



ROCKY MOUNTAIN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

COLORADO ♦ NEW MEXICO ♦ WYOMING ❖ Winter/Spring 2001 NEWSLETTER

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From the President

It is time to think about Seattle if you haven't yet. Conference hotels are designated on the AACRAO website and the rooms are going quickly. As usual, we encourage all of you to consider attending the national conference. We will once again have our RMACRAO reception off site at a local restaurant. Steve has been making arrangements for a fun time with some great food.

If you are a veteran in the field of admissions and records, I would like you to consider mentoring a newcomer to RMACRAO. Mentoring would entail making contact with a newcomer at our annual meeting in July and continuing the relationship throughout the year. We hope this will provide newcomers with some additional resources to draw from. If you are interested in mentoring, please send me your name, school, current position, and years in the profession. This information can be sent to me at lking@admin.cc.whoecn.edu.

Be sure to mark your calendars for RMACRAO 2001 in Grand Junction, July 18-20. The LAC and Program Committee are working to plan a conference that has something for everyone. I think you will find the program to be full of informative sessions and the social events to be packed with fun. I look forward to seeing you all in Grand Junction and hope that many of you will be with us in Seattle.

Sincerely,

Linda King
President, RMACRAO



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 updates, copies of previous newsletters, travel grant applications, minutes from executive committee meetings, the RMACRAO constitution, professional development activities and more!

Vice Presidents' Reports

Colorado - Cher Downey

Construction continues at the **University of Denver** as we prepare for the return of the Lamont School of Music to the University Park Campus. The groundbreaking ceremony for the King Lee and Shirley Nelson Residence Hall was held on February 14th – a sweet Valentine's celebration for all.

In addition to being knee-deep in SCT Banner implementation, the university is in the midst of its **NCA reaccreditation process**. DU, which has maintained NCA accreditation since 1914, was just visited by a 10-member team led by Katy Marre, Associate Vice President for Graduate Studies and Research at the University of Dayton. The team met with students, administrators, faculty and staff – and a good time was had by all. We are excited about the very positive visit and anticipate feedback from NCA concerning our reaccreditation in April.

The University of Denver also implemented an **honor code** for students, faculty and staff in September. The Honor Code has been well received and the University of Colorado at Denver has requested that we assist them in the development and implementation of their own code. There has been enough interest in the honor code that a collaborative effort is being attempted between Colorado schools to produce a Colorado Honor Code Group. Chris Austin, Director of Citizenship and Community Standards, is attempting to coordinate an organizational meeting with University of Northern Colorado, CU-Denver, and CU-Boulder. Chris also intends to be in touch with schools that already have honor codes in place, such as the Air Force Academy, Colorado College, and Pueblo Community College. Their input will be invaluable to the process.

Two new staff members have joined the office of admissions at **Colorado State University**. **Randy Miotke** comes to Colorado State from Aims

Community College where he was responsible for network administration and web site development. Randy's primary responsibility will be to develop the admissions office web site and other projects related to the Internet. Another new staff member, **Kelly Cue Davis**, received her PhD in clinical psychology from the University of Washington in Seattle. She brings expertise in experimental design and data collection and analysis. Kelly's responsibilities include survey development, program evaluation, and statistical analysis. The office of admissions continues to add and improve its **on-line application services** for students. In addition to applying on-line, students can now pay the application processing fee on-line as well. The new on-line payment is totally electronic with no manual intervention between the student, credit card processor, and the university. Students are given a variety of options for applying to Colorado State: complete the easy on-line application and pay the processing fee electronically, apply on-line and mail in the fee, or pay the fee on-line and mail a hard copy of the application.

Barbara Baker reports that **North-eastern Junior College** recently appointed a new admissions recruiter, **Richard Ontiveros**, whose goal is to increase the school's service to students from diverse backgrounds. Richard is focusing his attention on the recruitment of minority students, especially Hispanics living in the northeastern part of Colorado. Among his activities is the development of a campus advisory committee composed of Hispanic community leaders and others interested in helping the institution attract and improve diversity. The college has a Campus Diversity Committee that has been active for several years, primarily coordinating on-campus presentations and student dialogue related to acceptance and encouragement of diversity.

New Mexico - Ruth Gribble

San Juan College has started the semester off with a lot of excitement. The college recently won the **Zia Award for Quality New Mexico**. Quality New Mexico, a statewide organization, works to promote and develop excellent performance by organizations within New Mexico. San Juan College is the first educational organization to win this award. The college also opened a new **Health and Human Performance Center** in December. This facility houses a brand new fitness center and all of the health profession departments, including the new dental assistant and dental hygiene programs.

Eastern New Mexico University has seen some changes in both their records and admissions offices this year. **Larry Fuqua**, who has been the registrar at Eastern for many years, retired in December. He is now residing in Ruidoso. **Betty Crane** in the new registrar. Betty has been the assistant registrar at Eastern since 1983. In July, the director of admissions and the director of financial aid positions were combined. **Julie Poorman** has been the director of both of these areas since July. Congratulations to all!

The **University of New Mexico's registrar's office** will be involved in an off-campus retreat in February. This will be a rare opportunity for their office to get away and participate in important discussions about office goals. The office is also looking into the Hershey opti-scan product to put all of the paper records on CD for safe-keeping and easy retrieval. UNM is undertaking a number of initiatives to work with students to be successful and finish their degrees. Sounds like a very worthy cause!

Vice Presidents' Reports (continued)

Anna Tupler of Santa Fe Community College would like everyone to know about a **book drive RMACAC will be having at their spring conference in April**. All proceeds will be donated to the Phoenix Indian Hospital and/or Tempe Guadalupe Hospital. Please begin collecting children's used books now and bring them with you to the conference. You can donate them at the time of check-in or mail them to Anna Tupler, Human Relations Chair, c/o SFCC, 6401 Richards Ave., Santa Fe, NM 87505.

Wyoming - Tamara Lehner

The admissions and records office at **Casper College** suffered a tremendous loss on January 29, 2001. Long time friend and co-worker, **Darlene Mooney**, admission specialist, passed away unexpectedly. Darlene had been an active participant in RMACRAO since 1992. Darlene enjoyed the friendships and information she gained from the organization. She will be missed.

Central Wyoming College suffered a **waterline break** on February 8, and the admissions office was flooded. The culprit was a heating coil that froze and burst. Luckily, admissions was able to do business the very next day, though they had no heat and some very soggy floors!

Eastern Wyoming College just **completed a reaccreditation evaluation** in February by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, Chicago, Illinois. The evaluation team recommended that the next comprehensive visit be conducted in 2010-2011, which would give EWC the maximum ten-year accredited status. Among the unique strengths the evaluation team noted in its preliminary report were the following:

"EWC, in spite of being the smallest college in the state, has one of the largest and most successful community outreach programs, providing services to citizens in a 16,000 square mile service area," and "...the college has strong administrative leadership, resulting in student satisfaction, positive relationships, and pride in the institution. The pride is reflected in the cleanliness of the facilities, dedicated faculty/staff, and student enthusiasm."

Laramie County Community College is pleased to announce the newest member of the recruiting team, **Sara Heinert**. Sara is an LCCC graduate and received her bachelor's degree from UW. **Tammy Smith** has accepted the admissions coordinator position, and is looking forward to building a great recruiting team.

The **University of Wyoming admissions office** has had a busy fall, completing a major remodel of the processing area and installing EMAS software. UW is also currently in the final stages of implementing an integrated marketing plan, working with Educational Marketing Group of Denver, CO. With regard to staff, the UW admissions bade a fond farewell to admissions counselor **Sean Moore**, who accepted a position with our SEO office in February. **Waymon Levingston**, who left UW to work with the University of Miami for a couple of years, is back as an assistant coordinator of special programs with our minority affairs office. In addition, **Tammy Mack** has recently been hired into a new position with minority affairs as a recruiting and retention specialist for Native American students. UW will be hiring a new admissions counselor to fill Sean's position after July 1. Future plans for hiring include an associate director and a full-time orientation coordinator.

We're excited that freshmen numbers at UW were up last fall, and so far, all indications point to another increase for next fall!

Western Wyoming Community College suffered a **major fire** in its boiler room and physical plant area on the evening of January 1, which left the campus without heat, water, telephones, fire alarm, and fire suppression systems. Most of the campus suffered smoke damage, and several offices, storage areas, and work areas in the physical resources area of the building were lost. Thankfully, only those students staying over for the holidays were on campus, and they were relocated to a motel while repairs were made. By January 3, enrollment services, financial aid, and the housing office were up and running in the commons area of Rocky Mountain Hall, a self-contained residence hall. The business office joined the group and students were admitted, advised, registered, and able to pay their balances. With the combined efforts of campus and community, WWCC opened its doors and returned to regular operations on January 16, the scheduled start date for the spring semester. The WWCC employees want to thank everyone for their support and best wishes during a challenging time. WWCC can now focus on moving forward with its strategic planning and to that end action teams have been formed to carry out priority goals under the college's guiding principals.

News to Share?

Do you have information to share with your RMACRAO colleagues? If so, please send it to your state vice president (listed on the first page) for the next newsletter.

RMACRAO Leaders Needed

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
- Vice President for Colorado
- Vice President for Wyoming
- Treasurer

The position of President Elect will succeed the President in 2002-2003; 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 (under the By-Laws, Article IV, Duties of Officers) and also on the RMACRAO web site at registrar.colorado.edu/rmacrao/constitution.htm.

2001-2002 nominations for leadership are due by March 31, 2001. Please submit nominations via e-mail to Luz Barreras (lbarreras@admin.nmt.edu), or call 505-835-5241.

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.

Once nominations are received, the Nominations & Elections Committee will meet to establish a slate of candidates. The slate will then be mailed to institutional contacts to distribute to the membership for voting. The terms of the new officers will begin at the annual meeting in July.

RMACRAO 2001

2001 RMACRAO Annual Meeting

Planning for the 2001 annual meeting is well underway. The Local Arrangements and Program Planning committees are working hard to make this millennium year annual meeting (the real millennium) an event to remember. This "grand" event will be held in Grand Junction, July 18 - 20.

Your RMACRAO board members visited Grand Junction this past November and were very impressed. This part of Colorado, the city of Grand Junction, and the conference hotel (Adams Mark) have a great deal to offer - a variety of outdoor activities including the Colorado National Monument, vineyards, tennis, golf, and plenty of great guest rooms.

Dr. James Rouse an MD from Denver has been asked to provide the keynote address: "Too Much to Do and Too Little Resources." A program is being planned that will offer attendees session topics in four different tracks: admissions, registrar, professional development, and vendor presentations. Presenters for sessions are still needed, so please volunteer. If interested, contact Steve Ekerholm at 303-492-0470 or via e-mail at steve.ekerholm@colorado.edu.

We hope to see you in Seattle in April. If not, then definitely in Grand Junction in July!

The Train, She is a Comin'

A number of RMACRAOans will be making the journey to Grand Junction this summer via Amtrak. It will be a beautiful and relaxing way to take in Colorado's mountains, as well as the opportunity to meet and talk with our colleagues as we head west. If this opportunity appeals to you, call Amtrak at 1-800-872-7245 to make your reservations. The trains leave Denver every day at approximately 8:50 a.m., and arrive in Grand Junction at 5:24 p.m. They return to Denver daily, leaving Grand Junction at 11:10 a.m., and arriving at 7:55 p.m. Cost is approximately \$170 round-trip.

Travel Grants Available for RMACRAO 2001

It's going to be another great annual meeting this year in beautiful Grand Junction on July 18-20. If you've never attended RMACRAO before but plan to attend this year's annual meeting in July, we encourage you to apply for a travel grant. RMACRAO offers six \$100 travel grants for first time attendees to the annual meeting. To apply, go to the RMACRAO web page at registrar.colorado.edu/rmacrao/ for a RMACRAO travel grant application. Print out the application form, complete it, and send it to your RMACRAO state vice president by May 1, 2001. The RMACRAO Executive Committee will review all applications and select the travel grant recipients. State vice presidents will notify you in writing of the application results. RMACRAO likes to award ALL of the travel grants so please take advantage of this opportunity by applying now!

Treasurer's Report

Balance as of 11/01/00	\$17,288.32
Revenue (Dues)	\$705.00
TOTAL	\$17,993.32
Expenditures	\$1,049.08
RMACRAO Travel Grants	
Dues Overpayment Reimbursements	
Executive Committee	
Newsletter Production/Mailing	
Balance as of 1/31/01	\$16,944.24

The following institutions have not yet paid dues for 2000-2001. Failure to do so by April 30, 2001, will make these institutions ineligible to register and participate in RMACRAO 2001 in Grand Junction, CO, July 18-20. Please contact me if you have any questions regarding this.

Colorado:

Lamar Community College
Otero Junior College

New Mexico:

Clovis Community College
Eastern New Mexico University

Wyoming:

Northwest College

- *Kathleen F. Sena, Treasurer*

RMACRAO Regional Reception in Seattle

Those that attended the RMACRAO Regional Reception in New Orleans at last year's AACRAO annual meeting will recall the wonderful time we had at Bubba Gumps - good food and great conversation. And that's all I have to say about that.

In Seattle we will again be going off-site for our regional reception. We have booked Elliot's Oyster House. This waterfront favorite, named one of the top five oyster bars in the country by Fortune Magazine, is anxious to give us landlocked visitors a taste of the Northwest. While we are not intending that this be your main meal for the evening you can expect to sample such delights as smoked salmon, crab stuffed mushrooms, Ahi tuna, bacon wrapped prawns, Dungeness crag and shrimp dip, baked brie, chicken skewers, fried artichoke hearts, and of course cheese and fruit.

The reception is Tuesday night, April 24, from 6:30 p.m. to 8:00 p.m. Elliot's Oyster House is located on Pier 56, about 15 minutes from the Convention Center. For your reference, a map of the downtown Seattle area is available on the RMACRAO web site under information from members (registrar.colorado.edu/rmacrao/membershipinfo.htm).

Historian's Report

My theme seems to be once again, "the more things change, the more they stay the same".

I went back thirty years into the archives and found a presentation on Methods and Techniques of Record Storage and Retrieval. The presenter was our own Allan Eddy. It was presented at CWACRAO in 1969.

The method or technique being explored was microfilm. The following two paragraphs from Business Automation (May 1969) were included in Allan's presentation:

"More potential than progress - that's one of the conclusions about the microfilm field evident from a survey conducted by Business Automation. Information about the 'state of the art' was gathered from companies, which use and do not use microfilm. For future trends authorities in the field were consulted.

To anticipate more progress in the future than has been made in the past is not to negate the remarkable achievements of recent years. As Peter Covert, president, Atlantic Microfilm Corp., explains: 'Our industry has moved so rapidly in the past ten years that if we were to look back only three or perhaps even two years in the past, we would probably not have envisioned some of the new products, services, and equipment that have come into being.'"

The advantages to using microfilm that Allan cited were security, space, reference, and utility. The microfilm could be stored "off-site". Storage space could be freed up for other things. Files would not have to be refiled (some of us remember those days). There was a possibility of faster and more efficient retrieval and duplication.

The disadvantages Allan listed were investment, updating, proofreading, filming, and training of personnel. He estimated it would cost approximately \$5,450 to microfilm around 18,000 documents. The equipment would cost roughly \$5,375 and the labor would cost approximately \$10.95 (10 hours 18 minutes x \$1.50/hour).

Amazing isn't it? The \$\$\$\$\$\$ changes but the concerns basically stay the same!

- Darlene Lucero, Historian



University of Colorado at Boulder

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