



ROCKY MOUNTAIN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

COLORADO ♦ NEW MEXICO ♦ WYOMING ❖ SUMMER 2002 NEWSLETTER

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From the President

In this newsletter you will find the official call for the annual meeting of RMACRAO. You will also learn about the hard work of both the Program Committee and the Local Arrangements Committee. It is their efforts, your support, and your attendance at the annual meeting that sustain this organization – RMACRAO.

It was great to see so many of you at the AACRAO annual meeting in Minneapolis. The networking and the incredible variety of sessions and vendors made this an exceptional experience. Some of that networking took place at the RMACRAO regional reception. If the reception at the Rock Bottom is any indication of Kathleen Sena's abilities, our annual meeting at Angel Fire should be outstanding!

Last year Linda King established a mentoring program for our organization. The importance of this program, this activity, is enormous, yet it is simple to participate:

- We match veterans of the profession with newcomers.
- You communicate with each other throughout the year via e-mail or telephone.
- Each of you receives enrichments that you carry for a lifetime.

If you would like to be included in this opportunity, veterans and newcomers should contact me at sekerhol@uccs.edu. *Please include your name, school, current position, and number of years in the profession.*

While my term of office continues for a few more months this is my last newsletter message. Serving as president of RMACRAO has been a great honor and privilege. On a professional level the experience is invaluable, but more importantly, on a personal level the opportunity has been one of those 'life changing events.'

As always, I look forward to the opportunities that we may have throughout the rest of this year to converse and share ideas. I hope that all is well with you, your family, and your co-workers. *–Sincerely, Steve Ekerholm, RMACRAO President.*

President's Call to the Annual Meeting

I, Steven P. Ekerholm, President of the Rocky Mountain Association of Collegiate Registrars and Admissions Officers, do hereby issue the call for the 2002 Annual Meeting to be held July 17-19 in Angel Fire, New Mexico.

The annual meeting is the keystone event of our regional association. This is an excellent opportunity to share our professional experience with each other, renew long-standing friendships, and support those individuals who are new to the organization and new to the profession.

More than any annual meeting in the history of our association – attendance this year should be a priority.



Vice Presidents' Reports

Colorado - Becky Barnes

At the **University of Northern Colorado**, I'm concentrating registrar's staff efforts on technology this spring and summer. Room scheduling is migrating to Resource 25 from Schedule 25. Staff attended a four-day training session in Portland in February, and the new software was downloaded in April. Campus conversion plans are targeted for September, in time for spring 2003 advanced registration. The records area is in the process of setting up imaging and workflow for student records. The offices of admissions and student financial resources are collaborating with the registrar's office on this project.

In October **Tony Montoya** joined UNC as the university's assistant vice president for multicultural affairs. Just prior to coming to UNC, Tony was at Metropolitan State College as the assistant dean of the School of Letters, Arts and Sciences.

Michelle Bouie, from New Orleans, Louisiana, has joined the staff in the Office of Admissions at **Colorado State University**. Michelle was a transition officer with Delgado Community College in New Orleans where she recruited high school and adult students. As an assistant director in the admissions office at CSU, Michelle will recruit students and oversee two major programs (PRIDE Weekend, an orientation program for diverse students, and Black Issues Forum, a three-day program for high school juniors).

The addition of Michelle to the staff is quite timely as Black Issues Forum celebrates its ten-year anniversary in June. The forum was created to enhance students' leadership and communication skills by researching and discussing pertinent issues related to the African American community. Black Issues Forum also gives students the opportunity to experience higher education and campus life, encouraging them to continue their education

beyond high school. Commenting about the forum's anniversary celebration, Michelle said that the planning committee has several surprises in store for students including a special keynote address by an alumna of CSU and member of the first Black Issues Forum class ten years ago.

Denver Seminary is pleased to welcome **Bob Fomer** as vice president of enrollment management. Bob officially started in this new position March 1. For the past 22 years, Bob has served at the Colorado Student Loan Program (CSLP) as deputy director and director. Bob graduated from Denver Seminary in 1975 with a master's degree in biblical studies. Bob's godly character, servant spirit, personal theological training, work experience, and expertise uniquely qualify him for this new position.

Judy Beckmann, director of recruitment, and **Richard Bibeau**, educational consultant, have recently joined the student recruitment effort at **Red Rocks Community College**. Judy has been with the college for approximately three years. She most recently served as an academic advisor before being tapped to head up the recruitment function for the college. Richard brings an array of professional experiences to the college, including stops in public education, higher education administration, business, and industry. Richard will primarily focus his efforts in the recruitment and retention of adult students. Red Rocks Community College is very excited about the addition of Judy and Richard. We hope that you will extend a big RMACRAO welcome when you see them on the road.

Teri Burleson is the new registrar at **University of Colorado at Denver**. Teri's appointment was effective August 1, 2001. She was previously with Metropolitan State College, and has been with UCD four years. Teri recently graduated with a master's degree in counseling psychology – college student personnel from UCD.

Also at UCD, **Doug Ramsburg** of the admissions office has been promoted to academic credentials evaluator. Doug, previously at University of Denver, has an extensive background in admissions and information technology. The admissions office also welcomes **Quynh Nhu Hoang**. Nhu is a recent graduate of CU-Denver, and was formerly an admissions assistant in the graduate school of business.

The registrar's office at UCD is busy getting ready to print their first in-house diplomas for spring 2002 graduation! This achievement is a credit to **Chris Breyare** and **Brian Leslie**, who worked over the past year to implement the process. In addition, **Linell Miller** in the registrar's office took charge of putting into operation Denver's grade scanning process beginning fall 2001. Previously, grades were scanned at the CU-Boulder campus, and this new capability has afforded the CU-Denver students earlier access to their grades. UCD is also now sending invitations to register and other notifications such as payment due dates, waitlist status, and add/drop deadlines to students via e-mail. This service allows students direct access to time sensitive information, and has resulted in a cost savings of thousands of dollars in mailing expenses for the university.

The admissions office at UCD is on the verge of launching a project that will allow for web prospect direct upload to their student information system. This will facilitate prompt response to students inquiring about the university, plus save countless hours of data entry.

Steve Ekerholm, formerly the registrar at **University of Colorado at Boulder**, moved to the Colorado Springs campus on May 15 as director of enrollment management. The Boulder campus will miss him but wish him the best! **Barb Todd** is the interim registrar at CU-Boulder and a national search will be conducted for a new registrar this summer. RMACRAO also wants to congratulate Barb Todd for being elected to the 2002-2003 AACRAO Nominations and Elections Committee.

Vice Presidents' Reports (continued)

New Mexico - Ruth L'Esperance

I should probably start this Vice President Report with my personal news. As many of you know, I have worked at San Juan College in Farmington for the past four years. In February of this year, I was offered the branch registrar position at **The University of New Mexico – Los Alamos**. I started this new position in March. Although, I loved working at San Juan, this change has been very exciting for me.

Marianne Harris has been hired as the new admissions specialist at **San Juan College**. She will be responsible for the recruitment of prospective students at SJC as well as other outreach activities. Marianne was most recently employed at Utah State University in the records office. Welcome Marianne!

San Juan College has been looking at ways to improve the retention of students and will be implementing additional "learning community" courses. These courses allow students to enroll in a series of linked courses. Studies have shown this to be an effective tool to improving the success and retention of students. Students must enroll in the series of courses and as a result generally seem to do better in the courses. In addition, many of the assignments are linked between the courses. SJC is also implementing an honors program, which will allow students interested in taking more rigorous courses the opportunity to do so.

New Mexico Military Institute has seen big technical changes this year. They made a student information system conversion from POISE to ABT (bought by Banner). They are in the process of changing over right now. The registrar's office will be converted by August and the admissions office by October.

Rosie Corrie is now the director of admissions and records/registrar at **Clovis Community College**. She took over the position in August of 2001. Rosie has been at Clovis Community College for ten years. She has worked at CCC as an admissions coordinator and most recently

as the CAFB Educational Services coordinator. She has had a busy couple of semester, but is getting the hang of it! She hopes to see everyone this summer at RMACRAO. Congratulations Rosie!

I also hope to see everyone this summer! Angel Fire is a beautiful location in New Mexico, so make this the annual meeting you attend!

Wyoming - Laurie Watkins

At **Western Wyoming Community College**, construction is on track for the new Weidner Wildlife Collection, which will include over 100 wildlife trophies and artifacts donated by Roger and Jeanne Weidner. Other construction projects include the complete renovation of a chemistry lab as well as replacement of the outdoor tennis courts and children's play area. WWCC has also formed a steering committee to begin the self-study process for the 2004 North Central Accreditation team visit.

Lynn Fletcher, longtime registrar at **Casper College**, is now the director of institutional research for Casper. Lynn will be missed in RMACRAO but will continue to be a valuable resource at Casper College. We wish her the best. A new registrar/records coordinator should be hired shortly.

As Lynn Fletcher moved into her new position, some minor restructuring took place at Casper and **Linda King** is now the director of enrollment services. The admissions and records office is now known as the Enrollment Services Office.

Jenny Hargett, admissions coordinator for **Laramie County Community College**, reports that Career Programs admissions representative **Debbie Barbour** and her husband, Jason, will be moving to Charlottesville, VA where Jason has accepted a fellowship and assistantship to pursue his PhD at the University of Virginia in the civil and

environmental engineering department. The announcement for Debbie's job is at www.lccc.cc.wy.us/hum_resources/admissions_representative.htm.

Northwest College regrets to announce the resignation of **Alice Hall**, dean of students. Alice led the campus in the reorganization and development of enrollment services. She is joining the Park County Mental Health Services as their associate director. Northwest College will conduct a search for her position in the summer. Thank you to registrar **Linda Newell** for the update!

The University of Wyoming welcomes their new registrar, **Robert Hensley**, formerly with Humboldt State. The admissions office is hiring for two positions, **Noah Buckley's**, who left for a marketing position with the Cheyenne Eye Clinic, and **Troy Archuletta's**, who is the new director of admissions for Western Nebraska Community College in Scottsbluff, Nebraska. UW admissions Total Recruitment Package for the 2001-2002 season was a Bronze Winner in the seventeenth annual Admissions Advertising Awards given by the Admissions Marketing Report. In other admissions news, **Dominic Martinez** is helping to coordinate as the UW campus hosts a second summer of the Daniels Fund College Preparation Program for high school seniors.

Reminder: Apply Now for Travel Grants

If you plan to attend the RMACRAO 2002 Annual Meeting in Angel Fire, New Mexico, and you're a first-time RMACRAO annual meeting attendee, apply for one of the \$100 travel grants available at registrar.colorado.edu/RMACRAO/travel.htm. RMACRAO will award six of these travel grants to first-time attendees, so be sure to apply. **The application deadline for travel grants for RMACRAO has been extended to June 7.** Send completed travel grant applications to your state vice president by June 7.

RMACRAO 2002 Annual Meeting Plans

At our annual meeting on July 17-19 in Angel Fire, New Mexico, we'll be celebrating RMACRAO's 25th anniversary and there are many folks working on various aspects of the annual meeting to make it a great time for all. A couple of new ideas have been developed and are being offered at this year's meeting. First there are the pre-meeting workshops on Wednesday morning: Admissions 101 and Registrar 101. There is an additional \$25 registration fee to attend (and the fee covers the materials utilized in these sessions and a refreshment break). To sign up for one of the pre-meeting workshops, use the annual meeting registration form mailed to RMACRAO members in mid-May. Please contact Ruth L'Esperance at UNM-Los Alamos, ruthl@la.unm.edu for any questions you have regarding these pre-meeting workshops. Information is also available on the RMACRAO web site at registrar.colorado.edu/RMACRAO under Annual Meeting Info.

Another new addition to this year's annual meeting is the Town Meeting on Wednesday afternoon. The executive board has identified several issues and ideas that we would like to have input on from RMACRAO members. The Town Meeting will give us more time for discussion of these important topics than there is time for at the business meeting.

Also on Wednesday is the opening general session featuring guest speaker Dr. Michael Hammes, from the College of Education at The University of New Mexico. Dr. Hammes will share ideas and suggestions on how we can continue to survive and grow in our fast-paced world and sometimes uncertain times.

Obviously Wednesday is a packed day with the above activities in addition to workshops, time with our vendors, and the president's reception. That evening will be filled with food, fun, and merriment. Bring along your dancing shoes, as the entertainment will include music from the last 25 years (in honor of RMACRAO's 25th anniversary).

Thursday is another packed day with workshops, important time with our vendors, the business meeting luncheon, and an opportunity to utilize and show off our leadership and team building skills in the great outdoors of northern New Mexico. For our evening activity we will be taking a short bus ride through some of the beautiful mountains surrounding Angel Fire for dinner at the Moreno Valley Ranch. We're just going to hang out with the cowboys, cowgirls, and western cooks for a scrumptious dinner and an evening filled with music, storytelling, and just plain ol' relaxing.

On Friday morning we have made arrangements with the Angel Fire Resort to push the checkout time to 12:00 p.m. (noon), in order for us to fit in some great workshop sessions, that last time with our vendors, and conclude with a closing general session with a dynamic presentation to wrap up our wonderful annual meeting. We will conclude in plenty of time for folks to be able to go back to their rooms, pack, and checkout by noon.

Some of the workshops being offered this year include FERPA, distance education, home schooling, call centers, electronic messaging, along with sessions for personal and professional development, and sessions offered by some of our vendors.

Annual meeting registration materials were mailed out to RMACRAO members in mid-May and are also available on the RMACRAO web site at registrar.colorado.edu/RMACRAO under Annual Meeting Info. If you have any questions, please contact Kathleen Sena at ksena@unm.edu or at 505-277-4792.

See you in July to celebrate RMACRAO's 25th Anniversary!

Update from the LAC

We already know your calendar is marked! It's not quite time to pack your bags, but it is time to start making hotel reservations and travel arrangements to attend RMACRAO 2002.

RMACRAO annual meetings are a time filled with learning, fun, friendships (old and new), and relaxation. And your summer won't be complete without making time to find out what is going on in our professions.

The Local Arrangements Committee (LAC) is hard at work making sure all the finishing touches are being put on to provide RMACRAO members with the opportunity to attend the meeting of the summer! As you can tell from the the program that has been planned for RMACRAO 2002 (see article to the left), we're in for a great time. Celebrating 25 years is a great theme to be able to center this year's meeting around, and the LAC is working to make it an anniversary to remember!

Here are just a couple of the logistics that you need to know about and should take care of in the near future. You need to make hotel reservations with the Angel Fire Resort by contacting them at 1-800-633-7463 (option 1). They are offering us a room rate of \$75 per night for a single or double. They also have other housing arrangements available such as: 1 bedroom condos for \$105 per night; 2 bedroom condos for \$125 per night; and 3 bedroom condos for \$145 per night. These are great prices for us to be able to bring our families and give them a chance to enjoy the great outdoors of northern New Mexico.

NOTE: PLEASE MAKE YOUR HOTEL RESERVATIONS BY JUNE 17 to be guaranteed these room rates.

Just a little bit about Angel Fire.....It is located in the cool pines of northern New Mexico, easily accessible by 1-25 for our neighbors from Colorado and Wyoming. It is located 25 miles east of

LAC (continued)

Taos, for that great southwest shopping that folks like to do. Angel Fire is a small community with the necessities of the city, but the quietness of the mountains and the relaxing atmosphere that we all need from time to time. There is hiking, mountain biking, fishing, horseback riding, and scenic chairlift rides available throughout our stay at the resort. There is golfing available on one of the nation's highest 18-hole PGA rated courses, par 72, and 6,600 yards.

The temperature in the summer averages in the mid 70's during the daytime and low 40's at night. A light jacket or sweater and even an umbrella for occasional mountain showers are suggested. (Some of you may remember the occasional shower of 1994!) We would suggest a wrap of some kind for the Thursday evening event, as we will be out in the open of the great mountainous southwest!

The LAC is working on the social activities for our evenings, working with numerous prospective vendors to attend and share their products with us, and working with the program committee to offer great informational sessions. Be sure to try and come early and stay longer in Angel Fire to be able to enjoy all it and the surrounding towns and communities have to offer.

For any additional information please contact me at ksena@unm.edu, or at 505-277-4792. Till July.....have a great summer!

Respectfully submitted,
Kathleen F. Sena
2002 RMACRAO Local Arrangement
Committee Chair

Professional Development Scholarship Proposal

At last year's annual meeting, the membership approved the elimination of a printed membership directory. As a result, we have saved about \$1500 a year in publication and distribution costs. The executive board is submitting a proposal for the use of that money in a way that will benefit active RMACRAO members. We are asking you to vote for the approval of a Professional Development Scholarship. We propose that a minimum of \$1500 of our budget be allocated to Professional Development Scholarships. Our intent is to award at least two scholarships of up to \$750 each annually. If the cost of the professional activity is less than \$750, the lesser amount will be awarded. If funds are not used in a given year, the unused funds will carry over into the next year's budget. These funds will be added to the \$1500 standard allocation.

A sub-committee, made up of current and former RMACRAO board members, will review the applications and determine the recipients. The proposed application deadline is September 1st of the current year for any professional development activity to be attended from October 1st through September 30th of the following year. We propose the following criteria be considered as part of the application process:

- Involvement in RMACRAO and/or AACRAO
- That the professional development opportunity the applicant plans to attend is specifically related to the development of a career in higher education that involves admissions, registrar, records, or enrollment management responsibilities
- Scholarships will be awarded to individuals from different states whenever possible
- In the event that several equitable applications are received, the ability of the individual's institution to afford the activity without the support of the scholarship will be considered

Professional development activities might include, but our not exclusive to:

- Annual Summer Institute for International Admissions
- EDI in Education Conference
- Strategic Enrollment Management Conference (SEM)
- FERPA Workshop
- Registrars' Summer Institute at Aspen
- College Board Enrollment Management Institute
- CNL/ACE Academic Management Institute
- AMA Higher Education Events

The scholarship cannot be applied to either RMACRAO or AACRAO annual meetings. We will continue to offer the \$100 travel grants for first time attendees for these meetings.

Scholarship recipients will be expected to either write an article for the RMACRAO newsletter or make a presentation at the RMACRAO annual meeting following attendance at the activity. The article or presentation must be related to the content of the professional development activity.

The executive board recommends that you vote "yes" on the RMACRAO Professional Development Scholarship as proposed at the business meeting held during the 2002 RMACRAO Annual Meeting in Angel Fire, New Mexico in July.

Town Meeting Planned

The Town Meeting has become a tradition at the AACRAO annual meeting and is a popular forum for presenting and discussing issues or topics that are being considered by the association. This year at the RMACRAO annual meeting there are several important issues and topics being voted on or discussed this year. The following topics and any others brought up at the Town Meeting will be available for discussion.

Incorporation

Incorporation affords the association and its officers specific legal protection under the laws of incorporation. RMACRAO is not currently an incorporated body. AACRAO was incorporated several years ago. Our association (RMACRAO) has been working towards this status for a couple of years. With the leadership from past-presidents Luz Barreras and Linda King, the articles of incorporation are ready for a vote at the 2002 Annual Meeting in Angel Fire. See the

web site at registrar.colorado.edu/RMACRAO (under Annual Meeting Info) for the articles of incorporation.

Professional Development Scholarship

A proposal will be brought before the membership to create a new Professional Development Scholarship. This scholarship would be used to assist recipients in attending activities such as the Annual Summer Institute for International Admissions, FERPA Workshop, Registrar's Summer Institute at Aspen, etc. (See page 5 of this newsletter for more information.)

Proposed Budget for 2002 – 2003

The association's 2002-2003 proposed budget will be presented and available for discussion. The proposed budget is also on the RMACRAO web site at registrar.colorado.edu/RMACRAO (under Annual Meeting Info).

RMACRAO Expansion

The report of the Expansion Committee was presented in the last newsletter. The results of the survey were considered in-conclusive. The committee recommended further discussion at the annual meeting.

Come Prepared to Vote at the Annual Meeting

BEFORE the 2002 RMACRAO Annual Meeting in July, be sure to look at the following items on the RMACRAO web site at registrar.colorado.edu/RMACRAO. We'll be voting on these items during the business meeting luncheon at the annual meeting...come prepared!

- Review the proposal for incorporation (available under Annual Meeting Info).
- Review the July 19, 2001 business meeting minutes from last year's annual meeting (on the Executive Board page).
- Review the proposed 2002-2003 RMACRAO budget (available under Annual Meeting Info).

Also available on the RMACRAO web site (on the Annual Meeting Info page): The program for the annual meeting, a copy of the annual meeting registration form, and pre-meeting workshop info.



University of Colorado at Boulder

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