



ROCKY MOUNTAIN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

COLORADO ♦ NEW MEXICO ♦ WYOMING ❖ WINTER/SPRING 2004 NEWSLETTER

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From the President

Greetings Colleagues!

I hope that your New Year is treating you right! I think we all come back from our holiday break feeling refreshed and re-energized, and before long work gets crazy again and we wonder where we'll find the time for all we have to get done. If you're like me you maybe made some resolutions, both personal and professional: things you want to accomplish, improve, quit, or begin. I wish you success in all of your endeavors, and hope that amid everything else there is to do each day, that you'll be sure and take time to be good to yourself—something I think busy professionals sometimes forget to do!



This year is shaping up to be a really great one for RMACRAO members, with great opportunities for networking as well as workshops to inspire and energize us at both the April AACRAO meeting in Las Vegas, and the RMACRAO meeting in Casper in July. The LAC at Casper College has some really fun things lined up for us, and the meeting promises to be very reasonable in terms of hotel costs. Please check out more information about the particulars on "All Trails Lead to Casper" in this issue. Also, there exists an exciting opportunity to combine the trip to Casper with a stop at Cheyenne Frontier Days, which will kick off the weekend that we conclude our conference. If you are interested in this, you may want to begin making reservations for hotels in Cheyenne and for night show tickets, as they do sell out very quickly.

We'd like to also issue a special invitation this year in hopes of increasing our attendance at the summer meeting from admissions professionals. We've got some great ideas for workshops pertinent to admissions, but would love to get suggestions from all of our colleagues in the field. In fact, if you have an idea for a topic for a workshop in any track (admissions, registrar's, vendor, or professional development) that you'd like to see offered or would like to present at our RMACRAO meeting in Casper, please send a note to either your state vice president, Schez Downey, or me. Some admissions topics we've discussed include telecounseling, diversity issues, and marketing. And we're hoping to offer panel discussions with guidance counselors and high school students....information from the horses' mouths so to speak!

I'll leave you with a quote by G. Richard Rieger that I found at the beginning of January, and found to be a wonderful reminder of what we're all here for: "Our work-a-day lives are filled with opportunities to bless others. The power of a single glance or an encouraging smile must never be underestimated."

Respectfully,
Tamara S. Lehner, RMACRAO President

Vice Presidents' Reports

Colorado - Sherri Waggoner

Go West (Web-Enabled System Transformation) is the title chosen for **Colorado College's** information conversion project. SCT Banner is the enterprise-wide software chosen in this conversion. Phase I implementation includes three modules of the Banner product suite – HR/Payroll, which has been implemented; Finance, which is the current project; and Student, of which Phil Apodaca, registrar, is the project team leader. The student module, which will have the largest impact for the campus, is in the initial stages of implementation and is scheduled to be in place by July 2005.

In November, the admissions office at **Colorado State University** launched a new electronic service giving students access to information regarding the status of their application for admission. Students can view a list of the documents needed to complete their application, submit the \$50 application processing fee online, and learn if an admission decision has been made on their application. Students who have applied to Colorado State may access this service on RAMweb at www.ramweb.colostate.edu.

Colorado State's admissions office is also pleased to announce a new web site which has been designed to address the needs of high school counselors. Counselors will find updates on admission requirements, articles related to pertinent topics, a frequently asked questions section, and other information and tools we hope will be valuable in helping students plan for college. Visit this website at www.admissions.colostate.edu.

This spring, **Dr. Brad Bartel** will assume the presidency of **Fort Lewis College**. Another new face on campus will be **Elaine Redwine**, who is assuming the position of director of financial aid.

After more than a year of development and testing, the **University of Colorado at Boulder's** student web portal project, CUConnect, debuted in late January and is set to make CU-Boulder students' lives easier. Designed as a home base for students to conduct their university business, the portal is available to all CU-Boulder students currently enrolled in classes. Throughout the development and design process, CU-Boulder students were surveyed to find out what would be most helpful to them. When surveyed during the testing phase of a prototype of CUConnect in summer 2003, students said having "everything in one place" was most valuable to them. By signing into the portal from a web browser with a secure password, students have access to nearly three-dozen features from one location, with more to come. Students can further customize their portal by adding, removing, and moving features according to his or her preferences. From secure, customized pages they can access their class schedules, e-mail, online course tools, use a grade-point average calculator to keep track of their cumulative GPA, view the current academic calendar and student employment listings, and have access to many other features. They also receive vital announcements targeted to them based on their individual profile. Students and campus administrators are very pleased with the progress to date of this project and look forward to future developments.

New Mexico - Mary Angell

Clovis Community College welcomed **Jan Davis** as a new admissions coordinator. **Rosie Corrier** reports that web-registration has been very successful and has cut down on the long registration lines.

The **College of Santa Fe** just completed the move of their Datatel system on to a brand new server. Excitement on campus is abundant in anticipation of offering students and faculty web-based services. **Karyn Lujan**, after serving three years as an admission counselor, announced she would be moving on to a new position as the public relations specialist with the NM State Highway Department.

A new member has joined the registration team at the **College of the Southwest**. **Rebkah Ply**, assistant registrar, is in charge of data and statistics for the office. She graduated from the College of the Southwest in December 2002. The school is seeing a shift to more "traditional" age students. Construction was just completed on one new dorm and the start of a second dorm is underway. RMACRAO sends a big show of support to **Renee Stark** as she works on completing her master's degree in education administration this year.

The admissions and records department at **Eastern New Mexico University** is gearing up to help **Ida Stover**, the NMACRAO president, to prepare for hosting the NMACRA conference on June 17-18. Information about the annual conference will be going out to the New Mexico members soon.

Luz Barreras, registrar at **New Mexico Institute of Mining and Technology**, needs all RMACRAO members' support. She has made the AACRAO Nominations and Elections Committee

Vice Presidents' Reports (continued)

report. Luz has been nominated for the position of vice president for records and academic services. The slate of AACRAO officers will be proposed to the membership at the annual meeting in Las Vegas in April. Be sure to show your support at the business meeting for one of our very own RMACRAO members for this very prestigious position. Congratulations, Luz.

At **New Mexico Military Institute**, **Kerry Neece** was promoted to associate director of admissions. Two new admissions counselors have joined the admission staff as well. **Ky Atwood** is an Eastern New Mexico University graduate, and **Dakota Murray** graduated from Dominican University in California. The admissions office is now fully staffed.

New Mexico State University in Las Cruces announced the arrival of **Brad Bankhead** on January 12th as the new associate vice president for enrollment management. Brad came from Tarleton State University, which is a member of the Texas A&M University system.

Enrollment at **San Juan College** looks like it may be up again the spring. Folks are staying real busy as the conversion from the old Poise system to the new Datatel system gets underway. The IT staff is going out for training and Datatel is setting up the in-house training schedule now. A site-visit to the College of Santa Fe (which is the only New Mexico school on this system) will be set up for a future date.

Coming out of **UNM in Albuquerque** are a couple of tidbits of info. First off Project LINK Student and Academic Systems Implementation is actually underway. After many months of discussion and pre-planning and searching for financial resources to move forward with the implementation, student and academic affairs offices got the go ahead signal on December 17th. They are now in the thick of it. From the registrar's office, **Darlene Lucero** has moved over to the project full time

to assume the team lead position for Catalog and Events Management. In the coming months **Alec Reber** and **Rose Bennett** will be moving over to the project full time as team leads for Registration and Academic History.

In Darlene's absence the organization has hired **Elizabeth Barton** as an associate registrar to manage Darlene's responsibilities in the office through August 2006, when Darlene will return. Of course even though Darlene, Alec, and Rose have been designated to move onto the project full time, all of the other members of the team will be working right along side of them as work team members to carry out the implementation of SCT Banner.

Exciting yet stressful times ahead for sure! It will be a challenge to maintain the high level of customer service that they provide and pride themselves in and be able to work effectively to improve what they do over the next couple of years. **Kathleen Sena** is very confident that they will be able to do it with the great professionals in the registrar's office that she gets to work with everyday. Kathleen also wanted to let you know that she is looking forward to seeing a lot of you in Las Vegas at the annual AACRAO meeting in April.

The **University of New Mexico Gallup** campus is beginning the process of reviewing applications for a new registrar. **Suzette Becenti**, the branch registrar, was promoted to manager of enrollment services for the extended university at the Gallup site.

University of New Mexico Los Alamos campus welcomes **Maisie Trujillo** as the new branch registrar. Maisie moved from the Taos campus, where she was the coordinator of student admissions.

New Mexico Highlands University named **Dr. Clarence Sanchez** the vice president for academic and student affairs. Dr. Sanchez was the registrar at

NMHU for many years and during this period was very active in AACRAO, RMACRAO and NMARAO. **John Coca** has been hired as the registrar following an internal search. John has over 20 years of experience in student records and admissions. New Mexico Highlands University will also start the search for a new president in the near future. **President Caballero** will be leaving the university at the end of June 2004.

Mike Cleary reports that they've set a record enrollment this spring at NMSU-Carlsbad with a headcount on census date of 1240 and FTE of 744. These numbers represent a 12% increase over last spring and the largest spring enrollment ever.

Wyoming - Tammy Aagard

Allison McNulty reports that she and others at **Casper College** are busy planning for the 2004 RMACRAO conference to be held in Casper in July.

Rodell Davis started at **Laramie County Community College** in October 2003 as basketball coach and admissions representative. Look for Rodell at the Denver area college fairs!

Tim Downing has left as registrar at **Sheridan College**. **Sandy Eisenman** is keeping busy as acting registrar.

Laurie Watkins, director of admissions at **Western Wyoming Community College**, reports **Eric Tradup** has joined their staff as the new admissions counselor. Eric moved from Atlanta where he served four years with the admissions staff at Georgia State University. Originally from Minnesota, he's a Vikings fan! They also welcomed **Wendy Pieper** as the new admissions secretary. A Rock Springs native, Wendy is quickly learning the Datatel system and admissions processing. Her work experience includes 10 years with Rock Springs School District #1.

Vice Presidents' Reports (continued)

Registrar **Kay Leum** is also pleased to report an enrollment increase at WWCC for the fall 2003 semester. Finally, WWCC will eliminate the transcript fee as of July 1, 2004. In the past, students paid \$1 for every request after the first two transcripts.

The **University of Wyoming** admission office is pleased to welcome **Aaron Appelhans**, a new admission representative. **Jill Johnson** has accepted a new position in international student services. **Shelley and Jerry Dodd** welcomed a new addition to their family. Garrett Thomas Dodd was born July 20, 2003 and weighed in at a healthy 9 pounds 8 ounces. Garrett is growing like a weed and the family is really enjoying him. **Emily Enzi**, admission representative, was married to Michael McGrady on August 16, 2003. Congratulations Emily. **Robert Hensley**, registrar, is pleased to report that the registrar's office has no new staff. "After several years of transition and turn-over, it is great to have all positions filled."

RMACRAO Web Site

Remember to periodically check the RMACRAO web site at <http://www.registrar.colorado.edu/rmacrao/> for annual meeting information, member directory, previous newsletters, applications for travel grants and the professional development scholarship, minutes from board of directors meetings, and more!

Report on the State and Regional Meeting in D.C.

Each year, AACRAO holds a state and regional meeting for board officers in Washington D. C. This year both Scheherazade Downey and I were fortunate enough to be able to attend this extremely valuable gathering of state and regional officers from all across the country. We both found it to be a great opportunity to brainstorm with our counterparts from other state and regional organizations, as well as to make personal connections with AACRAO officials. The only cost to participants is the transportation to the meeting and the hotel expenses, and the folks at AACRAO proved to be wonderful hosts. In fact, they kept us so busy, that neither Schez nor I had any time to shop while we were in town, and if you know either of us, that's saying something!

We attended some excellent sessions on such topics as ideas and strategies for attracting and motivating professionals in a regional organization such as ours, and valuable legal basics for incorporated, tax exempt associations. I think what we found most valuable however, was the time allotted for small-group discussion of the many issues and frustrations each of the organizations face, and the sharing of problem-solving ideas. Another extremely valuable presentation, and one we're hoping to share with you all in Casper, was one by Shelley Rodgers, AACRAO associate director for government relations and communications. She provided such insight into the complicated issues being discussed by legislators of how transfer credit is awarded between institutions. She highlighted the danger of such an issue being mandated by the government, some of the adverse effects of such a plan, and what AACRAO is doing to combat this misguided effort.

Lastly, we had a briefing on AACRAO-hosted web sites for regional organizations, and the good news is, it looks to be more affordable than we had first thought. More information on this issue will follow in the next newsletter, as the board comes up with a recommendation for the membership to consider.

The board will definitely encourage the president and president-elect to attend this very valuable meeting each year.

– *Tamara S. Lehner*
RMACRAO President

A New Historian on the Block

How to introduce someone who probably needs no introduction? Here goes..... We are extremely pleased to announce that Steve Ellis has agreed to join the RMACRAO board as our historian. For the few who do not know Steve, he has recently become the director of admissions and records at the University of Colorado at Colorado Springs. Prior to being named director, Steve served as associate director and registrar. A long-time member of RMACRAO, Steve will bring a great sense of organizational history to the board, as well as impressive experience in the profession. He has been at UCCS for 24 years, having begun his career there as a full-time temp in the registrar's office. We have no doubt that Steve will become as invaluable to the RMACRAO board as he's been to UCCS!

Join us in Las Vegas

From April 19-22, more than 2,000 educators will gather in Las Vegas to discuss the issues affecting higher education today. Make sure to stay through Thursday for a full day of programming. With the Mandalay Bay Resort & Casino as the backdrop, conference attendees will experience the finest in professional development — including over 200 sessions, networking opportunities, featured speakers, user groups, and more.

Our regional reception will be held on Wednesday, April 21st at the Mandalay Bay Resort & Casino. Check the conference program for the exact location. Be sure to stop by to enjoy RMACRAO hospitality and conviviality before you head out for a night on the town!

Help us to have exciting door-prizes at this event! Bring something with your institution's logo on it and leave it with one of the members of the board so that we can raffle it off at the reception. Contact Schez Downey at 303-871-4996 or cdowney@du.edu if you have any questions.

Note: The conference begins on Monday this year (with the opening session Monday night) and runs through Thursday (with the last sessions running until 3:30 on Thursday).

RMACRAO Needs You!

Coming in May will be the ballots for election of members of the RMACRAO Board of Directors for 2004-2005. This year we will be electing a president-elect, secretary, and vice president for New Mexico.

As past president one of my responsibilities is to put a slate of nominees together for the board of directors to present to the membership. I would like

to encourage everyone to seriously consider this fantastic professional opportunity. As I have said in other newsletters the experience you gain while serving on the board of directors certainly enhances your perspective in the professions we have chosen. Also serving on the RMACRAO board is a way to become more involved with AACRAO. There are several opportunities during the year for state and regional officers to get together for training and problem solving and hearty conversations.

I would like to encourage anyone who has questions or is interested in serving on the RMACRAO Board of Directors to contact me at your earliest convenience at ksen@unm.edu or at 505-277-4792. I'll look forward to hearing from the mass that would like to be considered by their peers for this rewarding experience!

RMACRAO 2004: All Trails Lead to Casper

Some great events are being planned for the RMACRAO 2004 Annual Meeting in Casper, WY, July 21-23.

- A pre-conference golf tournament at Paradise Valley Golf Course will be held the morning of July 21st.

- On Wednesday evening, July 21st, the President's Reception will be held at "Old Town", a frontier town consisting of a game/arcade, bar, dance hall, and a really nice miniature golf course. Old Town is located behind the Parkway Plaza Conference Center so it is within walking distance from the hotel.

- Plans have been finalized with the Casper Rockies for a tailgate party on Thursday evening, July 22, (and the party will be under a big tent just in case it rains). It should be an exciting game against the Great Falls White Sox.

- There are also a variety of other things for people to do in Casper such as visiting the National Historic Trails Interpretive Center, taking a walking history tour of historic Casper downtown, taking a scenic drive up Casper Mountain or hiking the trails, shopping at the mall, going to the Tate Geological Museum, walking and swimming at the Edness Kimball State Park, kayaking and canoeing, etc.

Mark your calendars now for an exciting annual meeting this summer!

Travel Grants for RMACRAO Meeting in Casper

"All Trails Lead to Casper" but it's not free. RMACRAO offers **six \$100 travel grants for first-time RMACRAO attendees**. If you've never attended a RMACRAO annual meeting before and you're planning to go to the meeting in Casper, we encourage you to apply for one of these travel grants. 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 June 1, 2004** to be considered for one of these travel grants. You can't win if you don't apply!

Institutional Profile Now on the Web

How many times have you been in meetings and someone will say, "I wonder how so and so school does it?" We are always interested in how other schools are doing the same process we are. We may be looking to improve something, or to initiate a new procedure or policy and surely we don't want to reinvent the wheel. So why not contact our counterparts in RMACRAO for their advice, wisdom, and process if possible.

Now available on the RMACRAO home page (registrar.colorado.edu/RMACRAO) is the Institutional Profile that was completed during the late spring/early summer of 2003. Last year serving as president of RMACRAO I chose as my professional project to update the RMACRAO Institutional

Profile that had been done by some members several years before. This is quite a task to take on, but one that I believe is so valuable to our membership. I would like to thank Michael Gibson, analysis programmer in my office, for all the work he did with and for me to prepare this resource for your use.

As you go out to the home page you will see a tab for the Institutional Profile. Click on that tab and you'll be presented with different ways to view the information. Choose your view and see a whole lot of institutional information. You may also notice that there are several schools we did not receive questionnaires back from. On that point, it is never too late to fill one out

and send it to me for inclusion in the profile. Please contact me directly at ksena@unm.edu and I can e-mail you a copy of the questionnaire to complete.

I hope that you will find this resource as valuable and interesting as I have over the years that RMACRO has been doing it. As our professional world continues to change in many ways on a daily basis it's important to remember we don't have to reinvent the wheel every time. There are many of our counterparts in RMACRAO who have already been there, done that. Let's tap their expertise and knowledge! Please let me know if you have any questions or suggestions regarding the format.

– *Kathleen F. Sena*
RMACRAO Past President



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