



ROCKY MOUNTAIN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

COLORADO ♦ NEW MEXICO ♦ WYOMING ❖ WINTER/SPRING 2000 NEWSLETTER

1999-2000 Executive Committee

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From the President

Greetings (and Happy Spring to you)!

It's spring-like in New Mexico! Sure hope you folks in Colorado and Wyoming are getting to enjoy some of the unusually beautiful weather that La Nina's bringing us. (First it was El Nino, then Y2K, now La Nina. . . whatever it is, I love it!)

This spring semester will zoom by much like the fall. It seems that once we get through census day, we turn around and it's mid-semester, and we're planning the following semester's courses—time



Before it gets too late, a few items of interest:

Spring/Summer 2000 offers us great opportunities for professional development. New Orleans is the site for AACRAO's annual meeting, April 9-12 – and you can register on-line! Please encourage your new staff members to take advantage of the RMACRAO and AACRAO travel grants. Each state is allowed three \$100 grants for each meeting. We love granting the travel awards, so please contact your state vice president for the application, or download it from the RMACRAO web site at <http://registrar.colorado.edu/rmacrao/>. And of course Dean Bartow and his LAC is busily planning RMACRAO's silver anniversary meeting in Cheyenne, July 19-21. Read more about it in this issue.

We also want to honor retirees. Let us know if anyone at your institution will be retiring this year. Fred Chriest has made the big decision to leave UNM. RMACRAO will miss his wisdom and character. Good luck Fred!

Remember that RMACRAO is *your* organization. *Get involved!*

Luz Barreras
President, RMACRAO

Call for Program Ideas

The annual RMACRAO conference is just around the corner. It will be July before we know it. If you have an idea for the program or if you would like to be a presenter, please contact Linda King at lking@admin.cc.whecn.edu. As usual we hope to cover topics that appeal to both registrars and admissions officers, so please share your ideas.

Vice Presidents' Reports

Colorado - Cher Downey

Lynn Denzin, Metropolitan State College, and Jeff Bunker, University of Northern Colorado, have been asked to chair their respective national AACRAO committees for 2000-2001. Lynn will chair the Information Systems and Technology Committee and Jeff will chair the Annual Meeting Evaluation Committee.

Colorado State University reports two position changes: **Steve Dahl** from Associate Registrar to Registrar and **Sandy Calhoun** from Associate Director of Financial Aid to Director of Financial Aid.

At the **University of Denver**, **Phyllis Bay's** title has been changed from Assistant Registrar and General Office Manager to Associate Registrar and **Cher Downey** from Director of University Registrations to Associate Registrar of Registration and Systems (as of January 1). The Registrar's Office welcomes two new employees: **Bobby Rice**, Transfer Evaluator and **Pravish Kattell**, Computer Analyst.

Already live with the Human Resource/Payroll and Alumni modules of SCT Banner and scheduled to go live with the Finance module on July 1, the **University of Denver** has begun the implementation process for the Student module. Steve Stanek, formerly the Registrar's Office Transfer Evaluator, is the Project Coordinator for Student and Financial Aid.

In order to comply with the **voter registration law**, the **University of Denver** plans on distributing voter registration information sheets to all students with their Spring Quarter registration materials. Information concerning voter registration and a link to the national, mail-in voter

registration form will also be available on the Registration web site. An ad will be placed in the student newspaper and information will be included in the Schedule of Classes publications. Colorado state and non-resident forms will be available for pick up at strategic locations across campus.

The **Registrar's Office at CU-Boulder** is also finalizing their plans to comply with the **voter registration law**. They plan to send an e-mail to all currently enrolled students in March or April with a link to the national voter registration form. Students will also be able to pick up voter registration forms on campus and turn them in at drop off sites on campus as well. Those forms collected on-campus will then be sent to the appropriate county or state for processing. Those that don't have an e-mail account (which is a very, very small percentage) will receive this information via U.S. mail.

Steve Ekerholm started at **CU-Boulder** in January as the Associate Director for Admissions responsible for Operations and Information Systems. He moved from CU-Denver where he served as Registrar for the last 6 years. Prior to that, Steve was the Associate Director of Admissions and Registrar at CU-Colorado Springs.

Barbara Schneider was appointed to the new position of Executive Director of Enrollment Management Services and Admissions in November 1999 at **CU-Boulder**. Barb had previously been Associate Director of Admissions at CU-Boulder, left in 1992 and served as the Assistant Vice Chancellor for Academic and Student Affairs at CU-Denver. She then returned to the Boulder Campus in 1998 as the Director of Enrollment Management/Financial Aid.

Bill Haid accepted a position as Executive Director of Enrollment Services at **Colorado State University**. Bill leaves **CU-Boulder** where he served as registrar for the last 10 years. He started at CSU at the end of February.

New Mexico - Jim Ratliff

We at **San Juan College** have entered the new "century" and so far problems have been very small. We did have a little surprise on our transcripts. The computer added one hundred years to the semesters in our history file but the Computer Center corrected the problem quickly! I hope any problems other schools have had were as trivial as ours.

Winter in New Mexico has been a little irregular. We had beautiful weather (I golfed pretty regularly well into the late fall) and then it got very cold. We had about an inch of snow Christmas evening, so those who are into a "white Christmas" got their way. But I've seen enough white Christmases to last me a lifetime.

Speaking of snow; if you're a skier, don't come to Southern Colorado or Northern New Mexico. We have little or no snow! Snowbowl, by Flagstaff, didn't even open this year!

San Juan College recently brought in a computer consulting company (Collegis) and they are supposed to help identify our computer needs for the future! This has caused some (minor?) problems with our in-house computer staff, but I guess progress is being made. I indicated in the last newsletter that it looked like we were going to jump on the Banner bandwagon too. It still looks that way, but I know of no real time frame yet. Aren't we Admissions and Records people always some of the last to learn about changes?

Vice Presidents' Reports (continued)

I visited with **Larry Fuqua**, registrar at ENMU. He tells me their new V.P. for Student Services has added several new people to the Admissions Office. In addition to beefing up national, regional, and in-state recruiting, one person has been designated to handle International recruiting, which is something fairly new for ENMU. Of course, when you talk to Larry, fishing always comes up. When he heard about the low snowpack in the Southern Rockies, we decided that he could probably walk across the San Juan River in tennis shoes this spring and not get wet.

NMSU has the new "Banner" admissions component up and running.

Angela Mora-Riley, Director of Admissions, finds it to be more labor intensive to do some things than on the "home grown" system. Entering an application has gone from two screens to eight screens. Time will tell how well it will serve our friends at NMSU. Angela also mentioned that NMSU is currently searching for a new president. They hope to have the process complete by late April or May.

Mike Zimmerman, Registrar at NMSU, mentioned that they are looking at a new degree audit system. He said that they had identified what they wanted only to learn they had to go the "RFP" route before a final decision could be made. Of course, this problem only happens in Las Cruces!

Wyoming - Tamara Lehner

Wyoming has embraced all kinds of change this year, and heads into the 21st Century armed with new personnel and new computer systems alike. The **University of Wyoming** Admissions Office will bid a sad farewell to Associate Director **Kathy Fields** this March. Kathy is leaving 14 years of working in higher education to take a job in her original field of Pharmacy in Maine. With Kathy leaving, UW is glad to have **Sara Axelson's** leadership, and **Tamara Lehner** will be serving as Acting Associate Director until the position is filled sometime later in the year. The office has also gotten approval for two new Assistant Director positions to be filled later this spring.

Keeping with the spirit of change, Student Affairs is in the middle of a search for a new Vice President, as **Jim Hurst** is retiring. Admissions is testing the field with a Denver-based representative, and **Jeff Mack** accepted the temporary assignment for this recruiting cycle until a full search can be done later in the year.

On the technical side, UW's on-line application has been revamped, and the office of Registration and Records is in the final stages of preparing for web registration. They will be piloting the new system in April for summer and fall registration.

All seven of the **Wyoming Community Colleges** have been kept extremely busy as they've undergone a huge conversion to Release 16 of Colleague. The conversions went fairly well, and the bugs are being ironed out as they go along. **Casper College** Admissions office will bid **Carolyn Alvey** goodbye, as her husband has accepted a job in Riverton. They have hired a recent UW graduate, **Kim Sears**, as their new Admission Coordinator. **Laramie**

County Community College has hired **Cara Fearneyhough** as their Admissions Coordinator, replacing **Molly Christensen**, now Assistant Director of Financial Aid. **Dean Bartow**, also of LCCC, is making plans for our pre-Cheyenne Frontier Days RMACRAO conference in Cheyenne on July 19-21. It should be a "granddaddy of all RMACRAO conferences," so we hope you'll all make plans to be there.

In closing, all at Wyoming who are headed to New Orleans for the national conference in April are excited about the trip, and look forward to seeing all the RMACRAO gang there! Linda and Tamara are working on our reception, and guarantee that a good time will be had by all.

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.

Historian's Report

In June 1976, the Colorado-Wyoming ACRAO (CWACRAO) decided to recommend that CWACRAO accept New Mexico's request to become part of CWACRAO.

With this recommendation came several concerns. Would institutional funds be available to member institutions for out-of-state travel? If the annual meetings were rotated among the three states, could institutions located in the farthest edges of the region get travel money to attend meetings held in the opposite portion of the region? Would the meeting location be rotated (evenly) among the three states? Would most admissions and records offices have to limit attendance to a few top professional staff members? Would there always be officers from each state? Needless to say, these concerns either never formulated into issues or the issues were ironed out as time progressed.

A few little tidbits about what was going on at that time. As CWACRAO was preparing for their summer conference the conference rates for the Pinon Alps Apartments were \$18.75 daily for a one-bedroom apartment and \$24.50 for a two-bedroom apartment. Oh my, how times have changed!

The agenda for the annual conference included: The Law and the Registrar (Buckley Amendment), Registration Systems, Future Directions of the Registrar's Office, Special Admissions, and Enrollment Population Trends. Oh my, how times have *not* changed!

On November 11, 1976 an amendment was approved to change the name from CWACRAO to Rocky Mountain Association of Collegiate Registrars and Admissions Officers (RMACRAO).

-Darlene Lucero, Historian

Treasurer's Report

1999-2000 RMACRAO BUDGET (Approved 11/12/99)

<u>Expense Category</u>	<u>Amount Budgeted</u>
Executive Committee	\$ 350.00
RMACRAO Directory	2,500.00
Newsletter	3,500.00
President's Travel	500.00
Stationary	300.00
Miscellaneous	500.00
AACRAO Reception (New Orleans)	1,250.00
Annual Meeting Facility Deposit	1,000.00
Historical Materials	100.00
Peer Evaluations	500.00
RMACRAO Travel Grants	600.00
AACRAO Travel Grants	600.00
Exec. Comm. Liability Insurance	500.00
Fraudulent Credentials Task Force	0.00
Annual Meeting Program Committee	2,000.00
TOTAL	\$14,200.00

Activity Summary for 1999-2000

Balance (7/1/99)	\$10,699.78
Receipts (7/1/99 - 12/31/99)	\$8,144.83
Debits (7/1/99 - 12/31/99)	\$3,294.37

-Kathleen Sena, Treasurer

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



WHAT A YEAR!

by William R. Haid, AACRAO President

Greetings RMACRAOans and Friends.

My term as AACRAO president is rapidly coming to an end. This seems remarkable in that it seems like it just started. Like president-elect, just about the time you get the hang of what you're doing, someone's sticking a gavel in your hand and you have to learn a whole new job. Well this year is almost up and I'll be passing that gavel soon to the next AACRAO president, and then I will be learning the job of past president.

However, from watching previous past presidents, I am soon expecting to become very wise and take my role as sage of the board. Unfortunately, after sage, you join the ranks of past presidents who.....well, let's not get too far ahead.

This has been one of the greatest years of my life. Serving as AACRAO president has been the ultimate professional experience. I am so grateful for the opportunity and very thankful to have had a year of relative calm and success. I'm sure you know that AACRAO has been rebuilding for the past two years after going through some very difficult and challenging times. I appreciate the leadership that preceded me who faced the challenges and set the course for AACRAO's recovery. This year we have been able to focus on rebuilding from a new base of strength. The finances of AACRAO are much more stable now and the reserves are returning to their former levels. The staff of AACRAO are the best I have worked with. They have been very directly responsible for the return of many basic and new services to members. The Board of Directors has been another source of strength for the association. Everyone is taking their governance and leadership roles seriously. All of these are the reasons I feel we have had successes this year.

For my part, I feel that accomplishing the steps to incorporate AACRAO was a major contribution to further strengthening our association. The board, the task force, the staff, and members who have expressed interest have all done a credible job of getting us to the point of incorporation. We will be seeking the general membership approval of these steps at the annual meeting and I hope you will be able to support this with your vote.

I made a pledge to improve and increase communication to members. I personally have initiated communication to members in the form of my president's journal, the president's corner in the *Data Dispenser*, e-mail blasts about the incorporation process, the establishment of an informal advisors network, and much individual communication to members as the opportunities arose. The AACRAO office has initiated several new communication devices that are being well received by members; specifically the weekly Federal Relations Update and the "members only" section of the website. The *Data Dispenser* itself has become a substantial newsletter to members with regular content and special inserts from data collected from members. The website has also undergone extensive enhancements, and information requested by members has been added and regularly maintained. I have received good feedback from members about our communications. There is much more that has been going on this year, but that will all be reported at the annual meeting.

As I traveled to state and regional meetings this year, it was a privilege to represent AACRAO. I met many members and had the opportunity to hear their concerns and issues. Members are telling me that they are glad to see AACRAO providing the services they need and want. They are also happy to see AACRAO not only coming out of the woods from a few years ago but becoming a stronger association in the process. The Board and the staff are encouraged by this, but also realize that there is much more to be done for AACRAO.

We will be presenting a new budget at the annual meeting. The budget will reflect a continuation of dues at the \$165 level to maintain the service levels currently provided. The board will also be presenting a proposal to increase dues to \$175 for the purpose of extending the services provided. This will be described in detail in the February *Data Dispenser* and discussed at the town meeting and business meeting in New Orleans. I ask for your participation in the discussions and votes. RMACRAO has been a great source of leadership for AACRAO, and in my opinion, RMACRAOans need to continue a high level of participation in association discussions and business. I am very proud to be a RMACRAO member.

On a personal note, I am especially happy that this news means I will continue as a RMACRAO member. I am beginning a new position at Colorado State University and leaving CU after ten years here. I will be the Executive Director of Enrollment Services. I am very excited about the position and the move, but sorry to leave my "best friends" at CU. I plan to see them, and you, in New Orleans in April and at RMACRAO this summer.

Best regards to all,

Bill

Executive Committee Meeting Minutes

Minutes of the 1999 RMACRAO Annual Business Meeting, July 21, 1999, in Denver, CO are available on the RMACRAO web site. These minutes will be reviewed by the membership and submitted for your approval at the RMACRAO 2000 meeting this summer.

July 23, 1999 Denver, CO

Present: Luz Barreras, Jeff Bunker, Cher Downey, Vicki Hernandez, Linda King, Tamara Lehner, and Kathleen Sena.

I. Call to Order

President Luz Barreras called the meeting to order at 11:34 a.m. at the Sheraton Four Points Hotel in Denver, Colorado.

II. Minutes

The minutes of the June 21 meeting were not available and will be sent to Luz for approval via e-mail.

III. LAC Report

Jeff reported the evaluations of the meeting were rated good and excellent and some topics were recommended for the next year.

Cher reported the vendors liked the book marks and stamps for drawing, they also liked the fact that all the vendors were in the same room. There will be vendor support in Cheyenne. Overall the vendor comments were very positive.

Ideas for the Cheyenne conference include:

- Introduce the vendors during the Keynote and Welcome portion of the conference.
- Take out the Finance report to the organization.

- Use more signs to guide people to the rooms and where the vendors are located.

- Use the manual on how to plan a conference more than we currently are.

IV. President Elect

Ideas for the Keynote include Will Kline, he works with drug and alcohol victims, and going to the Terry Bison Ranch for the social event.

V. President

Very pleased with the conference!

VI. Treasurer's Report

Dean Bartow turned over everything very well, the organization is in good shape for the coming year. Will continue to work on membership dues and will prepare proposed budget for next year.

VII. November Budget Meeting

Possible location will be Crested Butte or Gunnison to make it a little closer for those traveling from New Mexico. The date will be November 12, the time will be announced at a later date.

VIII. Other

Ideas for the RMACRAO reception at AACRAO in New Orleans include combining with another region or scaling back on what is offered due to the cost of food and drinks.

AACRAO this year is April 9-12 in New Orleans.

Meeting Adjourn at 12:54.

November 12, 1999 Pueblo, CO

I. Call to Order

Luz Barreras called the meeting to order at 9:28 am.

II. Minutes

The minutes from July 23 meeting and July Business Meeting will be e-mailed to Luz by Vicki during the week of November 15.

III. Old Business

The final budget for RMACRAO '99 in Denver was passed out. Cher reported that having the vendors helped out greatly at the meeting. SCT will supply the plastic holders for nametags for the next annual meeting. There was a motion to approve the budget; it was seconded by Jeff. Motion was approved.

IV. President's Report

A. AACRAO News

Jackie Freeze and Kathleen Fields have been nominated for the Nominations and Elections Committee. As a board encourage other RMACRAO members to vote for RMACRAO candidates.

AACRAO 2000-Scholarship Challenge of \$1000 from each state and regional associations. As a board discussion was given and the consensus was to not give the dollars to the national organization, but keep it for the region.

B. AACRAO State and Regional Association Information

Please forward names, along with the institutions, of people retiring this year to Luz.

Luz asked for suggestions for ways the AACRAO Representative could add more to the value of our annual meeting. Suggestions included that the Representative could come in and provide information regarding the Incorporation of AACRAO.

Discussion also included if we would be interested in having CLHE do a pre-conference workshop. Ideas from the board included having them as a vendor and possibly doing a workshop and RMACRAO would charge a registration fee and keep it for the organization.

C. By-Laws & Constitutional Changes

A committee will be formed to go over the current By-Laws and Constitution. The committee will also make recommendations for any changes that need to be addressed. Part of the changes discussed were changes for the Elections for Honorary Memberships.

RMACRAO

Executive Committee Meeting Minutes (continued)

D. Letters to Institutional Presidents

Luz will send letters to institutional presidents of Executive Committee members thanking them for supporting RMACRO through that member's participation in RMACRAO. Names of the presidents and/or vice presidents were collected.

V. Treasurer's Report

A. Proposed Budget for FY 2000 was passed out to Executive Board. The motion to approve budget was seconded and approved.

B. Luz proposed a budget increase for the AACRAO reception. After discussion of the proposal the proposal was not approved. Linda will investigate different options for a regional reception in New Orleans, including moving it off-site of the motel.

VI. Vice President's Report

A. Colorado

The former list serve for Colorado cannot be used because it was set up through the Metro server. Cher is developing a new list.

B. Wyoming

C. New Mexico

CHE-Residency tuition waiver, what will qualify a student for the waiver? The gear up program-a federal program grant to prepare young students for college and will also pay the application fees, Advance Placement fees, etc.

AP-Looking at standardize college credit, must list in college catalog.

SIS is in full swing.

VII. Past President's Report

Jeff shared a card received from Val Mead thanking the board for the plaque. Any nominations for

RMACRAO Executive Committee must be sent to Jeff. Vacancies this year include President-Elect, VP New Mexico, and Secretary.

VIII. Historian's Report Darlene still needs names to go along with the photos. She would also like ideas for the 25th Anniversary RMACRAO Annual Meeting.

IX. Newsletter Update

Luz will forward the email update from Sally to committee members.

X. RMACRAO 2000 Annual Meeting

The program needs some help from Registrars. This year the program committee will try and have more sessions for the Admissions personnel. Some hot topics include: Homeschooling, Enrollment Management, International Student Admissions, Orientation, healthy travel, and how to dress professionally and travel comfortably.

Some ideas included moving the 2- and 4-year forums. The conference must be done by noon on Friday.

Ideas for the keynote include Impulse Theatre from Denver.

Local Arrangements - The site of the conference is Cheyenne, Wyoming at Little America. The dates are July 19-21, 2000. The room rates will range from \$85-115 per night.

The hotel will not charge for the meeting rooms if the quota is met for the rooms.

LAC is currently forecasting the registration fee to be the same as last year.

XI. New Business

None

XII. Announcements

None

XIII. Next Meeting

Next meeting will be in February in Colorado Springs. The dates discussed were the 18th and the 25th.

Meeting was adjourned at 12:35 p.m.

AACRAO 2000

Registration has begun for the Annual Meeting! Members can register on-line at <http://www.aacrao.org> simply by inputting a membership ID number – the rest of the contact information fields will fill in automatically – and then you just need to select meal and workshop options. Or register by printing out the form, filing it in, and mailing it or faxing it.

A complete Annual Meeting Program with an extensive list of sessions and activities is also available at the AACRAO web site. In addition, all members will receive the Annual Meeting brochure and a registration form in the mail. February 25 was the early bird registration deadline, but you can still register if you haven't already.

Also, see the Annual Meeting page at AACRAO's web site for a complete listing of hotels.

REMINDER: Get together with fellow RMACRAOans at the regional reception in New Orleans, Tuesday, April 11, 7:00-9:00 p.m. (location to be announced).

RMACRAO

LAC Invites You to RMACRAO 2000

Boy, the time just slips by so fast. It's hard to believe that in only 5 months we will be gathering again for our annual summer meeting. We at Laramie County Community College would like to extend an invitation to all of our membership to join us in Cheyenne, Wyoming, for the 2000 Annual Meeting. The Little America Resort will be the site for this year's meeting to be held July 19, 20, and 21. These are the three days immediately preceding Frontier Days, and we will get a little bit of the flavor of the Old West. Activities that will be occurring during that time include the melodrama, the Governor's Art Show, barbecues, music, museums, and much more.

Registration materials will be coming out in May. The program committee has been putting together

some terrific sessions, and we should have a great meeting. Put us on your schedule of summer activities and join us in Cheyenne for a relaxing and enjoyable few days.

Travel Grants for RMACRAO 2000

RMACRAO offers six \$100 travel grants for first time RMACRAO attendees to the Annual Meeting in July. These grants are usually 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 it, 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.

Call for Nominations for RMACRAO Officers

The RMACRAO Nominations and Elections Committee is seeking individuals who are interested in serving on the Executive Committee. Three officers are open for nominations: **President-Elect, Vice-President for New Mexico, and Secretary**. The President-Elect serves for one year and then becomes President for the next year, followed by serving as Past President for a year. The other two officers each serve a two-year term. All offices are important for the success of the Association and each offers potential for personal and professional growth. To nominate yourself or another member of the Association, please e-mail Jeff Bunker at jbunker@unco.edu or call him at (970) 351-1849 **by March 31, 2000**. Once nominations are received, the N&E committee will meet to establish a slate of candidates. The slate will then be mailed to institutional contacts for voting. The terms of the new officers will begin at the annual meeting in July.



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