



ROCKY MOUNTAIN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

COLORADO ♦ NEW MEXICO ♦ WYOMING ♦ SUMMER 2005 NEWSLETTER

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From the President

Greetings!

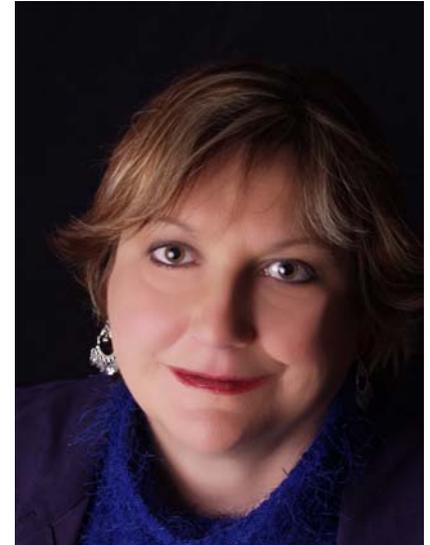
As I begin writing this, I am enjoying the spring time snow floating past my window. I am fondly pondering my years on the RMACRAO board. It has been a great privilege to serve you, the RMACRAO membership. I am also honored that you have placed your trust in me and in the board to manage, strengthen, and develop your association so that it will not only serve you but provide opportunities to you for professional and personal growth. The members of the board have accomplished much and are constantly discovering new ways that we can improve your association. We thank you for giving us the opportunity to grow and learn with you.

Tamara Lehner, past-president, has worked hard to insure that RMACRAO offers relevant opportunities for admission professionals. She has been invaluable in encouraging those of you in admissions to participate at our meetings and on the board. Admission folks are an important part of our association and we hope that we can find ways to better meet your needs. I encourage you to contact any of us with your ideas.

While serving as vice-president of Colorado, Sherri Waggoner headed up a committee to renew, re-energize, and provide structure to the Peer Review process. This service has not been taken advantage of for many years and is a resource that we encourage you to tap into. The Peer Review application deadline for 2005-2006 is June 1st. If you are interested in a peer review for your institution, check out the outline and application form on the RMACRAO web site.

The board has begun a new project that, upon its completion in 2005-2006, will be a fabulous administrative tool for future boards. Last fall, the board met with the intent to update the Annual Meeting Planning Handbook. Steve Ellis, our historian, volunteered to compile the tasks as we brainstormed. Steve did such an amazing and comprehensive job in organizing the information that he became the creative force behind the development of the "A Year in the Life of RMACRAO". This text CD will include calendars, documents, forms, resources, and templates to be used by the RMACRAO board, the LAC, and other committees. Taking on a yeoman's task, Steve has graciously agreed to chair the committee to complete this project.

I have been truly fortunate to work with the current board. I have not only learned much while serving with them, I have developed lasting friendships. It is difficult to believe that summer is almost here and that I will soon be passing the gavel, the crown, and other royal accoutrements to our next president, Mary Angell. Angell has truly stepped up to the plate to serve RMACRAO. She is a strong leader and I am



(continued on the last page)

Vice Presidents' Reports

Colorado - Sherri Waggoner

Dear Colorado RMACRAOans:

I wanted to remind you about a couple of things.

First, the **deadline for requesting a Peer Review is June 1** (and this is available to all RMACRAO members). As one of the board members that worked on the Peer Review project, I would like to encourage any of you considering this service to apply. Whether your institution is restructuring admissions, records, or enrollment management, implementing new software, or reworking your current office practices, this service could bring you new ideas to make your life easier. All of the information regarding the Peer Review, including the application, may be found on the RMACRAO web site at <http://registrar.colorado.edu/rmacrao> (under Peer Review). What have you got to lose?

Second, there have been a lot of requests among RMACRAO members to develop a **Banner User Group (BUG)** as many RMACRAO members are Banner users. In answer to these requests, an initial BUG meeting has been scheduled for Friday, July 22, 1:00 p.m. - 4:00 p.m. (after the completion of the RMACRAO annual meeting). It is our hope that those interested will be able to stick around after the annual meeting to help develop what could be a very productive group. (Note: You do not have to register for the annual meeting to attend this user's group meeting and it's open to all members of RMACRAO. A questionnaire and further details will be e-mailed shortly.

Hope to see you in July!
Sherri Waggoner

Course Development Specialist, **Jenny Roberts**, from the **Fort Lewis College** registrar's office has been nominated for the Governor's Star Award. The nomination came from Michael Anziano, a psychology professor, who wished to acknowledge her work in one of the most thankless jobs on campus: scheduling classrooms. Dr. Anziano says, "...Jenny has done an outstanding job, both in the mechanics of the scheduling and in the social relations between her office and the department chairs...Jenny was wonderful, professional, helpful, and went beyond the job description to accommodate our classroom needs." Jenny received a congratulatory invitation to lunch with the Governor, and she has proudly hung her award alongside the plaque given her by RMACRAO in recognition for her work on the 2003 Local Arrangements Committee. Fort Lewis College uses Resource 25 for classroom scheduling. Congratulations can be sent to Jenny at roberts_j@fortlewis.edu.

The admissions office at the **University of Colorado at Boulder** recently celebrated a couple of retirements:

After a long career in higher education in Colorado, **Barbara Schneider**, executive director of enrollment management and director of admissions, retired at the end of April 2005. Barb began her career in admissions and records at Colorado State University, and then worked in the planning and budget Office at CSU. She then became the associate director of admissions at CU-Boulder and was the project leader for bringing up the new student information system. Following that she became the executive director of admissions and records at CU-Denver and later was the assistant vice chancellor for enrollment and student affairs at Denver. And back to Boulder she went to her most recent position before retiring after 35 years of service.

Barb already is sorely missed by her staff and friends but has now moved on to the enviable retirement life. Best wishes Barb!

After 32 years with CU-Boulder, **Bonnie Frank**, admissions word processing manager and an assistant to the executive director of enrollment management, will retire at the end of May 2005. Bonnie began her career as an evaluator in the office of admissions, and was then promoted to evaluator supervisor. She soon became the assistant to the director of admissions operations and head of word processing. Twice in her career Bonnie was the acting associate director of admissions operations, and she was one of the key people involved in bringing up ISIS and then SIS, CU's current student information system. Bonnie will be greatly missed by her co-workers and friends but looks forward to more traveling and fishing with her family.

New Mexico - Brad Bankhead

Glenna Ohaver is retiring after 28 years as the registrar at **College of the Southwest**. Her last day will be May 31. She plans to travel and spend lots of time with her family. A retirement party in her honor was held on April 22 in the Atrium on campus.

Matt Hulett, former director of admissions at University West Florida, has joined the admissions staff at **New Mexico State University** as the associate director of admissions. His primary responsibility will be developing and leading the university's integrated recruitment program. Matt is a native New Mexican from Corrales and a 1990 graduate of New Mexico State. He has 15 years of admissions experience, and we're glad to have his expertise back in the Rocky Mountain states.

Vice Presidents' Reports (continued)

Wyoming - Tammy Aagard

After years of service **Steve Levin** and **Marty Frank** have resigned their positions at **Casper College**. Steve has accepted a position with the University of Wyoming in the Student Educational Opportunity area. Marty is taking it easy for now, but recently received word that he will be deploying within seven months. Stay safe Marty.

Lots of news from **Central Wyoming College (CWC)**:

CWC hired a new admissions coordinator in February. Her name is **Brandi Ogg** and she started her job "running" with spring high school visits. Brandi is a Riverton High School graduate and received her bachelor's degree from Mesa State College in business administration with an emphasis in marketing.

CWC plans to reinstate inter-collegiate girl's volleyball in the fall 2006 semester. With this, CWC is advertising for a women's volleyball coach/admissions recruiter position to begin employment July 1, 2005. Also in the fall of 2005, CWC will introduce a construction trades program on the CWC campus and a culinary arts program at the Jackson CWC outreach area.

The CWC Student Senate has paid for some fun new activities on the CWC campus. We have a climbing wall in the gymnasium and a disk golf course!

Jason Harris was elected by his peers to be president of the Professional Staff Association at Central Wyoming College for this next year (April 2005 to April 2006).

Central Wyoming College is in the process of hiring two new academic advisors which will report to **Dr. Chestine Brohm** whose new title as of July 1 will be assistant dean for enrollment services. The admissions office will also report to Chestine. Office duties in the records office are

going through some realignment and redistribution. We hope to go live with SPEEDE electronic transcripts by the beginning of summer.

A Great Decision to Share in Our Region's Future, the name given to the first major fundraising campaign at **Eastern Wyoming College**, has raised gifts and pledges amounting to over \$1,000,000. EWC is entering the final stages of the campaign, whose goal is \$1.2 million, with a mailing campaign to over 3,000 individuals in Goshen County, and a phone-a-thon directed at EWC alumni. The projects supported by the major gifts campaign are expansion of the welding program and veterinary technology program, and remodeling the co-ed dormitory.

Jenny Hargett, assistant director of enrollment at **Laramie County Community College**, had a baby girl on April 6 – Gweneth Renee. Jenny is now on an extended maternity leave. Congratulations, Jenny!

The **University of Wyoming** is knee-deep in the Banner implementation, but still has time to pull a prank or two (ask Lane Buchanan about his run-in with John Kerry.)

Celia Layden, degree analyst, and her fiancé Mike will be married July 3rd. Congratulations Celia!

The offices of registration & records and admissions at **Western Wyoming Community College** are looking forward to the April orientation and pre-registration for new students. Registration & records will get a new look this summer with a redesign of the Information Desk area, new carpet, paint, wallpaper, and a reconfiguration of the office space. The housing office will move into a new area adjacent to registration & records and admissions.

Professional Development Scholarships

Start thinking about what professional development opportunities you'd like to pursue for 2005-2006. To assist you, RMACRAO offers two **\$750 scholarships**. **The deadline for applications is October 1** for those planning on attending a professional development opportunity between October 1, 2005 and September 30, 2006. So start planning now!

Examples of professional development activities include (but not exclusive to):

- Annual Summer Institute for International Admissions
- EDI in Education Conference
- Strategic Enrollment Management Conference (SEM)
- FERPA Workshop
- AACRAO Technology Conference

(NOTE: This scholarship cannot be applied to either RMACRAO or AACRAO annual meetings.)

Individuals who are awarded this scholarship will be expected to either write an article for the RMACRAO newsletter about their professional development opportunity or make a presentation on this topic at the next RMACRAO annual meeting.

For more information and for an application, go to the RMACRAO web site at <http://registrar.colorado.edu/rmacrao/> and click on Prof. Develop. Scholarship.

RMACRAO 2005 Annual Meeting

Call to Annual Meeting

I, Scheherazade Downey, President of the Rocky Mountain Association of Collegiate Registrars and Admission Officers, do hereby issue the call for the 2005 Annual Meeting to be held July 20-22 in Boulder, Colorado.

The annual meeting is the glue that holds our association together. The annual meeting provides us with an affordable venue within which to share information and conviviality with our colleagues. It is a time to gather the most current information pertinent to our profession and to enrich our professional and personal development. I am committed to the view that attendance at the RMACRAO annual meeting be a professional priority.

Much attention, care, and hard work has gone into making the meeting a valuable, educational, and enjoyable experience for all. We look forward to meeting new colleagues, seeing old friends, and making new ones as we gather together in Boulder.

The RMACRAO 2005 Annual Meeting being held **July 20-22** in Boulder, Colorado is right around the corner and **registration is now open!**

An exciting program is planned which features many dynamic presenters. Some of the sessions scheduled will address timely issues surrounding transcript and diploma fraud, Colorado's voucher system, enrollment management, FERPA, imaging in admissions, tuition classification, training student ambassadors, and leadership. A tentative program is available on the RMACRAO web site at <http://registrar.colorado.edu/rmacrao> (under Annual Meeting Info).

Our keynote speaker will be Dr. Bennie Lambert, vice president of student and organizational development at North Harris College in Houston, Texas. No matter who or where you are in life, work, school, family, etc... there is "another" level and a "next" level. Bennie will use humor and real life experiences to stimulate you to "Take it to the Next Level".

To save on mailing costs, we're sending out all of the information via e-mail and do not expect to do a mailing. Additionally, annual meeting information is available on the RMACRAO web site at <http://registrar.colorado.edu/rmacrao> (under Annual Meeting Info).

Please keep the following in mind when making your plans:

President's Reception – The reception will be held in the flower gardens area of the host hotel, the Millennium. Activities planned include volleyball, badminton, as well as other games. You don't want to miss the ever popular "dunk tank" of past and present board members and other RMACRAOans. This is one event sure to make a splash!

Thursday Evening – This year's evening out begins with a social hour (and a half) hosted by the exhibitors. We then will be going to Folsom Field on the CU-Boulder campus for dinner

and a Texas Hold'em card tournament. Be sure not to miss this exciting event which will include a welcoming by a very special guest speaker!

Accommodations – A block of rooms have been reserved for us at the Millennium Harvest House in Boulder, Colorado. We would appreciate reservations being made early so the block can be extended, if necessary. The discounted hotel rates are being extended for three days before the meeting and for three days after the meeting, so think about adding some vacation time on to the trip and spend a few extra days in beautiful Boulder. When you make reservations, be sure to ask for the "RMACRAO rate". Rates and more information are available on the RMACRAO web site at <http://registrar.colorado.edu/rmacrao> (under Annual Meeting Info).

Door Prizes – If you have door prizes you would like to donate, please notify Antonette Martinez (antonette.martinez@colorado.edu). To send items in advance, you are welcome to mail them to Antonette Martinez, University of Colorado at Boulder, Office of the Registrar, 20 UCB, Boulder, CO 80309-0020.

Dietary Considerations – The business luncheon and Thursday evening dinner are both buffet style and will accommodate vegetarians.

Registration Deadline – A \$20 late registration fee is applicable for registrations postmarked *after July 5*, so register now for the annual meeting! To register, print out the registration form from the RMACRAO web site at <http://registrar.colorado.edu/rmacrao> (under Annual Meeting Info), complete the form, and mail it to the address indicated on the form along with your payment.

The RMACRAO 2005 Annual Meeting should be a great time to reenergize in beautiful surroundings, reconnect with friends and valuable colleagues, and get innovative new ideas as we begin the next season of recruiting and retention at our institutions. Hope to see many of you "Be Bold in Boulder!"

RMACRAO 2005 (continued)

To Be Voted On

Be sure to check the RMACRAO web site before you attend the annual meeting in Boulder. You need to review the following items as the membership will be asked to vote on these things at annual meeting in July in Boulder.

New Memberships

The following institutions have applied for membership to RMACRAO. You can review these applications for membership at <http://registrar.colorado.edu/rmacrao> (under Annual Meeting Info):

- Johnson & Wales University
- Rocky Mountain College of Art & Design
- University of New Mexico – Extended Studies
- Nelnet (associate membership)

Business Meeting Minutes

During the business meeting at the RMACRAO 2005 Annual Meeting, the membership will be asked to approve the minutes from last year's business meeting. You can view these minutes at <http://registrar.colorado.edu/rmacrao> (under Board of Directors, and then click on Annual Business Meeting Minutes).

Nominations & Elections Update

In accordance with the bylaws of the association, official notification and ballots for honorary membership and elections for the RMACRAO Board of Directors have been sent to all member schools 60 days prior to the annual meeting....ballots have been sent to the contact person at each institution. This is a quick reminder to the membership that the ballots are due back **by June 17**.

Announcement of the newly elected officers of the board of directors will be announced at the business meeting held during the annual meeting in Boulder.

For your reference, here's a list of the candidates:

President-Elect

- Sherri Waggoner, Registrar, Fort Lewis College

Vice President for Colorado

- Laura Medley, Registrar, Colorado School of Mines

Vice President for Wyoming

- Sandy Eisenman, Acting Registrar, Sheridan College

- Dawn Schumann, Degree Analyst, University of Wyoming

Treasurer

- Stuart Thomas, Registrar, Aims Community College

- Adrienne Weisz, Denver Recruiting Coordinator, University of Wyoming

2005 Admissions Institute

Register now for one of the four 2005 Admissions Institutes being offered by AACRAO. The Admissions Institutes are designed to help you and your staff learn the skills needed to effectively operate and manage an admissions office.

Invest in your professional development by registering today for one of the following Institutes:

July 25-26

Kennesaw State University
Kennesaw, Georgia (Atlanta area)

July 28-29

San Jacinto College
Houston, Texas

July 28-29

Portland Community College
Portland, Oregon

August 1-2

Stonehill College
Boston, Massachusetts

Registration information is at: <http://www.aacrao.org/meetings/index.htm>

From the President (continued from page 1)

confident that I am entrusting the gavel to someone who will serve the association with enthusiasm, dedication, and knowledge. I look forward to working with Angell during my final year on the board as past-president. I hope to see you all in Boulder as you join me in welcoming our new president, Mary Angell.

Contemplating camaraderie, it reminds me of how great it was seeing so many of you at the AACRAO annual meeting in New York. Angell organized an awesome reception at Bubba Gump's. The food was not only tasty but also abundant! I had an opportunity to talk with many of you and it seemed that a good time was had by all. The staff at Bubba's was delightful. They certainly made us all feel very welcome in New York! I am pleased that so many of you came to the reception and willingly paid the small fee. Your contributions helped us to free up funds for the Professional Development Scholarship, travel grants, and Peer Review. For that I offer you a huge "Thank You."

Now that the AACRAO meeting is behind us, it is time for you to make arrangements for attending the RMACRAO meeting in Boulder. Vince Calvo and the LAC have planned exciting events and have worked closely with the Millennium staff to insure that the Boulder meeting will be our best yet. Mary Angell and her program committee have been putting together a fantastic program for our Boulder meeting. Tamara Lehner has developed welcoming, informational, and enjoyable programming for first-timers. This meeting will offer expanded opportunities to network. We have also invited members from nearby associations to consider attending. We hope that we will have the opportunity to meet folks from Idaho, Kansas, and Montana. So put on your hiking boots and head on up to "Be Bold in Boulder!"

Bright Blessings,

Scheherazade Downey
RMACRAO President

Pictures from AACRAO 2005 in New York

Steve Ellis, the RMACRAO historian, took a lot of great pictures in New York at the AACRAO 2005 Annual Meeting. There's pictures from the RMACRAO reception at Bubba Gumps, the impromptu honoring of retiree Cynthia Stuart from UNM, and lots more! Check it out at <http://registrar.colorado.edu/rmacrao/pictures.html>!

AACRAO Workshops in Dallas, TX

FERPA Workshop in June

Join AACRAO and your fellow colleagues to hear from LeRoy Rooker, Director of the Family Policy Compliance Office, as he discusses the latest on FERPA and compliance issues at the next FERPA workshop scheduled to be held on June 21st in Dallas, Texas. Be prepared to receive an in-depth review of the latest FERPA regulations, case studies, and judicial decisions that will impact higher education institutions around the country. Hear the latest updates on electronic signatures.

For more information on the FERPA workshop or to register please visit: http://www.aacrao.org/meetings/Registrar_101.htm

Registrar 101 in June

If you haven't had the opportunity to register for the upcoming AACRAO-hosted Registrar 101 workshop, now is the time. Registrar 101 is scheduled to be held on June 20th & 21st in Dallas, Texas. Come benefit from the experience of your peers - each workshop will feature a panel of experienced registrars from the local area to assist you in the basics on your role as a registrar, FERPA compliance, how to make your office run more efficiently, and will guide you through the day-to-day concerns that only registrars have.

For more information about Registrar 101, please visit: http://www.aacrao.org/meetings/Registrar_101.htm

NOTE: Attend the registrar 101 workshop and then stay for FERPA. To download the registration form, visit <http://www.aacrao.org/meetings/>