Hello everyone. I send my warmest greetings to you. I trust that you all had a wonderful and refreshing holiday season. With winter halfway behind us and spring just around the corner, it’s a time for renewing and refreshing. RMACRAO offers us many opportunities to renew professional acquaintances within the regional association. It also provides us with many opportunities to develop and grow through volunteer service to the profession.

Representing the Executive Committee, I share with you that the association is strong financially, experiencing positive change, and being lead by people committed to the Admissions and Registrars’ profession. Regarding AACRAO, it is refreshing to share that AACRAO is once again financially stable and is being lead by qualified individuals.

I hope all of us will renew our commitment to serve in both regional and national associations. Each association offers a variety of professional and personal benefits. We have an opportunity to develop a network of friends and colleagues that can follow us throughout our lifetimes. RMACRAO should be a “trusted friend” to all new comers within the profession. RMACRAO members should be a wealth of information for each other and for AACRAO. The common thread that binds our associations is our willingness to volunteer our experiences, our time, and our commitment. In so doing, we enrich others as well as ourselves.

Please plan now for the AACRAO Annual Meeting in Charlotte and the RMACRAO Annual Meeting in Denver. Jack Pommrehn, Denver LAC chair and Luz Barreras-Ross, program committee chair, have already done a tremendous amount of work and planning to assure a memorable Annual Meeting. In addition to an excellent array of program sessions, a special RMACRAO reunion for all past presidents will be held. It promises to be a fun and enjoyable time for all that attend.

Best wishes,
Jeffery N. Bunker
President, RMACRAO

RMACRAO Web Site: Remember to periodically check the RMACRAO web site at http://registrar.colorado.edu/rmacrao/ for annual meeting info, calendar of events, member directory, copies of the newsletter, travel grant applications, minutes from Executive Committee meetings, RMACRAO constitution, professional development activities and more!
Colorado - Lynn Denzin

Aims Community College is preparing to go live with the student and fiscal portion of its new software system, SCT Banner. Financial Aid began using the system February 1, as Admissions assists by completing double entries of new applications for the legacy and new systems. Admissions goes live as soon as the conversion of records on the legacy system is completed. Catalog and Class Scheduling go live shortly to support registration which will be ready for summer 1999 registration beginning in May. All involved have learned the meaning of the “just in time” concept more commonly used in reference to the zero inventory kept on hand by many businesses. We have found the implementation so complicated and interrelated that many things we need to develop will occur just before we need them. Ditto for training staff who will be using the system. Bill Green reports all involved are running around with their hair on fire! (Don’t you have a mental image of this??)

At Colorado State University, the Registrar’s Office has recently relocated to temporary quarters while the permanent space is being remodeled. It’s somewhat cozy - but staff are learning to “love thy neighbor”! Everyone is looking forward to settling back into the remodeled space that will be christened “Cubicle World”.

The Office of Admissions now reports to the Office of the Provost/Academic Vice President. This move is part of the university’s on-going effort to address enrollment management issues in a more coordinated way.

Colorado State University held commencement ceremonies on December 18-19 for 1,435 undergraduates, 292 Master’s, and 71 Doctoral candidates who have earned their degrees.

Adams State College, Mesa State College, Metropolitan State College of Denver, Western State College, and Ft. Lewis College are pooling their resources and efforts to train their graduation evaluation staff on the CAPP (Curriculum, Advising and Program Planning) module of SCT Banner. The CAPP module is a dynamic and fully integrated degree audit system. Staff from each of the colleges collaborated and worked out an agreement for the SCT trainer to come to Colorado. The training took place at Metropolitan State College of Denver the week of February 1. MSCD has developed a top-notch computer training facility that can easily handle at least 12 people at once. In addition, MSCD has developed a Banner database.

The University of Colorado debuted web registration in November. Students’ comments about the system were extremely positive and well over 1,000 students used web registration in a pilot mode. It will be offered to all students for use with summer and fall 1999 registration.

A change worth noting on the University of Northern Colorado campus is the expansion of the Admissions Office into the former on-campus residence of the University President. UNC’s new President, Hank Brown, authorized the use of the President’s house for the new Admissions/Visitor Center. The house, which was built in 1928 by William Bowman, has been the residence of seven previous University Presidents. The house will be the first stop on campus for many new and prospective students, along with their parents and the public. The new Admissions/Visitor Center, along with several other buildings on UNC’s Central Campus, was recently registered into the Colorado Historic District.

New Mexico - Jim Ratliff

It is official headcount time in New Mexico. I haven’t had a lot of feedback from other colleges about enrollment, but what I have heard is mixed. Some community colleges are up, and some are down. The universities appear to be enjoying some growth this semester. Our State Lottery Scholarships are having some negative impact on enrollment at the community colleges. This issue is still too new to project the long-range impact on enrollment at any of our colleges and universities. In the case of San Juan College, we appear to be enjoying our fifth straight year of growth during the spring semester. The numbers at San Juan College look like we might be up about 7% compared to last spring’s numbers. This growth is despite a lack of on-campus housing.

On the subject of campus housing, Burlington Resources donated two buildings to San Juan College this fall. These buildings are about three-quarters of a mile from campus. Ownership should be transferred sometime in the year 2000. Preliminary plans call for the top two floors of the larger building to become student housing. This should provide more affordable housing for students who live outside the tri-city area.

Other news of the state includes the addition of a new professional position for Jane Campbell’s operation at Albuquerque TVI. TVI is the large independent community college in New Mexico and I’m sure Jane will make good use of the additional professional support. Larry Fuqua from Eastern New Mexico University reported several new people have joined their staff recently. New Mexico State University has also added several new faces to their staff.

We all look forward to meeting these new colleagues at the RMACRAO annual meeting this July in Denver!
Vice Presidents' Reports
(continued)

I have also learned that Mike Costello, Dean of Student Services/Registrar, will be retiring from Northern New Mexico Community College in Espanola, NM. Mike’s retirement is effective June 30, 1999. I have had the opportunity to work with Mike on occasion and I’m sure he will be greatly missed in New Mexico and RMACRAO. Good luck to Mike!

I hope you are all making your plans for AACRAO in Charlotte this spring. From the looks of the preliminary program it should be an excellent conference. For any duffers out there, don’t forget the golf tournament Sunday morning. I hope we will have several foursomes from RMACRAO doing their Tiger Wood impersonation in Charlotte.

Don’t forget RMACRAO in Denver this July. I know the local arrangement group is working hard to put together a great combination of learning and social opportunities for all of us.

Wyoming - Rebecca Macon

Central Wyoming College has just completed the first semester of grades and transcript requests available to students 24 hours a day, seven days a week over toll-free telephone and the Internet. Elaine Heckert reports that the project has been extremely well received by students, even though grades are no longer mailed to them. With distance education a reality, telephone and web access is a necessity at CWC.

CWC has also developed, in partnership with Cisco Systems, an exciting new option to its popular Computer Networking Technologies degree. Cisco is the world’s leading manufacturer of computer networking routers, hubs, and servers. CWC has been designated as a Cisco regional training academy, and students may earn two levels of certification. Students may opt to participate in the networking certification of the degree, the established Microsoft software certification program, or combine the two training opportunities. CWC is also a training partner with Microsoft.

There are new faces in the Admission Office at the University of Wyoming! They belong to Noah Buckley and Jill Johnson, new admission counselors. Noah came to UW from the Hyatt in Dallas, TX. He has a bachelor’s degree from UW in marketing. Jill has both a bachelor’s and master’s in Spanish from UW and was working at Preston University in Cheyenne before joining UW’s Admission Office.

Treasurer's Report

1998-99 RMACRAO Budget (Approved 11/9/98)

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Activity Summary for 1998-99

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UW has just completed its first registration period with several courses offered entirely on the web in cooperation with RealEducation. While there have been web-based courses available for a few years, this was the first experience with an outside vendor. This required a great deal of coordination, cooperation, and monitoring—with both RealEducation and the School of Extended Studies. It’s worked well thanks to a great deal of time and effort from Tammy Aagard, Associate Registrar. In fact, Tammy decided to take one of the classes herself!
AACRAO Annual Meeting News

New Members and First-Time Attendees
The new Member Orientation Committee has been hard at work with its plan for the AACRAO 1999 Annual Meeting in Charlotte. Plans include a welcome booth to “meet and Greet” new AACRAO members and first-time attendees, a special breakfast meeting and orientation program to provide information on activities, events, and professional development opportunities provided by AACRAO, and most importantly, how new members can get involved!

Each new member and first-time attendee should check the box on the annual meeting registration form indicating new member to the association and/or first-time attendee status to the meeting. Prior to the meeting, each new member/first-time attendee will receive information on the services and programs available in Charlotte.

AACRAO Travel Grants
AACRAO has awarded $100 travel grants for first time AACRAO attendees to the following individuals:

- Ruth Gribble, San Juan College
- Darlene Lucero, University of New Mexico
- Jack Mack, University of Wyoming
- Nolan Oltjenbruns, Colorado State University
- Gloria Portis, University of Colorado at Boulder

RMACRAO 1999 Annual Meeting

Travel Grants for RMACRAO Annual Meeting
RMACRAO provides a limited number of $100 travel grants for first time RMACRAO attendees. Usually, six grants are available to be split between the three states in RMACRAO. Go to the RMACRAO web page at http://registrar.colorado.edu/rmacrao/ for a RMACRAO travel grant application.

Print out the application form, complete the application, and return it to your state Vice President by May 1. The RMACRAO Executive Committee will review all applications and select travel grant recipients. State Vice Presidents will notify you in writing of the application results.

The RMACRAO Annual Meeting will be held in Denver on July 21-23.

Special Event Planned for July 22 (Thursday)
Take me out to the Ball Park! At the ‘99 RMACRAO Annual Meeting, we will board a couple double decker buses at the Four Points Hotel and head to Coors Field, home of the Colorado Rockies baseball team. There is no game that night so we will take a tour and get a “Behind the Seams” look at Coors Field. This 75 minute tour is about a mile long covering concourse areas, Club Level, Suite Level, Press Area, Visitor's Clubhouse, and Visitor's Dugout.

After a buffet, the buses will take us to the new Pavillions downtown Denver to see the shops and activities. We'll walk or ride the free bus on the 16th Street Mall and then we'll gather at one of the clubs in LoDo for some fun. At 10:00, the double decker buses take us back to the Four Points Hotel.

Note: Rockies baseball tickets went on sale January 16th. People may want to hang around Friday night after the conference and catch the game against Mark McGwire and the Cardinals. If you're interested in attending this game, you should order tickets as soon as possible! You may call 1-800-388-rock for tickets or go to the Rockies web site at http://www.coloradorockies.com.

Become a RMACRAO Leader
RMACRAO is committed to serving its membership to the best of its abilities, but this can only come about with the service and dedication from those involved. We are seeking your help in securing nominations for the following positions to serve RMACRAO:

President Elect, VP for Colorado, VP for Wyoming, and Treasurer

The position of President Elect will succeed the President in 2000-2001; this is a three-year appointment, serving first as President Elect, then President, then Past President. The VP’s and Treasurer will serve terms of two years. A description of duties of the officers can be found in the RMACRAO directory.

Please submit your 1999-2000 Nominations for Leadership via e-mail to Barbara Todd (formerly Dickinson), barbara.todd@registrar.colorado.edu, no later than Thursday, April 1. Please take the time to talk with your colleagues and nominate someone - it is just fine to nominate yourself, or to submit more than one nomination. Your help is appreciated!
A Look at Extended Services

With more and more student transactions being done via voice response systems and via the web, there's more demand and use of these types of services 24 hours a day. The University of Colorado has developed an array of extended services to meet these needs. Following is a summary of how these services are delivered by the University of Colorado at Colorado Springs (submitted by Randy Kouba, Director of Admissions and Records).

A. Web Services, which are available virtually 24 hours a day, 7 days a week, includes the following:

1. Informational - Includes admissions and records information (viewbook, bulletin, schedule of courses which is updated daily, display of sections as "open" or "closed", changes to the published schedule, tuition classification information, resume bank, job postings, and career exploration services via ACT Discover), and miscellaneous information (area and campus maps, campus directory, and activating an e-mail account).

2. Interactive - Includes admissions and records features (inquiry contact card*, student for a day and campus tours reservation form, application for admission including download/print or submit on-line options, and e-mail questions for e-mail responses), financial aid features (inquiry contact card*, free scholarship search service, and e-mail questions for e-mail responses), housing features (inquiry contact card*, housing application including download/print or submit on-line options, and e-mail questions for e-mail responses), and the Student Success Center (chat room and on-line advising via e-mail).

**"Inquiry contact cards" allow customers to inquire in all areas, so they don't need to fill out a different card at each location for comprehensive information.

B. Interactive Voice Response Services are available 80 hours per week Monday through Friday, and selected weekend hours. We have received over 61,900 calls for these services in 6 months:

- registering, as well as dropping and adding courses (available approximately 34 weeks during the year during published "registration" periods)
- checking schedules
- checking grades
- checking account balance
- making credit card payments to the student’s account

C. Coming attractions include:

- placing CU transcript orders over the web
- electronic upload of e-mailed applications for admission directly to the SIS database (as opposed to manual entry)
- class rosters (for faculty/departments), and faculty capability to post grades (instead of coloring in bubbles on a scan form)
Executive Committee Meeting

November 9, 1998
Denver, CO

Present: Dean Bartow, Jeff Bunker, Lynn Denzin, Barbara Dickinson, Rebecca Macon, Sally Page, Luz Barreras Ross.

Absent: Jane Grzybowski, Vicki Hernandez, and Jim Ratliff.

I. Call to Order
President Jeff Bunker called meeting to order at 9:30 AM at the University of Denver campus.

II. Minutes
The minutes of the July 23, 1998 Business meeting in Taos were approved with corrections.

The minutes of the July 23, 1998 Executive Committee meeting in Taos were sent out by Barb. She has received no corrections. If there are any corrections, those should be sent to her via e-mail.

Note: Minutes from both the July 23, 1998 Executive Committee Meeting and the Annual Business Meeting can be found on the RMACRAO web page at http://registrar.colorado.edu/rmacrao/.

III. Old Business

Mid-Year Admissions Sessions: The VP’s from Colorado and Wyoming have not arranged for these sessions. In talking with Admissions people they did not receive much response. Additionally the VP’s were not sure what RMACRAO was offering to do during these sessions. (Luz did report that NM VP had set up this Admissions session.)

Discussion continued with a suggestion of having a pre-conference session for Admissions. Jeff will have Luz address this with the RMACRAO Program Committee.

The 1998 Annual Meeting: Kathleen Sena sent out a report electronically. She indicated that the evaluations she received of the conference were very good. There were 9 exhibitors, 201 registrants of which 36 were guests. A profit was realized in the sum of $1597.12.

IV. President’s Report

Directory: Jeff asked everyone to review their information in the new Directory, as some of the Executive Committee are incorrect. The VP’s will send out corrected information to their states via e-mail.

AACRAO Nominations: Barb submitted nominations for Jackie Freeze for the position of VP for Enrollment Management; and Kathy Fields for the Nominations and Elections Committee.

Ways to Assist AACRAO: Jeff had asked Bill Haid to look at ways RMACRAO could assist AACRAO. Jerry Sullivan (AACRAO) had indicated that we could assist in the phoning of new members. Jeff will contact Jerry for a listing of names and phone numbers. It was decided that a letter would be prepared to send to RMACRAO members with a statement each by Bill Haid and Jeff Bunker requesting volunteers to complete this task. We hope to complete the calls by the end of January.

Travel Grants: Dean proposed that the Executive Committee set deadline dates for reimbursement. Some grant recipients do not complete the necessary trip report and the amount is carried over for more than a year. We need to keep track of the recipients and notify them of the deadline. Jeff suggested that the Treasurer send out the form for the trip report and the time line for submission. VP’s should also include this information in the letter of congratulations they send to each recipient.

The deadline for application for the AACRAO travel grant is February 1.

The deadline for application for the RMACRAO travel grant is May 1.

Membership Dues: Colorado – PPCC has paid twice for this year (but different amounts). Dean has contacted them. AFA is not yet paid.

New Mexico – Luna Vo Tech, NM Jr. College, and UNM at Gallup have not paid.

Wyoming – All are paid.

Associate Members – Mesa Tech and International University are not paid.

1998-99 Proposed Budget: Total amount - $14,900. This budget reflects an increase in the amounts for the Directory and the Newsletter.

There was discussion about the reception at the AACRAO conference and how much to authorize for this function. Last year Jeff spent a little less than the budgeted amount. Luz will check on prices at the 1999 hotel, as well as the availability of music.

Barb made a motion to accept the budget report, Rebecca seconded – motion passed to accept the budget as presented.
Executive Committee Meeting (continued)

VI. Vice Presidents’ Reports

Colorado – Lynn Denzin: All schools have paid with the exception of AFA, which is in process. The Directory updates were all completed. Did receive response from three schools for the newsletter.

New Mexico – Luz for Jim: Some schools still not paid. He did get a good response for news.

Wyoming – Rebecca Macon: There were a few changes for the Directory, but no response for the newsletter.

Rebecca talked about the recent incident in Laramie concerning the death of one of their students and the bad and inaccurate publicity for the university, the city and the state. The incident, however, has brought about some helpful discussions. This also surfaced the issue of privacy of student records, how to deal with “leaks” in student information – including information of family members of those involved.

Jeff asked if there was any chance of re-introducing the fraudulent records legislation in NM and WY. Both Luz and Rebecca felt there was not.

VII. Past President’s Report

Barb has not yet set up the Nominations Committee, however her plans are to include a representative from each state.

The list of retirees will be requested in the spring for presentations at the annual conference.

There were several constitutional changes made this year, therefore it is anticipated there will not be many (or any) for 1999.

VIII. Historian’s Report

Jeff reported that when he was serving as Historian he had started a photo history book. This has not been kept up. There is a need for a job description for the Historian. Jeff will talk with Jane about what needs to be done to get the historical records caught up to date.

IX. Newsletter

Sally has the labels to mail the fall newsletter, which is at the printer’s at this time. She expects to have it back and mailed some time next week. It is four pages in length and was done at the CU printing services. The deadline for articles for the next newsletter is February 1, 1999.

Jeff has been asked to submit an article for the regional Financial Aid newsletter. This will be an excellent method of sharing information.

X. New Business

Discussion about the AACRAO reception – see earlier notes in these minutes.

Luz reported on members of the Program Committee for the 1999 RMACRAO Conference:

Carmen Baca Strohmeir, Iliff School of Theology, CO
Doris Bahee, Dine College, NM
Marilyn Cotant, Eastern Wyoming College, WY
Denise Esquibel, New Mexico State University, NM
Jeff Hammer, Mesa State, CO
Tom Herzog, Northwest College, WY
Paul Jones, Mesa State, CO

The Vice President’s should send out a call for session suggestions – anyone with ideas for the program should contact Luz directly.

The issue of the institutional contact person was discussed. It has long been a problem that some of the contact people do not share the information with their colleagues. It was suggested that the VP’s add everyone who has an E-mail address to the regular contacts with the members. There was a consensus of the Executive Committee that the VP’s will do this.

XI. Next Meeting

The preferred date for the next meeting is February 15. Second choice is February 8. Everyone was to check their availability. This meeting will be held at the conference hotel.

The Executive Committee meeting held during the AACRAO conference will be immediately preceding the Regional reception.

XII. 1999 Conference

Jack reported that the registration will remain the same amount as it was for Taos - $65.00. ($30.00 for one day registration.) There are a number of options being considered for the special evening function including the Ocean Journey, as well as many facilities at the Denver Pavilions and in the LoDo area.

Jack has suggested inviting Past Presidents to attend the annual meeting. Everyone concurred that this would be a great idea. Charlie Seldon will organize the Past Presidents (he will need a list of names and addresses). Jeff and Jack will work with Charlie to get the names, addresses and invitations.

The Committee adjourned at 1:00 p.m. with lunch at the conference hotel, as well as a visit of the facilities.

News to Share?

Do you have information to share with your RMACRAO colleagues? If so, please send it to your Vice President (listed on the first page) for the next newsletter.
Happy New Year to all! I looked through the archives and pulled out the thickest file, which happened to be 1979. Twenty years ago and what a busy year! The executive committee met five times that year! Charles Selden was President; Jinny Williamson, Past President; Fred Chreist, President Elect; Guido Smith, VP for Wyoming; Lucille Morrow, VP for New Mexico; Russ Lyon, VP for Colorado, and Jack Pommrehn, Secretary.

That year they were bidding to have the 1984 AACRAO Annual Meeting take place in Denver. Other cities that were competing for the bid were Atlanta, Toronto, Oklahoma City, and Louisville. Everyone was on “pins and needles” waiting for the decision until a letter dated April 25, 1979 was sent to President Selden from Albert Clary, Past President of AACRAO, with the following message: “On behalf of the AACRAO Executive Committee, I am pleased to notify you officially that Denver has been chosen as the site for the 1984 annual meeting.” Yeah!!! We won!!! Lots and lots of planning ahead!

There was also planning for the Summer Workshop as well as for the Annual Meeting in November. (The Annual Meeting was held separately from the Workshop instead of being combined as they are now.)

The Summer Workshop was held at Colorado Mountain College in Glenwood Springs, Colorado. Sessions included: counseling (structures, types of, and stressful situations); personnel development (measurement, motivation, management, and morale); enrollment projections (macro, micro, and emphasis on Rocky Mountain region); foreign admission; ACT; and what we all need to know about student financial aid. Don’t these sound familiar?

The Annual Meeting was held in Casper, Wyoming at the Ramada Inn, October 31-November 2, 1979. The Executive Committee met on November 1 and approved the Constitution change from “state vice presidents will be elected by the entire membership” to “state vice presidents will be elected by the membership within the state”. Long range goals for the year were to encourage institutional efforts leading to increased enrollment of ethnic minorities, women, physically impaired, and educationally disadvantaged students; institutional programs that would result in academic advancement of ethnic minorities, women, and educationally disadvantaged students, and to share information with other organizations such as Educational Talent Search and Upward Bound that were committed to similar goals in the area of equal educational opportunity.

Whew! What a year!! Lots of new ideas shared and lots of work put forth by the support system of RMACRAO.

–Jane Grzybowski, Historian