

SUMMER 2014 NEWSLETTER

2013-2014 Board of Directors

- Sally Page, President
University of Colorado Boulder
president@rmacrao.org 303-492-2464
- Lane Buchanan, Past President
University of Wyoming
pastpresident@rmacrao.org 307-766-5727
- Charlie Couch, President Elect
University of Northern Colorado
presidentelect@rmacrao.org 970-247-7399
- Kyla Foltz, Vice President - Wyoming
Casper College
vpwyoming@rmacrao.org 307-268-2111
- Jamie Yarbrough, Vice President - Colorado
Colorado State University
vpcolorado@rmacrao.org 970-491-7470
- Jacobo Varela, Vice President - New Mexico
New Mexico State University
vpnewmexico@rmacrao.org 575-646-6023
- Paula E. Martinez, Secretary
Metropolitan State University of Denver
secretary@rmacrao.org 303-556-3997
- Carolyn Gutierrez, Treasurer
University of New Mexico
treasurer@rmacrao.org 505-277-0366
- Chris Seng, Treasurer Elect
Colorado State University
treasurerelect@rmacrao.org 970-491-2596
- Nolan Oltjenbruns, Historian
Colorado School of Mines
historian@rmacrao.org 303-273-3521
- Nonie Wainwright, Marketing & Communication Coordinator
University of Colorado Boulder
communication@rmacrao.org 303-492-2022
- Corey Wahl, Web Developer, Exhibitor and Local Arrangements Committee Liaison
Colorado School of Mines
web@rmacrao.org 303-492-5126
- Paul McCarty, Newsletter Editor
University of Denver
newsletter@rmacrao.org 303-871-3990
- Host and Local Arrangements Committee
Denise Esquibel, New Mexico State University
Carolyn Gutierrez, University of New Mexico
localarrangements@rmacrao.org

From the President

Happy spring to all! As I'm writing my last newsletter article as president of the association, I'm thinking about how quickly this last year has gone. In some respects, the year as president has gone much too quickly and I would like to have done more...but I'd bet this is common thinking for those in a registrar's office at least regarding too much to do and not enough time or how to produce more in less time. Regardless, it's also a time to reflect on what we were able to accomplish this last year. I believe we've made some strides in reviewing our accounts and pursuing other options for taking credit cards like PayPal that will help us to reduce some of our fees thanks to the work done by Jamie Yarbrough, Chris Seng, Carolyn Gutierrez, and Corey Wahl. We appointed Nonie Wainwright as our marketing and communications liaison and she has been working towards creating a communications plan. And thanks to the work of Corey Wahl, we're storing documents on the cloud to make it easier to transition between board members and using a listserv to help keep connected with our members. And we also created a document outlining the benefits of being a RMACRAO member that can be used to recruit new memberships. There's still work to be done but we've accomplished a lot over this last year.



And our most important accomplishment is the planning of the annual meeting. "Reaching New Heights! Perspective.Purpose.Passion." What a great descriptive theme for our 2014 annual meeting. President-elect Charlie Couch and the program committee have put together great sessions, speakers, and a pre-conference workshop that lives up to this theme. Be sure to check out the 2014 program on our web site. And the LAC, led by Carolyn Gutierrez and Denise Esquibel, have done a fantastic job at working with the hotel, preparing for registration, and preparing for the evening events to support this professional experience. Also, Corey Wahl, the exhibitor liaison, has been working with the exhibitors so that the membership will have the opportunity to visit with them and attend some of their presentations during the conference. Remember, we couldn't put on a successful annual meeting without our exhibitors. I really hope you can join us in Albuquerque on July 16-18 for another informative and energizing annual meeting.

All of the above accomplishments are a result of a dedicated board of directors as well as a dedicated membership. I feel fortunate to have had this opportunity to work with such a great group of people on the RMACRAO board this year.

(continued page 2)

President's Call to Annual Meeting

I, Sally Page, President of the Rocky Mountain Association of Collegiate Registrars and Admissions Officers, do hereby issue the call for the 2014 Annual Meeting to be held July 16-18 in Albuquerque, New Mexico.

The annual meeting is the premier event of our association and provides the opportunity to share our professional experience with each other. President-elect Charlie Couch and his committee have worked hard to create a program that will provide topics of interest to admissions and registrar personnel. Carolyn Gutierrez and Denise Esquibel and the Local Arrangements Committee have planned a conference which will foster both our professional and personal ties. And beautiful Albuquerque will refresh our spirits. I am looking forward to the meeting in Albuquerque and I hope to see you there!

President's Report (continued)

I have learned so much from this experience. And I also feel fortunate that I'm a member of this great organization that cares so deeply about sharing information and helping those in our profession. Thank you for allowing me to serve as your president this year.

One more thing to note:

Voting for new board members – Just a reminder to send in your ballots if your institution hasn't already voted for the new board members. It's critical that each member institution participate in the election. Those running for a board position have made the commitment to RMACRAO to represent the membership so it's important for the membership to show their support and vote or write in a candidate. Even when there is only one candidate for a position, it's required by our by-laws that the membership votes. See the article in this newsletter from Lane Buchanan, past president, for more information about the ballot and voting.

Vice Presidents' Reports

Wyoming—Kyla Foltz

Casper College

Casper College is proud to be completing phase one of a long-term strategic master plan. Phase one has brought five new buildings to campus in the last five years: Gateway Building, Early Childhood Learning Center, Residence Hall Complex, Music Building and Casper College Union/University of Wyoming-Casper building. In addition to new buildings many other spaces have been renovated and offer new learning labs and classrooms for growing and expanding programs. Building projects total 100 million dollars from private and public funding.

Casper College has also purchased a ranch property west of town which has been dubbed "The Casper College Ranch Campus". The Casper College Ranch Campus will provide additional learning opportunities for the National Award Winning Agriculture department, and will also be the future site of the rodeo practice facility. The property includes irrigated alfalfa fields, a modest greenhouse, small meat processing facility, and a wind turbine which returns power to the grid. Casper College Men's rodeo has just wrapped up a 2nd place finish in the Central Rocky Mountain Region and looks forward to competition at the CNFR in June.

If you are in Casper over the summer, please stop into the Enrollment Services office and say hello.

Sheridan and Gillette Colleges

Sheridan and Gillette Colleges of the Northern Wyoming Community College District continue to grow and expand with construction projects.

Sheridan College has many projects in various stages of construction. The Edward A. Whitney Academic Center opened in July of 2013.

A newly renovated and expanded Thorne Rider Campus Center is slated to open this summer. It will house our food services, campus life and housing, student organizations, and campus police. The Griffith Memorial Building will see a renovated entrance to match the Campus Center. Ground has now been broken for the Large Animal Science Facility to be completed in late October.

In Gillette, the campus is finalizing plans for the new Student Education and Activities Center. Construction for this project is planned for the fall of 2015.

We are also proud to announce that starting in the fall of 2014 we will be offering three new programs which include, Associate of Arts in Human Services, Human Services Certificate, and Addictions Practitioner Certificate.

Our summer session will begin on June 9th. Fall registration began in April and will continue this spring and summer, with classes beginning on September 3rd.

Colorado—Jamie Yarbrough

University of Colorado Boulder

From Barb Todd — I bid a fond farewell to all of you as I retire on May 30. I have developed many special friendships over the years with so many past and current RMACRAO'ns and will very much miss you and be thinking of you all this July when you get together. Our profession allows us to give so much back to our institutions and the students, faculty and staff we serve – I very much loved working for CU Boulder. We are excited to have hired a new registrar from North Dakota State University, Kristi Wold-McCormick. Kristi has a PhD in Educational Leadership from the University of North Dakota, has served as registrar at NDSU since 2002, has been very involved in AACRAO (last serving as a PAC Committee chair) and UMACRAO (having served as President). Kristi will start on June 16.

CU-Boulder IT Team Gets Scrum'd — Recently three members from the CU Boulder's IT completed Agile Scrum training. Scrum is incremental framework and methodology used for project management for product or application development. By using a holistic approach to project development, teams strategize and work as a unit to reach one common goal. Scrum enables teams to self-organize, fosters transparent communication, and throws traditional project management technique of "waterfall" out the window as projects are completed in sprints. A sprint is "a fixed time period, up to four weeks long but with a preference toward shorter intervals. During each sprint, the Scrum team builds and delivers a product increment. Each increment is a recognizable, visibly improved, operating subset of the product, meeting understood acceptance criteria <of the client> and built to a level of quality referred to as the Definition of Done." (<http://www.scrumalliance.org/>)

The IT team at CU plans to implement Scrum into their daily work to organize projects dealing with ISIS development, website development, communication tools, and web application creation.

RMACRAO 2014: Reaching New Heights! Perspective. Purpose. Passion.

Annual Conference

What a year! So many things are happening in the higher education community within our states, as well as nationwide. That's why I really enjoy getting together with colleagues annually to find out how many of you are improving your respective institutions and meeting the challenges and opportunities facing our profession.

There are a variety of sessions for this year's annual conference, covering operational elements on process management and workflow, leadership development, and legislative matters at both the state and national level. This promises to be a very exciting conference! A draft copy of the program is available on the RMACRAO website (www.rmacrao.org) along with a link to the conference registration as well as information about making hotel reservations.

Pre-Conference Workshop

In addition to the regular conference sessions, the program committee is offering a pre-conference workshop: *IPEDS Data as the Public Face of an Institution* offers an opportunity to learn how IPEDS data appears in the public domain: e.g., parents, students, high school counselors, news agencies, organizations/associations conducting research on higher education, Congress, state legislatures, etc. Examples of data tools/resources using IPEDS data include College Navigator, the Data Center, the College Affordability and Transparency Center (including the White House College Scorecard), the Net Price Calculator Center, State Spending Charts, the Economic Development and Employer Planning System (formerly known as the Occupational Supply Demand System), Delta Cost Project, CUDAS-Peer ©, CollegeMeasures.org, NCHEMS. It's an opportunity to understand as professionals how our institutional data is being used at the federal level to continually shape and direct the future of higher education in the US. To learn more about the Integrated Postsecondary Education Data System (IPEDS) go to <http://nces.ed.gov/ipeds/> Please note that there is no cost for the pre-conference workshop this year as AIR is sponsoring the event.

Stan DeWitt, VP for Finance at AACRAO, will be presenting our plenary session "The State of it All" to share up-to-date information about federal legislation and the newest developments at AACRAO. He will also be sharing in a session on the Assessment of Student Service Areas.

We're also very fortunate to have Dr. Robbyn Wacker, the Provost from the University of Northern Colorado, as our opening speaker. "Surviving in the Changing Landscape of Higher Education" – she will share how the convergence of fiscal, political, economic, social and demographic challenges, along with revolutionary changes in technology, requires that we respond in ways that ensure we continue to offer education that is high quality, relevant, and affordable. Do miss out on this opening discussion! Our closing speaker will be Dr. Bernadette Montoya, Vice President for Student Affairs and Enrollment Management, from New Mexico State University on

She will share some basic strategies to effectively cope with organizational change, and will provide attendees with some ideas on how to proactively deal with change to more effectively support their institutions.

More info about these sessions is available in the draft program on the RMACRAO web site.

I want to take this opportunity to recognize the **program committee** who assisted in putting together the program for the annual meeting: Chris Seng (Colorado State University), Nolan Oltjenbruns (Colorado School of Mines), Dana Kohler (University of Northern Colorado), Kathleen Sena (Northern New Mexico College). We couldn't have done it without them or without all the people who agreed to present. Our presenters will be putting in a lot of time and effort to prepare for their session presentations and I hope you will come and support them by attending the annual meeting.

Again, we've got a great program planned and hope you will join us in Albuquerque!

Respectfully,

Charlie Couch, President Elect

AACRAO Travel Grant Recipients

We asked recipients of the travel grant to AACRAO to give us some feedback on the meeting. Each recipient received \$250. Here is what they had to say:

Linda Nichols from Casper College

Thanks to RMACRAO for the travel grant to attend the 100th Annual AACRAO meeting. It was a great learning opportunity for me. I appreciated seeing all the different roles the Registrar plays at different institutions. There were sessions given by Registrars at other institutions on responsibilities that had not been included in my job responsibilities. I think this is a good opportunity for me to decide where I should be spending my time and what responsibilities should be included for me. I appreciate the advice and methodology of all the presenters and attendees on how to tackle issues that we all face. I think the AACRAO meeting and the RMACRAO meeting are great opportunities to meet others "in the same shoes" and be able to learn from them.

Abby Calcote from San Juan College

AACRAO is a great place to meet colleagues that may be going through the same issues as the school you represent. In the Small College Admissions Roundtable session, I was able to get some ideas on how to better run group campus tours and I learned how other schools are accepting general education transfer credit. These open discussions based on school size really seem to be the most beneficial because you can get some ideas that would be feasible at the institution you represent. I also enjoyed Harper College's session "Redesigning the Campus 'Front Door' to Support its Mission: Finish". Harper College found that they were giving their students too many options when it came to the face of their Student Portal and their changes were very impressive and student friendly. Their approach to student success was inspiring.

Miori Gidley from Front Range Community College

Unable to contact at the time of publication.

RMACRAO Ballot for 2014-2015

The following ballot for election of open board of directors positions was distributed to member institutions this month.

In 2014 elections will be held for the following positions on the board of directors for the Rocky Mountain Association of Collegiate Registrars and Admissions Officers:

- President-elect
- Secretary
- Vice-President of New Mexico – only New Mexico schools will be allowed to vote for this position

(Names of the nominees and biographies for each are below)

The ballot will be sent to the single institutional contact. (It will be the same person to whom the bill for institutional RMACRAO dues is sent.) That person will be responsible for communicating with the respective institutional offices to determine how the institution's votes will be cast for the nominee(s) or that institution's write-in candidate for each position up for election. The permissible number of votes allotted to each institution is based off the following chart from section 2.10 of the RMACRAO by-laws:

Institutional Enrollment	Institutional Votes (no fractional votes allowed)
1 – 999	2
1000 – 4999	4
5000 – 9999	6
10,000 or more	8

If the institutional contact indicates only one person per board position, all institutional votes will be given to that person.

The nominees for each position are as follows. Institutions may choose to submit a write-in candidate for any position. If a write-in candidate receives the most votes for a position, their willingness to serve will be ascertained by the current board of directors before being named to the position. Biographies for each person are included below.

President-elect:
Denise Esquibel, New Mexico State University

Secretary:
Paula Martinez, Metropolitan State University

Vice-President for New Mexico:
Hector Sanchez, New Mexico State University
Kathleen Sena, Northern New Mexico College

Information on proper submission of votes will be sent to the institutional contact.

Denise Esquibel – candidate for RMACRAO President-Elect

Denise H. Esquibel is Assistant Registrar for New Mexico State University. During her 21 years with NMSU, she has worked within Graduate School Admissions, Student Records Coordinator for the Registrar's Office and for the past 16 years as Assistant Registrar. She has been an

active member of RMACRAO for the past 20 years serving in the capacity of Local Arrangements Chair and Co-Chair for the past three annual conferences in New Mexico and Vice President for New Mexico. Active member of AACRAO and also has served as President for NMACRAO. Denise has earned three degrees from NMSU, in 1993 her Bachelors of Business Administration, major Management, in 1999 her Masters of Arts, major Educational Administration, and in May 2013 her Ph.D., concentration in Educational Administration and Curriculum and Instruction.

Paula Martinez – candidate for RMACRAO Secretary

Paula Martinez has been working in the realm of the Admissions and Registrar functions since 1989 on the Auraria Campus. She started out as a student worker for the Admissions, Registration, and Records office at the Community College of Denver in 1989. From there she has advanced from a work study student to a Data Specialist, Degree Audit Analyst, Operations Manager, Associate Dean, and then Registrar with the Community College of Denver, CU Denver, and now MSU Denver. She has never actively looked for positions, but was recruited for them. Every time she said yes, fearful of the unknown and moving from classified positions to exempt positions was unnerving for her. She has had great mentors and people on campus who believed in her and her capability to be successful in the positions that were offered to me.

She originally started her education with a GED and now has earned an MBA. She has been involved with RMACRAO since 1993, providing workshops and was on the planning committee in 2010. She feels she is versatile, creative, and highly motivated. Due to the various opportunities provided to her, she feels she possesses a high degree of competence over a wide range of endeavors and enjoys the challenge of complex and demanding situations.

As Secretary for the Board, Paula believes her communication skills, organizational skills, development of strong working relationships, and collaboration with the ability to establish and maintain a strong rapport with people at all levels qualifies her for this position. She feels that the Board and RMACRAO members will help her broaden her horizons, to gain more experience, to network, and work with experts in her field.

Hector Sanchez – candidate for RMACRAO Vice President for New Mexico

Hector Sanchez was hired by New Mexico State University in September 2003 as a Degree Audit Specialist. In June of 2009, Hector Sanchez was promoted to Assistant Registrar where he oversees NMSU's degree audit system. He is originally from Dallas, Texas and served 4 years in the United States Air force at Holloman AFB, New Mexico. Hector enjoys playing basketball, poker and flying small airplanes in his spare time.

Kathleen Sena – candidate for RMACRAO Vice President for New Mexico

Kathleen F. Sena is Assoc. Provost for Enrollment Management & College Registrar at Northern New Mexico College. She has been a member of RMACRAO since 1988. She became involved in the organization through her position as Assistant Registrar for Catalog and Scheduling at the University of New Mexico. During her membership she has had the opportunity to offer professional sessions, facilitate numerous workshops and served on the Board of Directors. She has served as the chair and co-chair of the Local Arrangements committee every 4 years since 1988 when the association's annual meeting has been hosted by New Mexico.

(continued on page 5)

Ballot (continued)

She has served on the Board of Directors in the positions of newsletter editor; historian; treasurer; president-elect; president; past president and exhibitor liaison. She has been involved with the program committee and the nominations and elections committee. In 2006 she was honored with a Distinguished Service award and in 2010 with Honorary Membership.

Kathleen feels she has excelled in her professional career because of RMACRAO, all of its members, the schools that are part of the regional organization, and its link with the national organization. She is very interested in continuing her service and commitment to RMACRAO. She indicates she is willing to do what it takes to get New Mexico reengaged in being active in RMACRAO.

Professional Development Scholarships

RMACRAO will award two \$750 scholarships per year to assist the RMACRAO membership and RMACRAO member institutions in its commitment to professional development for registrar and admissions officers. This scholarship cannot be applied to either RMACRAO or AACRAO Annual Meetings, rather it is intended for additional opportunities outside of our organization and parent organization. Individuals who are awarded this scholarship will be expected to either write an article for the RMACRAO Newsletter about their professional development opportunity and make a presentation on this topic at the next RMACRAO Annual Meeting.

If you are chosen to receive this scholarship, you will be expected to provide a photocopy of your expense report to the RMACRAO Treasurer AFTER you have attended the approved professional development opportunity. Upon receipt, the RMACRAO State Vice President will mail you a check (made out to your institution) for the amount of the scholarship.

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

- ◆ Annual Summer Institute for International Admissions
- ◆ U.S. Education Delivery Institute
- ◆ Strategic Enrollment Management Conference (SEM)
- ◆ Educause
- ◆ FERPA Workshop
- ◆ AACRAO Technology Conference
- ◆ Registrar 101
- ◆ NACAC

Application Deadlines:

October 1st of each year, to be used in the same October-September RMACRAO fiscal year.

To Apply:

1. Complete a Professional Development Scholarship application
2. Return the application to your RMACRAO State Vice President.
3. You will be notified of the application results by early to mid-October.

[Professional Development Scholarship Application](#)

2013 Business Meeting Minutes

The minutes from last year's business meeting will need to be approved at the annual meeting. Minutes are posted on the RMACRAO website at this URL: http://www.rmacrao.org/documents/annual_minutes/annual_minutes_2013.pdf

Items to be Voted on at the Business Meeting

Institutional Memberships

The institutions which have applied for membership with the Rocky Mountain Association of Collegiate Registrars and Admission Officers are included below.

Institutions applying for membership include:

- ◇ [Colorado Heights University](#)
- ◇ [Denver School of Nursing](#)
- ◇ [Rocky Vista University](#)
- ◇ [University of New Mexico Taos](#)

Applications may be reviewed by following the links above.

Proposed Budget

The Association's proposed 2014-2015 budget will be posted prior to the business meeting at RMACRAO's web site. The proposed budget will be submitted for a vote of approval at the business meeting.