



ROCKY MOUNTAIN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

COLORADO ♦ NEW MEXICO ♦ WYOMING ♦ SUMMER 2006 NEWSLETTER

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From the President

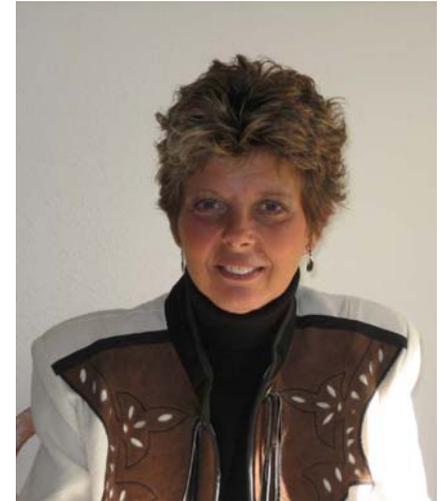
WOW – another academic year is coming to a close and I'm not sure I know where the year has gone. It seems that time flies by when you're having fun, facing new challenges, and helping to steer the way through change with your institution, professional associations, and in your personal life.

It was great to see so many of you at the AACRAO annual meeting in San Diego. The networking and wonderful array of sessions and vendors made for a great experience for all attendees. A great big THANK YOU goes out to **Sherri Waggoner** for putting together the RMACRAO reception at the Shout House, where the opportunity to visit with old friends and meet new ones was created in a very interactive environment. The singing and merry-making made for a night to remember.

I need to inform you of another change in the 2005-2006 RMACRAO Board of Directors. **Tammy Aagard** has accepted the appointment of secretary for the remainder of this year (through our annual meeting in July). Tammy is currently the Interim Registrar at the University of Wyoming. She previously served as the RMACRAO vice president for Wyoming from 2003-2005. She accepted this new appointment after **Robert Hensley** moved to Louisiana to accept the director of admissions position at the University of New Orleans (talk about facing new challenges). We all wish Robert the best of luck in his new position! Please join me in thanking Tammy for stepping up to the plate to fill this vital position on the board. Her dedication to our organization is truly appreciated.

Speaking of dedicated — the Program Committee (**Sherri Waggoner**), the Local Arrangements Committee (**Denise Esquibel**), and our Exhibitor Liaison (**Kathleen Sena**) have been working very hard to put together an annual meeting you will not want to miss at the Inn of the Mountain of the Gods in Mescalero, New Mexico. Their efforts, your support, and your attendance at the annual meeting are what sustains the RMACRAO organization – so be sure to mark your calendar to attend July 19-21. This year we will be inviting members from nearby associations (Texas, Kansas, and Nebraska) to attend and we have a very interested group of folks from Arizona who want to attend the BUMS meeting afterwards, so they may be coming in for the entire annual meeting as well. This will be a great opportunity for expanded networking, so be sure to go out to the RMACRAO web site to get all the latest information on the upcoming meeting (<http://registrar.colorado.edu/rmacrao>).

The rest of the board has been busy as well and I would like to take the time to thank each of the members of the executive committee for a rewarding year. I appreciate the



(continued on page 4)

Vice Presidents' Reports

Colorado - Lara Medley

Spring graduations are over or about to happen, and summer begins once again. Colorado institutions didn't have much to share for this newsletter, so I wanted to share my experience of being an author for an AACRAO publication.

When the call for authors went out, I thought I might attend the session at the annual meeting just to see what would be involved. As people felt knowledgeable, sometimes passionate, about issues they would offer to write that certain chapter. I thought it might be interesting to write about disaster recovery – so did many others. As Banner implementation was on the impending, I began to convince myself that I really didn't need to write a chapter, and that many others had stepped up to the plate to make this publication a success.

We came to the end of the meeting and Barbara Lauren said that there were a few unassigned chapters – one being degree audit. If you're inclined to believe in signs from above, this was it. I began working on degree audit in 1992 and know quite a bit about both the functional and technical aspects of at least three computerized systems. Before I realized what I was doing, I heard myself say, "I'd be glad to do degree audit." Then I asked myself when I was going to find the time.

Sometime during the recently past year of College Opportunity Fund implementation and Banner implementation, I found time to organize my thoughts, prepared an outline, submitted it for approval, and started writing. I didn't realize that it would be a challenge to discuss degree audit without talking about the packages available. Surely the information would be dated if I included words such as CAPP, DARS... These could easily become unintelligible groups of letters in just 5-10 years depending on new system development and progress for each company.

In the end I came up with generalized information that I hoped could be useful for a new registrar interested in implementing a degree audit system. Holding my breath I waited for approval from the editor. I was relieved when she suggested a few changes and I sent back the final copy.

When I arrived at AACRAO this April, I saw what a nice book "The Registrar's Guide" turned out to be. It was hard to believe that what I had to say, about anything, was in such a nicely bound, textbook-type publication. You can read more about this publication on page 4.

This is just one of the many opportunities that our RMACRAO and AACRAO organizations provide us as professional registrar and admission officers. Whether you enjoy presenting, facilitating, helping at information tables, leadership, or writing, you can find a way to serve the organization and get great rewards in return.

– *Lara Medley, Colorado Vice President*

New Mexico - Brad Bankhead

Let me say that we New Mexicans are really excited about hosting you down in the Land of Enchantment in July. In fact, Inn of the Mountain Gods on the Mescalero reservation at the foot of majestic Sierra Blanca is not only enchanting, it's magical. Prepare yourself to be renewed not only professionally, but spiritually as well. We hope that this year's annual meeting will be an experience that you will always remember. And, if at all possible, consider taking advantage of the opportunity and the setting to bring along family and/or friends and spend a few extra days exploring the immense beauty of the surrounding Lincoln National Forest. You can learn more about recreational opportunities in the Lincoln National Forest by visiting <http://www.fs.fed.us/r3/lincoln/>.

Learn more about the Year Round Playground of the Southwest, Ruidoso, New Mexico by visiting <http://www.ruidoso.net/>. See you soon!

– *Brad Bankhead, New Mexico Vice President*

Other news from New Mexico.....

Steven Klein has assumed the position of vice president of enrollment at **New Mexico Military Institute** replacing **Craig Collins**. New admissions counselors are **Jill Marie Setzer** and **Melissa Lee**. Welcome to all!

Since September, **New Mexico State University** has been one of thirteen universities nationwide participating in a year-long project, Foundations of Excellence® in the First College Year. The Foundations of Excellence project is designed to help campuses evaluate and improve the overall experience of first-year students. The project is sponsored by The Policy Center on the First Year of College, based in Brevard, NC. John Gardner is the executive director of this non-profit higher education research/policy center established in 1999 and supported by the Indianapolis-based Lumina Foundation for Education. The work of the center is intended to help both two- and four-year institutions of higher education enhance new student learning and retention through systematic appraisal and improvement of their programs, policies, and institutional procedures. Since the project began in 2003, over 300 two- and four-year colleges and universities have participated either in developing the model and/or measuring institutional performance. New Mexico State will complete the process this summer which will culminate in an action plan to improve student success for its first-year students. If your institution would like to learn more about this project you can contact Brad Bankhead at 505-646-5089 or brad.bankhead@nmsu.edu.

Vice Presidents' Reports (continued)

Judy Bosland, associate director of institutional research, has been promoted to director of enrollment planning and has joined the Office of Enrollment Management. Bosland will bring her fifteen years of experience in institutional research at NMSU to this position as she focuses on student-related research to improve recruitment and retention. Since August, in addition to her regular duties, Bosland has served on the steering committee for the Foundations of Excellence self-study and improvement process for first-year students.

We're LIVE and doing great! The **University of New Mexico** is in the midst of implementing the SCT Banner product. In January, the admissions office went live with the recruitment and admissions modules of the student information system. They continue to work through the process of admitting students, with each day solving one concern and another one coming to life. But the really great news is that they are live in the new world and students are being admitted for fall 2006 and beyond. In early April, the registrar's office went live with the Banner on-line catalog and schedule of classes. This year they decided not to print a paper copy of the schedule of classes. Some RMACRAOans might be saying so what, that's no big deal. UNM didn't believe that it would be either, but just in case they prepared a PDF version and placed it on their home page. It turned out to be a bigger deal to some, change can be hard, and this was one of the many big changes that have come out of their enterprise-wide implementation.

Wyoming - Laurie Watkins

Allison McNulty, former registrar, was named the director of admissions and student records at **Casper College**.

Lynn Fletcher, the former registrar, will be returning as the new registrar while maintaining institutional research responsibilities. CC will offer men's and

women's varsity soccer programs beginning fall 2006, and new academic and occupational programs include paramedic, engineering technology, allied health, petroleum technology, rangeland management, and animal science. A 30 year plan will begin implementation this summer by changing campus entrances and driveways for better traffic flow and to make room for construction of new buildings.

According to **Central Wyoming College's Serol Stauffenberg**, volleyball coach and admissions recruiter, the campus is expanding the broadcast journalism program in conjunction with Wyoming Public Television located in Riverton. The women's volleyball program will begin competition in fall 2006, and other sports are planned. CWC is also working on a culinary arts program based in Jackson, and a new Wyoming Cultural Heritage Institute to focus on Wind River history.

Marilyn Cotant, dean of students at **Eastern Wyoming College**, reports **Mell Cooper** is completing his first academic year as recruiting coordinator. Mell maintains a blog for prospective students entitled the "Lancer Pulse" which highlights campus activities and events. EWC recruiting, financial aid, admissions, and other student services offices are excited about the newly authorized Hathaway Scholarship program for eligible Wyoming high school graduates. EWC received partial funding from the Wyoming state legislature to assist with construction of a new residence hall. It will replace the apartment building that had to be removed from use in fall 2005. The completion of the new 58-bed residence hall is anticipated for fall 2007. Two EWC programs will be expanded as a criminal justice instructor and a livestock judging/agriculture instructor will be hired for the fall 2006 semester. Criminal justice offerings have been long-standing at EWC, and with the construction of the

new penitentiary in Torrington coming in the next few years, the program will be expanded to include more in the area of corrections. Likewise, the agriculture program at EWC will begin to offer livestock judging to complement its current offerings.

Josh Nighswonger, admissions representative at **Laramie County Community College**, reports that construction continues on a new residence hall set to open fall 2006. The building will offer more housing options for on campus students with up to 185 new beds. Last year, over 100 students were on the waitlist for housing at LCCC.

Sheridan College recently hired **Joyce Thompson** as the GEAR UP site coordinator. Joyce received her undergraduate degree in social work from the University of Missoula and her master's degree in communication from Regis University. She currently holds a K-12 school social work certification. Joyce will be working on hiring an assistant coordinator in Gillette in the near future.

At the **University of Wyoming**, **Sara Axelson**, former associate vice president for enrollment management, has been named vice president for student affairs. A search for a director of admissions will begin soon. **Noah Buckley** has served as interim director of admissions since August 2005. **Robert Hensley**, registrar, left UW to be the director of admissions at the University of New Orleans. **Tammy Agard**, associate registrar, has been named interim registrar, and a search will begin in the fall. Tammy was also appointed RMACRAO secretary to complete Robert's term. **Shelley Dodd** is continuing work on Banner implementation, and **Mary Aguayo** was hired as a new admissions representative. **Nadine Alvarado Hensley** left admissions to work in the financial aid office at the University of New Orleans, and **Aaron Applehans** is the new minority student

Vice Presidents' Reports *(continued)*

recruitment coordinator. With the passage of the Hathaway Scholarship program, everyone is working to comply with the new requirements, and policies and procedures are being developed in conjunction with the Wyoming Department of Education, community colleges, and high schools. This spring, the Wyoming State Legislature passed Diploma Mill legislation requiring that all higher education institutions be accredited by accrediting bodies recognized by the US Department of Education.

After 45 years as the Spartans, **Western Wyoming Community College** announces a change in mascot to the Mustangs beginning fall 2006! The new school colors are red and black. WWCC is adding a men's varsity soccer program while maintaining a women's club team. New programs at WWCC include phlebotomy, compression technology and electrical mine maintenance. Part-time enrollment continues to climb – up 972 students (56%) from spring 2005. The increase is attributed to industry training in partnership with local employers. The GEAR UP office is now fully staffed with **Dustin Conover**, coordinator, **Laura Grossnickle**, assistant coordinator, and **Amy Carter**, secretary (Amy left WWCC's admissions office to accept the new position). **Kay Leum**, registrar, continues planning for the National Orientation Directors Association national conference in Salt Lake City on October 28-31.

From the President *(continued from page 1)*

vice presidents from each of the states, **Laurie Watkins**, **Lara Medley**, and **Brad Bankhead**, for keeping us up-to-date on the various happenings at the state level and at the numerous institutions in the Rocky Mountain region. **Schez Downey** has been busy preparing the upcoming slate of nominations for the 2006-2008 election and finding out about members of our association who may be retiring so we can make sure to wish them well in their new adventures. She is also working on getting ready for the first-timers events at the upcoming meeting – so if you would like to help out with our “rookies” this year, be sure to contact her soon. **Robert Hensley** (and now **Tammy Aagard**) has been wonderful in keeping track of the board's actions, activities, and association business (no small feat) and **Stu Thomas** has been taking care of the often difficult undertaking of the association's finances. As always, **Sally Page** has been very busy keeping the membership informed and all board members on task. **Steve Ellis** has been reminding all of us about the history of our great organization, while continuing to build the archives of the history we continue to create. My thanks to all of the board members for volunteering to serve our tri-state membership and for a very rewarding year.

Sincerely,
Mary E. Angell
RMACRAO President

San Diego Pictures

Pictures from the AACRAO 2006 Annual Meeting are available on the Web at <http://registrar.colorado.edu/rmacrao> (under Pictures). Check out Barb Todd (CU-Boulder) with the famous FERPA expert Leroy Rooker, lots of laughing RMACRAOans at the Shout House (and a dancing Thomas Hartmas, CU-Denver), and RMACRAO President Angell with the boat captain!

"The Registrar's Guide"

The long-awaited official AACRAO registrar's guide was unveiled at the 2006 AACRAO Annual Meeting in San Diego. The release of this new and much needed registrar's guide is not only exciting in and of itself, fellow RMACRAOans have once again been involved at the national level. Our very own **Lara Medley** and **Schez Downey** are contributing authors. This hardbound guide “was edited by Barbara Lauren, Ph.D., J.D., Associate Director, Compliance and Professional Development, AACRAO, and contains chapters written by registrars from 23 states and the District of Columbia.” The following description is from the AACRAO press release.

“The Registrar's Guide: Evolving Best Practices in Records and Registration is the first comprehensive guide to the registrar's profession to be published in 27 years. Its 35 chapters address a variety of responsibilities, ranging from registration and academic scheduling to detecting credentials fraud and implementing student information systems; preparing for commencement and preparing for accreditation; project management and “Budgeting for Registrars.” Other chapters address the work of the registrar in various settings, including small colleges, community colleges, graduate schools, and law, medical and theology schools. The book also contains overviews of FERPA, the Solomon Amendment, and an appendix of information sources on additional compliance matters.”

Barbara's next project is the development of a similar guide for admission professionals – this publication will also need authors. This might be an opportunity for those of our members in admissions to get involved!

2006 RMACRAO Annual Meeting

Call to Annual Meeting

I, Mary E. Angell, President of the Rocky Mountain Association of Collegiate Registrars and Admissions Officers, do hereby issue the call for the 2006 Annual Meeting to be held July 19-21 at the Inn of the Mountain Gods Resort and Casino in Mescalero, New Mexico.

The annual meeting is the keystone event of our regional association. This is an excellent opportunity to gather the most current information pertinent to our profession and to enrich our professional and personal development. It also is a time to renew long-standing friendships and support those individuals who are new to the organization and new to the profession.

The meeting will be a valuable, educational, and enjoyable experience for all and I look forward to meeting new members, seeing old friends, and sharing experiences of a profession that has been good to me over the years.

Join Us at the Inn

Mark Your Calendars! July 19-21, 2006

Join us at the beautiful and soothing Inn of the Mountain Gods Resort and Casino in Mescalero, New Mexico, for RMACRAO 2006.

- An informative, relaxing, educational, and fun conference has been planned for this year's annual meeting in Mescalero, New Mexico. The program committee has put together an excellent program beginning on Wednesday, July 19th.

- Numerous opportunities have been worked into the agenda for everyone to interact with peers, exhibitors, old friends, and make new friends. The exhibitors will be set up in the meeting area, so you will have time to visit with them to find out about the "Newest/Hottest" technology/techniques on the market.

- On Wednesday morning, July 19th, for those who would like to get a jump start, a pre-conference workshop has been scheduled 8:30 a.m. to 11:30 a.m.

- Also on Wednesday morning, July 19th, for those avid golfers, there is a challenging 18-hole golf course awaiting you. The course is beautiful in appearance yet demanding in approach. More details are posted on the RMACRAO web site (<http://registrar.colorado.edu/rmacrao>) under Annual Meeting Info.

- The newcomer/first-time attendee luncheon and breakfast have been scheduled. You will be welcomed to the conference and introduced to RMACRAO by members of the board of directors. Please mark on the registration form if you are a new member/first-time attendee.

- On Wednesday evening, the President's Reception will be held on the patio overseeing the lake. Finger foods will be served, and a cash bar will be available. Newcomers and first-time attendees will be recognized.

- Thursday will be "Wear-Your-School-Color Day." Please wear a shirt which represents your school.

- The "Thursday Outing" will be held at the Flying J Ranch. Two shuttles will be available to transport those who need a ride from the hotel. This is a chuck wagon supper and western stage show. Confirmation of attendees is required. See <http://www.flyingjranh.com> for more information about the ranch.

- Room rates have been set and are guaranteed beginning July 17 through July 22 at \$139 per night plus a tax rate of 11.5%. Various types of rooms will be available. Check in time begins at 3:00 p.m., and check out time is 11:00 a.m. You may call for reservations at 1-800-545-9011 under the group name of Rocky Mountain Program. Cut-off for reservations will be Sunday, June 18. For a virtual tour of the Inn, please go to <http://www.innofthemountaingods.com/photogallery.asp> and view the full link video.

- The conference registration form and other information is available on the RMACRAO web site: <http://registrar.colorado.edu/rmacrao/>

If you have any questions please contact me at (505) 646-4824 or via e-mail at desquibe@nmsu.edu. See you in JULY!

- *Denise H. Esquibel, LAC*

RMACRAO 2006 – From Golfers to BUMS

From RMACRAO golf to the BUMS meeting (Banner Users of the Mountain States), all of the hours in between are packed with sessions, workshops, fun events, and presentations.

The action will commence early Wednesday morning with the RMACRAO Golf Tournament. More details are posted on the RMACRAO web site (<http://registrar.colorado.edu/rmacrao>) under Annual Meeting Info.

For the non-golfers in the crowd, on Wednesday morning, Carter Campbell will present an excellent pre-conference workshop on "Mastering Message Maturity".

The Opening Session is scheduled to begin at 1:30 on Wednesday and will be the official start of the annual meeting. You may view the tentative program on the RMACRAO web site at <http://registrar.colorado.edu/rmacrao/Meetings/annualmeeting06.htm> to get an idea of what's being planned.

The official end to the program is Friday at 10:30 a.m. with the Closing Session being provided to our organization by Sarah "Juba" Addison. For the Banner users in the group, an afternoon meeting of BUMS will take place from 1:30 p.m. to 4:30 p.m.

Mark your calendar and start making reservations for July 19-21.

- *Sherri Waggoner, President-Elect*

2006 RMACRAO Annual Meeting (continued)

Exhibitor Update

As the Local Arrangements and Program Planning committee work together every year to put together a fantastic program (like the one planned for this year), one of our most valuable assets are our exhibitors who participate with us.

In our Winter/Spring 2006 newsletter, Angell shared with the membership that a new position had been created (and will be officially voted on by the membership in July) to work specifically with our exhibitors for continuity in planning, set-ups, special needs and arrangements, and sponsorships of various events.

I wanted to give the membership a heads up regarding the exhibitors who will be with us in July at the Inn of the Mountain Gods. So far we have:

AACRAO
Credentials, Inc.
Data Impact
Digital Architecture
Herff Jones, Inc.
Hershey Systems, Inc.
Miami University – DARS
National Student Clearinghouse
Script-Safe Security Products, Inc.
SunGard SCT
XAP Corporation

While the RMACRAO Board of Directors attended the AACRAO annual meeting in San Diego in April, they visited with many exhibitors and encouraged them to attend our great annual meeting. We are hoping to recruit Ad Astra, Oracle, Avow Systems, Inc., Smart Catalog, iStrategy Solutions, Jolesch Photography, and the Michael Sutter Company. If any of your schools are currently doing business with any of these potential exhibitors, please drop them a line and let them know that it would be worth their time, energy, and attention to attend our annual meeting.

Several of our exhibitors have stepped up this year and are helping us finance a couple of our events in order to keep our registration fee within range of all of our budgets. We certainly plan to give them the recognition they deserve throughout the meeting for being there for us.

As Denise Esquibel and Sherri Waggoner have encouraged you to get the most out of the annual meeting with the arrangements and program they have put together, I encourage you to visit with our exhibitors and learn about their products and services. They certainly have products and services that can benefit all of our schools and help us do what we do even better!

– *Kathleen Sena, Exhibitor Liaison*

Mark Your Ballots

Cast your votes for the 2006-2008 RMACRAO Board of Directors. I can't emphasize enough how important your vote is to our association. Please submit your vote by June 18th. Votes received after June 18th will not be considered for the final tally. It is your responsibility as a member of RMACRAO to **elect your choice of candidates for the board of directors for 2006-08.**

Ballots and bios of the nominees were sent to those listed as the RMACRAO contact person in the member directory (and if no specific contact was indicated, ballots were sent to the most logical person). **Please remember to return only one ballot per institution as per the Bylaws.**

NOTE: If you have NOT heard from the RMACRAO contact person at your institution regarding casting your vote for the board of directors, please contact me and I'll let you know who the contact person is at your institution. RMACRAO contact persons can

return ballots (by June 18th) via e-mail, fax to my attention, or hard copy by snail mail) so that it reaches me or is postmarked by June 18th.

This year the membership will be electing a **President-Elect**, who will sit on the board for three years, and the remaining two-year positions to be elected include **Vice President for New Mexico** and **Secretary**. Remember, only institutions from the state of New Mexico may vote for their specific vice president. Each of the candidates have forwarded to me, as chair of the Nomination and Elections Committee, their approval to have their name placed on the official ballot for this 2006 election. Write-in candidates are also welcome.

The ballot is as follows:

President-Elect

Tammy Aagard, Interim Registrar,
University of Wyoming

Vice President for New Mexico

Rosie Corrie, Director of Admissions
and Registrar, Clovis Community
College

Carolyn Gutierrez

Scheduling
Coordinator, University of New
Mexico

Secretary

Dawn Carver, Degree Analyst, Univer-
sity of Wyoming

Thanks to all of you for your time and prompt attention to this matter!

– *Schez Downey, Past President*
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To Be Voted On at the Annual Meeting

Business Meeting Minutes – Be sure to check the RMACRAO web site before you attend the annual meeting in Mescalero, New Mexico to review the minutes from the business meeting at the RMACRAO 2005 Annual Meeting in Boulder. During the business meeting at the RMACRAO 2006 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).

Bylaw Changes – The board would like to add the Exhibitor Liaison position as an appointed, non-voting member of the board under Article IV. Offices and Agents, Section 4.07 Other Offices and Committees, to read as follows:

(d) Exhibitor Liaison. An institutional member shall be appointed by the President as Exhibitor Liaison to work with exhibitors for the annual meeting which involves coordinating their invitations, registrations, requests, and sponsorships with the LAC, and recruiting new exhibitors. The appointment shall be a two-year term with reappointment possible. The Exhibitor Liaison shall be an ex-officio member of the Board of Directors.

This change to the bylaws will be voted on by the membership during the business meeting at the RMACRAO 2006 Annual Meeting.

Proposed Budget – The proposed 2006-2007 RMACRAO budget will be posted on our web site by the end of June (<http://registrar.colorado.edu/rmacrao> under Annual Meeting Info). Please review this and come prepared to vote on it at the business meeting.

Professional Development Scholarships

It's time to start thinking about what professional development opportunities you'd like to pursue for 2006-2007 in order to take advantage of the RMACRAO Professional Development Scholarships. RMACRAO offers two **\$750 scholarships for members' professional development activities. The deadline for applications is October 1** for those planning on attending a professional development opportunity between October 1, 2006 and September 30, 2007. So start planning now!

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

- Annual Summer Institute for International Admissions
- EDI in Education Conference
- Annual 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.

Did you know?

If members want to advertise a job opening at their institution, there are two ways you can get the word out:

- Send the job description to the RMACRAO vice presidents and ask that it be sent out to the membership, and/or

- Send the job description to Sally Page (sally.page@colorado.edu) to post on the RMACRAO web site (under Info from Members).

RMACRAO Web Site Update

We have acquired the URL www.rmacrao.org and have begun building the web site. We're using the service provider 1&1 and the publishing tool provided will allow for designated board members to update information directly rather than sending the info or changes to the CU-Boulder registrar's office technical staff to do. The costs associated with doing all this are minimal (less than \$15 per month plus a yearly \$5.99 fee to register the URL). The CU-Boulder registrar's office technical staff are currently going through a restructuring of duties and juggling several priorities. But they think they can have the new web site up by early this fall. We'll keep you posted and let you know when it's ready. In the meantime, continue to go to <http://registrar.colorado.edu/rmacrao> to access the current RMACRAO web site. (NOTE: If you're not able to view the icons on the left side of the RMACRAO home page, try downloading and installing the following java program: <http://www.java.com/en/download/index.jsp>.)

In Memory

Jack Pommrehn

March 14, 1934 – February 27, 2006

Although the man will be missed, his legacy will live on. D. Jack Pommrehn, our colleague, friend, and mentor passed away on Monday, February 27, 2006. Upon contemplating my memories of Jack, one that bookends the professional side of his life came to mind. At the 2000 AACRAO Annual Meeting in New Orleans, shortly before his retirement from the University of Denver, Jack was bestowed honorary membership to AACRAO. This was particularly important to Jack who quipped, “Here we are together [New Orleans] and we are going to celebrate together! I bet you didn’t know that it was at the 1970 meeting held here that I interviewed for the registrar position at the University of Denver — and here I am again at my retirement. Wow!” Jack went on to recall a particularly pleasurable dining experience that he had had during his 1970 visit to New Orleans — a place called Brennans. Wanting to relive that experience with his staff he decided to take us all there for brunch. After a lovely meal, the ticket came. Smiling, Jack paled. We all caught on and insisted on helping with the tab; after much cajoling, he finally acquiesced. The quality and service were as he recalled but, apparently, the prices were not! The important thing was that, together, we enjoyed a meal fit for royalty.

And royalty, Jack was. Hired shortly after that interview in 1970, Jack served as the registrar of the University of Denver for 29 years. While serving as registrar, Jack proved himself to be an outstanding member of and friend to the university community and won many awards. Jack earned enduring loyalty and respect from his staff who always called him Mr. Pommrehn — even those who were his senior.

Jack held a high profile in University of Denver athletics, serving as the president of the DU Hockey Club and on search committees for athletic coaches and directors. Jack received the prestigious Alumni Association Award for “Distinguished Service to the

Community” at the University of Denver’s Founders Day Gala 2000, and in 2003 was inducted into the University of Denver Athletics Hall of Fame. Jack continued his service to the community after his retirement. A long time supporter of the women’s gymnastic team, Jack served on the NCAA Regional Gymnastics Committee in 2002. To demonstrate their love for Jack, the team honored him at the March 4 gymnastics meet following his memorial service and then held another, final memorial service on March 19 at which time the team dedicated the rest of its season in his honor.

Jack was active in AACRAO since 1975, volunteering for professional activities every year for 29 years by chairing or sitting on committees, giving presentations, and organizing workshops. Jack co-chaired the Local Arrangements Committee (with Charlie Selden) for the 1984 AACRAO Annual Meeting held at the Brown Palace Hotel in Denver. Jack served in all offices on the executive board of RMACRAO, including president. His parting gift to RMACRAO was to host the 1999 RMACRAO Annual Meeting in Denver—the month prior to his retirement. He dedicated this meeting to past presidents and honored them at the president’s reception. What a roll call of excellence that was!! It was at this RMACRAO annual meeting that Jack was awarded Lifetime Honorary Membership to RMACRAO. Jack, you have touched many hearts and many minds. We will always love you.

— *Scheherazade Downey, Past President*

Charles Selden

June 28, 1930 – May 5, 2006

Charlie came to the Rocky Mountain region to become the registrar at the University of Northern Colorado in 1971 and held this position for 22 years until his retirement in 1993.

During his time at UNC, Charlie served both the Colorado-Wyoming Association of Collegiate Registrars and

Admissions Office (CWACRAO) and what would become the Rocky Mountain Association of Collegiate Registrars and Admissions Officers (RMACRAO) in 1975 in a number of capacities. He served and chaired numerous committees and was instrumental in leading the effort that merged CWACRAO and NMACRAO into RMACRAO. He also served as acting treasurer in 1975, treasurer in 1976, president-elect and president (filing an unfinished term of the president) in 1978, and president in 1978-79. In addition, he co-chaired the Local Arrangements Committee (with Jack Pommrehn) for the 1984 AACRAO Annual Meeting held in Denver. Charlie was awarded Lifetime Honorary Membership to RMACRAO in 1992.

Val Mead, a former RMACRAOan and former RMACRAO president shares the following with us as a tribute.....Charlie came into my life over twenty years ago when I was in the CSPA doctoral program at UNC. I first knew him as an intern, then as a graduate assistant and ultimately (after graduation) served as his associate registrar. When I think of Charlie, I picture him in his office, chair cocked back and hands behind his head sharing a story (one of oh so many) from his long professional history. When he would reflect on a past incident or challenge and how he made his way through it, his face would light up and his entire body would become animated. His stories had purpose — designed to teach and enable those he cared about to learn from his life lessons. And that is where it began — he became my mentor — a role he sustained until he died and one I will always cherish. Charlie showed me a commitment to his profession and an unbending ethical foundation that guided his actions and defined his journey. He taught me and others to look at situations and not just see the black or white but to search for the shades of gray and have the flexibility to respond to the nuances that life presents. A favorite saying of his was that how NOT to be a registrar is to

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follow the "Rule is a Rule is a Rule" script. In the early days, the structure of the rule was my comfort, as I matured with Charlie's coaching, it was no longer my crutch. Charlie was most proud of the work he did for RMACRAO and AACRAO. I think one of the highlights of his career was co-chairing the Local Arrangements Committee with Jack Pommrehn for the Denver AACRAO meeting. Some of his fondest stories were of the adventures of preparing for, completing, and celebrating the execution of that meeting. Every organization or school Charlie engaged with became a better place for his presence. For so many who search for the purpose of life, it seems Charles Selden has certainly found his. He has touched so many lives and made them better for it. As I am sure I speak for many, "Charlie Selden, I will cherish you always, and forget you — never".

— *Valerie H. Mead, 1990 RMACRAO President*

RMACRAO Travel Grant Recipients

RMACRAO is pleased to announce the recipients of the \$100 travel grants to attend the AACRAO 2006 Annual Meeting in San Diego in April. These individuals were first-time attendees at an AACRAO annual meeting. We hope they enjoyed the meeting in San Diego and hope they'll be joining us in Mescalero, New Mexico as well!

Belen Maestas, Registrar, Adams State College

John Salnaitis, Assistant Director of Admissions and Records, Aims Community College

Molly Muggleston, Admissions Counselor, Western State College

Laura Nunnally, Associate Registrar, College of Santa Fe

Mell Cooper, Recruiting Coordinator, Eastern Wyoming College

And the winner is..... RMACRAO!

It is with great pleasure that I notify the RMACRAO membership that our association's project "A Year in the Life of RMACRAO" was chosen to receive one of the AACRAO Elbert W. Okerman State and Regional Activity Awards for 2006. The criterion used for selecting awardees is "activity that clearly typifies the very best professional development". Our association was recognized at the opening session of the annual meeting in San Diego and we were presented with a beautiful plaque and a \$500 check at the State and Regional Officers meeting on April 17. Steve Ellis and I gave a presentation at the State and Regional luncheon to provide our concept and materials to other state and regional officers for possible replication across the country.

This project began in the fall of 2004 at a board of directors' retreat. The board thought it was time to update our "Planning for a Successful State/Regional Meeting" guidelines, which were created back in 1993. This document was a "how to" manual that covered conference planning from beginning to end. Since a new person is assigned each year as Local Arrangements Chair, this procedure manual was compiled so that they would not have to reinvent the wheel each year, and they could include all the minor details that make a meeting successful. Our very ambitious board decided that while we were updating this invaluable LAC manual — the same rationale that went into creating it for future LAC's could be applied to every position on the executive board. Board members are elected each year and they too need to learn the new ropes of their position. In order to avoid duplication of effort and to make it easier for our board members to do a better job for our association's members, we now have the document "A Year in the Life of RMACRAO" as a reference tool.

This complete guide/timeline for all activities undertaken by our regional

association has become an overall business planning and operational project — which can easily be revised and updated every year. The specific duties and assignments for individual board members and the Local Arrangements Committee are included in this Microsoft Project document. The major tasks (and their deadline dates) for each board position is included, along with sample documents needed to complete the tasks. The project can be shown as an entire year, with tasks for all board members in date order or as a particular position's tasks; such as "secretary's tasks" or "annual meeting tasks".

Continuity in leadership is one of our association's goals. This comprehensive task list will enable all current and incoming board members to improve their knowledge and performance in working for our region's members. It will help them to do a much better job in carrying out their duties in a timely and efficient manner.

By presenting this procedural document to all incoming board members, we will avoid duplication of effort and will do a much better job of including details that make a regional association successful. Our region's 500 plus members will benefit by having timely communications and professional activities presented to and for them by a well-organized executive board. Leadership can be both rewarding and daunting at times; our goal is to provide our volunteer leaders with the tools they need to perform their responsibilities with confidence and efficiency.

I want to thank all current and past board members who contributed to this project. I especially want to express my heartfelt thanks to Steve Ellis for his generosity of time and patience on putting everything together in Microsoft Project and for the submission of materials for the award. The chair of the AACRAO Awards Committee wrote "this notebook was unbelievable" and he wished he could take it back to his regional association. Kudos to all!

— *Mary E. Angell, RMACRAO President*