrar for scheduling and statistics at UNM, has been very busy with a variety of projects including working with the Space Allocations Committee to look at alternatives for administrative space versus looking to take any more academic space away. This as you can all relate is a huge challenge.

Wyoming - Tammy Aagard

After many years in the admission office and then serving as the director of enrollment services, **Linda Toohey** has left **Casper College** to become the organization training and development leader for the Wyoming Medical Center in Casper. She will be missed. She still plans to stop by RMACRAO 2004 in Casper to say hello to everyone.

Tami Shultz, **Central Wyoming College's** new admissions director, was hired in July and is out recruiting for the

High School Planning Days. **Melissa (Missy) Metzler** joined the records office in April as the application data input person and transcript processing backup person. Fall semester is in full swing with enrollment about the same as last fall. Three records office personnel and two admissions office personnel attended the RMUG conference in Casper on September 23-26.

Northwest College welcomes **Miles LaRowe** as the new president. Dr LaRowe joined the NWC family July 1. He previously was the president of Eastern Idaho Technical College in Idaho Falls, Idaho. NWC also welcomed **Dana Young** on July 1 as the new dean of student services. She previously was the dean at Blue Mountain Community College in Pendleton, Oregon.

The admissions office at the **University of Wyoming** is pleased to announce new personnel and new roles for a current staff member: **Nadine Alvarado** is the acting assistant director for minority and general recruitment, and **Erin Olson** joins the staff as a new admissions representative. The registrar's office is finally at full staff and working on several new projects including gearing up for a new student information system, a new document management system, and a new system for submitting and routing petitions online.

Tanya Howery, high school and college relations coordinator at **Eastern Wyoming College**, became **Tanya Cook** when she married Christopher Cook, who farms with his family outside of Lingle, WY. The wedding was June 7th, and they will be taking a delayed honeymoon to Disney World in January 2004. (Summer isn't a good time for either college recruiters or farmers to be gone!)

Impressions of the RMACRAO 2003 Annual Meeting from some Wyoming attendees:

- "I liked that it was held on a college campus."
- "The quality of sessions was good."
- "I would like to see more sessions on transfer work."

- "I think the folks from CSU should have been teased by the UW folks a little more!"
- "Given the relatively small number of institutions in RMACRAO, the conference was very good."
- "I like the friendly people. We missed some of our friends who were unable to attend and hope to see them next year."
- "The newcomers card game ROCKED."
- "It's going to be a hard act to follow. The campus was beautiful, the weather was beautiful, and the prices were very reasonable. Staying on campus was quite pleasant and very convenient to all the activities."
- "We had a wonderful time at the melodrama and the shopping kept us all entertained."

See more comments and information about RMACRAO 2003 in this newsletter under *Travel Grant Recipients for 2003 and under Highlights of RMACRAO 2003*.

Scholarship Recipients

The RMACRAO Professional Development Scholarship Committee was pleased to receive so many applications for 2003-2004. This year we were able to award three \$750 scholarships to the following individuals:

- **Marilyn Cotant**, Eastern Wyoming College, to attend the 2003 AACRAO Technology Conference in Austin, Texas
- **Sharon Radar**, Fort Lewis College, to attend the 2004 SCT Summit in Philadelphia, Pennsylvania
- **Barb Todd**, University of Colorado at Boulder, to attend the 2003 AACRAO Technology Conference in Austin, Texas

As part of the award, each of the recipients of the scholarship have agreed to either write an article about their professional development opportunity for the RMACRAO newsletter or make a presentation on this topic at the next RMACRAO annual meeting. We look forward to hearing from these individuals!

Travel Grant Recipients for 2003

AACRAO 2003 Travel Grant Recipients

The following four individuals were first-time attendees at an AACRAO annual meeting and attended the 2003 meeting in Washington, DC. They each received a \$100 travel grant from RMACRAO.

Alison McNulty, registrar and interim director of enrollment services at Casper College. "I have been at Casper College since 1997 and registrar since May 2002. Since I was so new in my position at the time of this first big conference, I learned something from everything I did, from booking plane tickets and hotel rooms to setting up international student files. It was a great learning experience for me and I was lucky enough to be able to experience many of the major areas of interest for me—FERPA and SEVIS, and the Datatel people and the NSL Clearinghouse people were able to answer several questions I had about their submission requirements. Besides all of this, I met many wonderful people, renewed some old friendships, and made many contacts that have been invaluable to me throughout the year. I appreciate what the travel grant enabled me to do and I appreciate RMACRAO for providing it for me."

Lane Buchanan, associate registrar at the University of Wyoming. He has been in this position for a year and half and in the office for approximately six years. "AACRAO was a tremendous learning experience, especially in meeting other people in similar positions in both smaller and larger school through out the country."

Mary E. Angell, registrar at the College of Santa Fe. "I have been in higher education since 1989, having been in the registrar area for only the last four years. With budgets short in the last few years, it was really a great opportunity to be awarded the travel grant. My first AACRAO meeting in Washington,

DC this year was wonderful. The chance to meet folks from all over the country and to attend so many informative sessions was a real treat. There were so many sessions to pick from, that I could not attend them all. I will definitely be working this national conference into my budget from now on as it truly is a way to learn new trends, gather new contacts, and exchange ideas."

Brandy Lane, classroom scheduling coordinator in the registrar's office at the University of Denver, was also a recipient of the travel grant for AACRAO.

RMACRAO 2003 Travel Grant Recipients

Each of the following seven individuals received a \$100 travel grant for the 2003 RMACRAO Annual Meeting in Durango, CO. They were all first-time attendees at a RMACRAO annual meeting.

Susan Foster, administrative assistant III in charge of transcript evaluations at Fort Lewis College has been in the records office for about four months. "I enjoyed being exposed to the many facets of what the records office is responsible for in the whole college 'scheme of things.' I thought the information about transcript fraud was especially pertinent and interesting."

Jenny Roberts, administrative assistant III in charge of general office management at Fort Lewis College has been in the records office for 1 1/2 years. "I enjoyed meeting the people that attended, both the college staff and the vendors. It was equally beneficial and interesting to hear how other schools deal with the same situations and dilemmas that we struggle with daily. The contacts that I made during the three days have proven to be a great asset. I like knowing that I have a mentor out there who has the experience

and know how to answer any question I might have, and help me work through a situation. I also found the workshops to be highly beneficial. Most were well put together and geared toward the rapidly changing environment of higher education. Allen Ezell and Arlie Stops and his crew where outstanding!!"

Julie D. Harner, degree audit analyst for over a year at the University of New Mexico – Albuquerque has been working in higher education for more than 9 years. "The conference was a good opportunity to meet people from other institutions and exchange ideas."

Todd Hynson, supervisor of student records for almost two years at the University of New Mexico – Albuquerque. "I liked the interaction with people in my office the best. It seems that I really don't get to be around those people normally and it was nice to get to know them. The sessions were OK – there seemed to be some new stuff talked about that we have not mentioned in our regular office meetings here at UNM."

Charmayne Sadler, assistant to the registrar at the College of the Southwest has been working in the registrar's office for ten years. "What an opportunity for anyone involved in the registrars and admissions offices! Being able to meet others in the same profession and to hear their everyday experiences has helped me realize the importance of records and security of the records. The forums presented were very informative. Everyone should get involved in RMACRAO, as it is beneficial to all."

Other recipients of this travel grant:

- **Paula Martinez**, Degree Audit Specialist, University of Colorado-Denver
- **Quient Higgins**, Admissions Representative, Laramie County Community College
- **Tracey Ray**, Assistant Director of Admissions, University of Wyoming

Highlights of RMACRAO 2003

Newcomers Welcomed at the Annual Meeting

23 first-time attendees were present at the RMACRAO 2003 Annual Meeting in Durango. We welcomed all these individuals at the annual meeting with a pizza party lunch on the first day of the conference. They were able to get an introduction to RMACRAO, meet some current members, and learn a little bit more about each other. These newcomers were also invited to a wrap-up breakfast on the final day of the conference. The executive board gets a lot of good feedback from this group of individuals and we appreciate their interest in the organization. Following is a list of the first-time attendees with all states of RMACRAO well represented.

Colorado

- Vicky Butler, Admissions Counselor, Colorado Mountain College
- Jill Carither, Assistant Director of Admission, Fort Lewis College
- Diana Cole, Admission Counselor, Fort Lewis College
- Gretchen Foster, Director of Admissions, Fort Lewis College
- Susan Foster, Administrative Assistant III, Fort Lewis College
- Amanda Kerker, Admissions Coordinator, Northeastern Junior College
- Paula E. Martinez, Degree Audit Specialist, University of Colorado-Denver
- Peg Morelli, Student Services Coordinator, Colorado Community College
- Jenny Roberts, Administrative Assistant III, Fort Lewis College

New Mexico

- Griselda Aubert, Admissions Assistant, Eastern New Mexico University-Roswell
- Heidi Browne, Admissions Assistant, Eastern New Mexico University-Roswell
- Julie Gabriel, Systems Analyst, New Mexico State University

- Henrietta Griego, Director, Recruitment and Admission, Luna Community College
- Julie D. Harner, Degree Audit Analyst, University of New Mexico
- Marianne Harris, Admissions Specialist, San Juan College
- Todd Hynson, Student Records Supervisor, University of New Mexico
- Stewart Nelson, Administrative Assistant II, University of New Mexico
- Charmayne Sadler, Assistant to the Registrar, College of the Southwest

Wyoming

- Holly Allison, Admissions Representative, Laramie County Community College
- Nicole Clark, Degree Analyst, University of Wyoming
- Queint R. Higgins, Admissions Representative, Laramie County Community College
- Tracey Ray, Assistant Director of Admissions, University of Wyoming
- Dawn Schumann, Degree Analyst, University of Wyoming



Lynn Denzin (Metropolitan State College of Denver) and friend catching up with colleagues Melissa Clanton (University of Denver), Nolan Oltjenbruns (Colorado State University), and Scheherazade Downey (University of Denver) during the annual meeting.

Highlights of RMACRAO 2003



Mark Goldfarb (Fort Lewis College), Jill Carithers (Fort Lewis College), Conrad Chavez (University of Wyoming), and Lane Buchanan (University of Wyoming) take part in the golf event at the annual meeting.

RMACRAO 2003 - Another Successful Annual Meeting!

From the golf outing sponsored by Credentials, Inc., to an elaborate dinner buffet and melodrama show at the Strater Hotel, to 23 different informative sessions to choose from, all involved feel we had another successful annual meeting for RMACRAO members!

The Fort Lewis campus in Durango hosted a great annual meeting for us. Attendance numbers were pretty impressive with approximately 90 members in attendance, and a record number of 13 exhibitors/vendors.

As one member of RMACRAO commented, "It's going to be a hard act to follow." But we'll certainly try for the 2004 annual meeting. Thanks again to all those involved in putting together the 2003 RMACRAO Annual Meeting!

Distinguished Service Awards

At the RMACRAO 2003 Annual Meeting in Durango, we awarded distinguished service awards to three RMACRAO members:

- **Lynn Denzin**, Metropolitan State College of Denver
- **Steve Ekerholm**, University of Colorado at Colorado Springs
- **Randy Kouba**, University of Colorado at Colorado Springs

The citations noting their service can be found on the RMACRAO web site at registrar.colorado.edu/rmacrao/ under Annual Meeting Info. Congratulations again to these members on their accomplishments and contributions!



Steve Ekerholm, Lynn Denzin, and Randy Kouba were all presented with distinguished service awards during the business luncheon.

Apply Now for Travel Grants to AACRAO 2004

The AACRAO 2004 Annual Meeting is at the Mandalay Bay Resort & Casino in Las Vegas, Nevada, **April 19-22**. It's not too early to start making plans to attend AACRAO's annual meeting which features pre-meeting workshops and sessions of interest to all AACRAO members.

RMACRAO offers six \$100 travel grants for first time AACRAO attendees. If you've never attended AACRAO before but plan to attend in April 2004, we encourage you to apply for one of these travel grants. Go to the RMACRAO web page at registrar.colorado.edu/rmacrao/ for an AACRAO travel grant application. Print out the application form, complete it, and send it to your RMACRAO state vice president by **February 1, 2004**. Take advantage and apply now!

RMACRAO is Looking.....

To tap into your talents and experiences to join the board of directors! This year we will be electing a president-elect, secretary, and vice-president for New Mexico. As past president, I am responsible for putting the slate of nominees together for the membership schools to vote on.

Speaking from several years of experience and a couple of offices later, being on the RMACRAO board has been one of the most rewarding professional experiences I have been involved in. The opportunity to work with such fine folks, who work to make a difference, is worth the time and energy it takes to serve as an elected member of the board.

I'd like to suggest to everyone who is interested in furthering your professional development and involvement in RMACRAO to check out our home page. There you will find out about the number of things we are involved in. You'll be able to review the articles of incorporation

and the by-laws to find out the responsibilities of each of the offices.

Also if anyone is interested on serving on the Nominations Committee, I would appreciate it if you would contact me at your earliest convenience. We'll start our work of the committee early in '04.

Kathleen F. Sena
RMACRAO Past President

RMACRAO 2004

"All Trails Lead to Casper" for the **RMACRAO 2004 Annual Meeting** at the Parkway Plaza in Casper, Wyoming on **July 21-23, 2004**. Some of the things that are being considered for the annual meeting include a tailgate party with the Casper Rockies professional baseball club, a visit to the National Historic Trails Interpretive Center, and some other great activities along with quality and informative sessions for all RMACRAO members. Mark the dates on your calendar and look for more information in the winter/spring RMACRAO newsletter.



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