

WINTER/SPRING 2012 NEWSLETTER

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From the President

As I write this I am dreaming of the warmer weather that should appear in the next couple of months. I hope that each of you has had a successful start to your 2012. So much has happened since our last newsletter!

The RMACRAO fall board meeting was held in Laramie at the site of our upcoming annual meeting. The board approved professional development scholarships for Charlie Couch from the University of Northern Colorado, and Paula Martinez from Metropolitan State College of Denver. We look forward to presentations from these two individuals at our upcoming annual meeting after they return from their professional development opportunities. In addition to conducting the normal association business, we also had the opportunity to tour the Wildcatter Suites at the University of Wyoming, where the President's reception will be held, and it is a beautiful venue. Annual meeting planning is in full swing, and I have no doubt that Lane Buchanan and the Local Arrangements Committee will put together an exceptional professional development experience for all of us.

In addition to the fall board meeting, both Lane Buchanan and I had the tremendous opportunity to travel to the AACRAO Leadership Meeting in Washington, DC. It was definitely well worth the time and travel (see the "Report from Washington, DC" section of the newsletter).

In early November, we learned that Katie Pederson, RMACRAO Treasurer was leaving her position at Argosy University to take a new opportunity outside of higher education in our region. While we were saddened to be losing someone as talented and caring as Katie, the board moved swiftly to appoint Susan Foster, Treasurer-Elect to the vacant position. Susan is a quick study and will be spending the next several months getting caught up on the daily financial dealings of our organization. I would like to thank Katie for all that she has done over the past couple of years, as well as Susan for being willing to step up without hesitation.

The board is still working to accomplish several major undertakings this year including developing a communication plan that better serves the needs of our membership. To assist with understanding our membership we will be sending out a survey to all RMACRAO member schools that will ask a variety of questions to gain understanding about each of your institutions. Once the survey results are complete they will be made available to everyone on our website.

The AACRAO annual meeting is taking place April 1-4, 2012 in Philadelphia. This is sure to be a fun and educational time for all who attend. Details about the RMACRAO reception in Philadelphia, being coordinated by Lane Buchanan, are included in this newsletter. Please plan on joining us for an enjoyable evening!

Hope each of you has a wonderful spring term and I am looking forward to seeing as many of you as possible in Philadelphia!

— Kelley Christman, President



Vice Presidents' Reports

Wyoming—Stacy Maestas

Casper College

Casper College is under construction, again. The Gateway (Administrative and Center for Training and Development) Building, a new residence hall with a 457 student capacity, and the Early Childhood Learning Center were recently finished. The UW/CC building, which will serve as the student union and cafeteria as well as a UW/CC administrative and classroom building, will break ground in April. In addition to construction, Casper College is in the process of hiring a new Vice President of Academic Affairs. Lastly, Alison McNulty, Director of Admission and Student Records/Registrar, is retiring this spring after 15 years at Casper College.

Laramie County Community College

Laramie County Community College started the spring semester with our new president, Dr. Joe Schaffer. Dr. Schaffer comes to us from Montana State University-Great Falls College of Technology, where he served as the Dean and CEO.

Northwest Community College District/Sheridan and Gillette Campuses

NWCCD has had another successful start for the spring semester. We have a few new faces that have recently joined our offices. Amanda Steinmetz joined us last fall as our Director for Financial Aid Services and Cody Bainter is our Scholarship Coordinator. Jennifer Adams joined our Records Office staff in Sheridan as a Records Specialist.

The biggest news is that NWCCD will begin construction on the Edward A. Whitney Academic Center this spring. The student services offices will begin moving in March to their temporary locations for approximately 18 months. They will be renovating approximately 18,000 sq feet in combination with 35,000 sq feet of new construction to house updated classrooms as well as new office space for Enrollment Services and faculty. The plans are exciting and we can't wait to see the designs come to life.

Western Wyoming Community College

Western Wyoming Community College started the Spring term with the unveiling of our Online Orientation. As the project has been in the works for many years it has been very exciting to actually go live. Fifty of our new Spring degree seeking students chose to complete the online orientation and have a personal advising appointment rather than attend the traditional on campus program the day prior to classes beginning. We are working to make decisions about how we will utilize the option for incoming Fall students.

We have contracted with SmartCatalog as our catalog management system. We will no longer print hard copies, with the exception of those for college staff and possibly new students. The management system will allow for changes throughout the year, tracking and workflow, search features and better integration with our website.

The WWCC Admissions office is continuing their work to bring all the functions for Datatel's "Recruiter" live. The applicant piece has been in place for over a year, next comes the prospect component.

Colorado—Katie Velarde

Colorado Christian University

Beginning July 2011, Colorado Christian University implemented an electronic transcript ordering system. Students are now able to request their CCU transcripts via a secure, online ordering system. In addition, CCU e-transcripts are now available to students and alumni who have earned credits within the past 6 years. Since going live with e-transcripts, over a third of all transcripts fulfilled are delivered electronically. CCU's vendor for the electronic ordering system and e-transcripts is Avow Systems.

Colorado State University

Colorado State University Veteran Education Benefits Certifications, including Post 911 GI Bill recipients, for fall 2011 soared to a record 748 students, an increase from 606 in fall 2010. All indications are the trend will continue in the coming years with the increasing return of our armed forces from Iraq and Afghanistan. Support (and educate) our Troops!

The Colorado School of Public Health (CSPH) enrollment is growing by "leaps and bounds"! Since the 2008 academic year the CSPH has operated at three partner institutions serving the Rocky Mountain region offering the Master of Public Health: University of Colorado (CU) Anschutz Medical Center in Aurora, Colorado State University (CSU) in Fort Collins and the University of Northern Colorado (UNC) in Greeley. During its initial offerings in fall '08 CSU-Fort Collins enrolled a modest five students, currently has 40-plus students registered for spring and expects to reach 60 students in fall 2012!

Colorado State University-Global Campus

CSU-Global Campus is growing and has new positions available! Job descriptions for a Student Advisor & Student Advisor for Military/VA are posted on HigherEdJobs.com.

Colorado State University-Pueblo

Colorado State University-Pueblo welcomes a new President, Dr. Lesley DiMare. Dr DiMare is also the first female President for Colorado State University-Pueblo. They also welcome a new Interim Provost, Dr. Rick Kreminski.

The Records Office is excited to have Laura Barela as their new Assistant Registrar. Laura oversees the Graduation Office and the Graduation Achievement Project. She brings to us 10 years of experience in higher education.

Metropolitan State College of Denver

Implementation of plus/minus grading by Fall 2012: The new grade system would increase available grade choices, and professors would still have the option to use whole letter grades.

Vice Presidents' Reports (continued)

Implementation of a New General Studies Program by Fall 2012: Administrators and faculty members have been working on a sweeping overhaul of the General Studies program which includes new academic categories, revised and new courses, and standards spelling out the knowledge and critical thinking skills learners need to excel in the 21st century. This is the first major revision of General Studies since the 1980s and is a milestone in the life of the College's foundational program. The goal is to provide students with the best foundation possible to prepare them for subsequent coursework and future endeavors after graduation. Current students can stay with the previous GS program since it was outlined in their catalog when they entered Metro State. New students admitted for fall 2012 and continuing students who select the 2012-2013 catalog or newer will follow the revised program.

New Student Success Building: The Student Success Building, funded entirely by student-approved fees, will be the first building in the Metro State Neighborhood. The future vision for the Auraria Campus is to provide "neighborhoods" for Metro State, UC Denver, and the Community College of Denver to increase visible identities for each institution. With the opening of the Student Success Building, Metro State will gain greater visibility along Auraria Parkway, across from the Pepsi Center. When the four-story, 145,000-square-foot Student Success Building opens in April 2012, it will increase the College's dedicated classroom and administration space by 25%. And, it will provide students with a central location for a wide range of Metro State support services.

New Hotel and Hospitality Learning Center: One of only ten teaching hotels on a college campus in the country and expected to open Fall 2012, the hotel—a SpringHill Suites® by Marriott—and Hospitality Learning Center, will be managed by Denver-based Sage Hospitality and will include 150 hotel rooms and conference facilities. It will also provide hands-on training opportunities for students in the College's Department of Hospitality, Tourism and Events. The Hospitality Learning Center will boast more than 28,000 square feet of academic space, including classrooms, specialty learning labs and faculty offices.

University of Colorado

The registrar's office at the University of Colorado Boulder (for the first two, in conjunction with the other CU campuses) has been busy developing some new "sexy technologies."

Online Graduation Application – CU-Boulder went live with the new online graduation application in late January. Students can now apply for graduation online starting with Summer 2012. Through this process, students also indicate a diploma name and diploma address which updates our student information system as soon as the student submits the application. And once the dean's office approves the application, it updates the status in the student center as well as updates the student data and populates the expected graduation term. This new online process will eliminate the passing of diploma cards from the deans' offices to the registrar's office and manually entering all this info for each student who applies to graduation.

F Grade Attendance Record – Beginning with grading for fall 2010, instructors were required to provide additional information on the online grade roster if they assigned a student an "F" grade - in order to meet a federal regulatory requirement related to financial aid. Although the University of Colorado Boulder does not require that professors take attendance, the U.S. Department of Education nevertheless requires an institution to determine if students have actually attended and/or completed the course if they fail to earn a grade of D- or better in a course (34 CFR 668.22). Because a student could be a financial aid applicant at any point during the academic year, the University of Colorado Boulder must collect this information for all students so that financial aid eligibility can be best determined. The instructor of record must provide this documentation.

When an instructor assigns an "F" grade a window with new codes will pop-up that will require faculty members select one of the following options before the grades can be submitted:

- ◇ "Never Attended" if the student never attended or if the instructor has no document of any academic activity in the course.
- ◇ "Attended Until Term Completed" if the student earned the grade of "F".
- ◇ If the student stopped attending, then they select "Attended until..." and must then also enter student's last date of attendance or academically related activity (quiz, exam, presentation, iClicker entry, etc.).

Instructor's will not be able to submit grade rosters unless all the required fields have been completed. This change will eliminate the need to assign the previous codes of XF (for never attended) and QF (for quit attending).

Dashboards! - The Registrar's Office at CU Boulder is dabbling in dashboards! We have been developing new ways of delivering student data reporting to the campus using dashboards. These powerful reporting tools get excellent information into the hands of decision makers and academic units across campus in an easy format. With visual charts, bars, and graphs, as well as the traditional list report, our student data consumers are becoming rich with information!

RegWiki! - The Office of the Registrar at CU Boulder has begun deployment of a long-awaited internal documentation system. Some RMACRAO members saw an early version of the wiki showcased at the annual meeting. Since then, many more pages of internal procedures have been written, collected, organized and posted. About a third of the office has begun training, and all office staff will be in training by the end of the semester when RegWiki, as it has been named, is officially launched. RegWiki has already helped new employees orient to the office and learn their jobs, while a couple outgoing staff have "brain-dumped" wiki documents before leaving their positions. Tech support staff use it daily for complex or rarely used procedures, staff consult it for various dreaded how-to's such as travel expense reallocations, student employees find information on work-study award and other job essentials, everyone uses the phone list for quick and up-to-date contact info, and much more is to come.

Vice Presidents' Reports (continued)

University of Denver

University of Denver is participating as development partner for Banner 9 registration.

This winter, the registrar's office launched the Transfer and International Education Course Reporting System: a database with a web-interface which allows students to search for course equivalencies for study abroad and transfer credit.

DU is hosting the first U.S. presidential debate of 2012. In the year leading up to the Oct. 3 debate, the campus will host a swirl of educational events and discussions, giving students, faculty and the Denver community opportunities to tackle the key topics of the election. In the registrar's office, we are bracing ourselves and ordering red, white, and blue bunting.

University of Northern Colorado

Going Green!

The University of Northern Colorado will no longer print its Undergraduate or Graduate catalog beginning Fall 2012. The University recently acquired Smart Catalog as its e-catalog provider, phasing out its printed catalog books for a virtual e-system. The 2012-2013 e-catalog will roll out in late Spring just prior to new student orientation.

Report from Washington, DC

Lane Buchanan, President-Elect, and I represented RMACRAO at the AACRAO Leadership Meeting in Washington, DC this past December. This meeting continues to be an incredible opportunity to make connections with AACRAO board members, committee members, and other state and regional leaders. With the small number of attendees we were able to build relationships with AACRAO board members who shared great ideas to help our organization flourish in these tough economic times. It was also great to hear of the great reputation our organization has at the national level.

The two-day meeting covered a variety of topics to assist our organizations with operations and future planning efforts. Sessions attended included Risk Management, Social Media, Idea Sharing, Change Management, and Financial Management. The sessions will be incredibly helpful as we move forward with planning annual meetings, communicating with our membership, and attracting new professionals to our organization.

As you may know, AACRAO is beginning a transition in their leadership with the upcoming retirement of Executive Director, Jerry Sullivan. Jerry has been instrumental in shaping AACRAO into the robust organization we know today. There was a great deal of discussion at this meeting about the search for the new Executive Director, as well as the proposed changes in the leadership structure that will be brought to the membership at the upcoming AACRAO Annual Meeting.

Overall, this was an incredible experience that allowed Lane and I to bring back ideas that will help us as we guide RMACRAO into the future.

— Kelley Christman, President

Looking Back: Historian's Report

by Nolan Oltjenbruns

As we look forward to our upcoming 2012 Annual Meeting in Laramie, it's interesting to look back, as well, at other Wyoming meeting experiences during the past 20 years:

- ◇ In 2008 we also convened at the Hilton Garden Inn and UW Conference Center in Laramie. Those in attendance that year will find that things in 2012 look very familiar, although considerable new construction has sprouted up in the environs of the hotel. The LAC that year put together a great selection of events to keep us all entertained. If you don't remember (or weren't there), check out the slide shows, compliments of our friends at Jolesch Photography, on the RMACRAO website. You'll find these slide shows on the Pictures tab. On the program side, attendees will remember fine presentations by nationally known speakers such as FERPA expert LeRoy Rooker.
 - ◇ In 2004, the LAC hosted a very successful meeting at the Parkway Plaza in Casper. Among the highlights that year were a President's reception at Old Town and a Casper Rockies tailgate party. We were especially honored to have Judy Shepard, founder of the Matthew Shepard Foundation, on hand to present a preconference workshop on diversity.
 - ◇ The year 2000 (Y2K) – our silver anniversary year – found us gathering at the Little America Resort in Cheyenne. Many members who attended that year were able to stay on in Cheyenne for the annual Frontier Days event. Some of the program topics that year were: Enrollment Management, Managing Multiple Project, Safe and Healthy Travel for Admission Counselors, Issues in the Admission of International Students, FERPA for Beginners, Hope Scholarship and Lifetime Learning Credit, High School Students Taking College Credit, and Campus Safety.
 - ◇ In 1996, we also met in Casper, at the Hilton Hotel. A highlight that year was the President's reception at the Nicolaysen Art Museum in downtown Casper, as well as the opportunity to see a Casper College production of "Annie". Program sessions were offered on topics such as Coping with Change, Coping with Campus Politics, Gender Talk Between 9 and 5, Breach of Security, and Document Imaging.
 - ◇ In 1992, our meeting site was the Inn at Saratoga. Long-timers will remember rafting down the North Platte River, as well as soaking in the hot springs in the river, under the stars.
- Although relatively small in numbers, our Wyoming members clearly make up for that in enthusiasm, drive and commitment. We can always count on them to pull together outstanding Annual Meeting events, at whatever venues they have available. Come to Laramie in July, 2012, and make new memories!

2012 RMACRAO Annual Meeting

The 2012 RMACRAO annual meeting will be held at the Hilton Garden Inn in Laramie, WY July 18-20, 2012.

A call for presentations was sent to the respective state vice-presidents on Feb. 1. Anyone interested in presenting at the meeting may contact Lane Buchanan at presidentelect@rmacrao.org or lane@uwyo.edu.

We are planning on going bowling on the Tuesday night before the annual meeting. On Wednesday there will be a casino night and on Thursday night we plan on having as entertainment some dueling piano players.

Travel Grants Available for July's RMACRAO Meeting

Time to start thinking about applying for a travel grant to the RMACRAO annual meeting...this year's meeting is July 20-22 in Denver. RMACRAO has six \$100 travel grants available for first-time attendees of a RMACRAO annual meeting.

Please take advantage of this opportunity, especially in these economically tough times.

To apply, e-mail the following information to your state vice-president:

- ◇ Name, Title, Institution, & State
- ◇ Phone Number & Fax Number
- ◇ Mailing Address
- ◇ Number of years in RMACRAO
- ◇ Brief statement regarding why you're applying for the travel grant, what you hope to get out of attending RMACRAO, how the grant will help pay expenses, etc.

Applications are due to your RMACRAO state VP by June 1

REMINDER: Peer Review Available

If you and your institution are also interested in a peer review, this is a great opportunity provided by RMACRAO. A peer review can help you with issues, procedures, or goals that your office is struggling with. It can also help you figure out if there is a better way to do some things, get new ideas, or gain a different perspective. The deadline is June 1, 2012 for institutions to apply for a peer review for 2011-2012. For more information go to http://www.rmacrao.org/member_services/peer_review.html

Call for Nominations

RMACRAO has three positions up for election this year.

- ◇ President-elect – a three year commitment, the main task the first year is to plan the program for RMACRAO 2014 in Colorado.
- ◇ Secretary – a two year position
- ◇ VP for New Mexico – a two year position

If you are interested in any of these positions or know someone who might be please let me know and I will contact them to see if they are willing to run for the position.

—Barbara Tucci, Past-President
pastpresident@rmacrao.org

2011-2012 RMACRAO Budget

(For Fiscal Year Beginning 10/1/11 and Ending 09/30/12)

Revenue		Budgeted
	Annual Dues	\$ 7,860.00
	Total	\$ 7,860.00
 Expenses		
	Executive Committee	\$ 600.00
	Presidents Travel	\$ 490.00
	Miscellaneous	\$ 100.00
	Bank /Filing Fees	\$ 350.00
	Advertising/ Recognition	\$ 110.00
	AACRAO Reception	\$ 850.00
	Peer Evaluation	\$ 600.00
	RMACRAO Travel Grants	\$ 600.00
	AACRAO Travel Grants	\$ 750.00
	Association Insurance	\$ 500.00
	Prof Development Scholarships	\$ 1,000.00
	Web Support	\$ 1,110.00
	Credit Card Fees	\$ 800.00
	Total Expenses	\$ 7,860.00

**Activity Summary for 2011-2012 To Date:
(Not including LAC)**

Account Balance as of 10/01/2011	\$ 10,283.68
Revenue	\$ 6,519.50
Expenses	\$ 3,509.43
Account Balance as of 02/17/2012	\$ 13,293.75

--Susan Foster, RMACRAO Treasurer

2011 Annual Meeting Final Accounting of Expenses and Revenues

Expenses		Revenue	
Hotel Costs		Exhibitor Fees	\$9,100.00
Food/Drink	\$22,711.28	Sponsorships	\$4,915.00
Parking	\$0.00	Member Registrations	\$21,580.00
Meeting Rooms	\$0.00	User Fees (Events with separate ticket prices)	\$2,170.00
Exhibitor setup and electrical	\$91.56		
Audio/Visual	<u>\$5,011.68</u>		
Total Hotel Costs	\$27,814.52		
 Non-Hotel Expenses			
Banners - 2	\$69.49		
Opening speaker	\$500.00		
Stuffing bags	\$127.23		
Plaques, awards, trophies	\$432.00		
Speaker gifts	\$271.82		
Credit card use fees	\$1,670.15		
FERPA Presentation (Rooker)	\$342.26		
President's Reception Entertainment	\$300.00		
Sponsor and Exhibitor Signs	\$39.43		
Badge Holders	\$334.95		
Golf Tournament	\$1,076.91		
Rockies Game + Shuttle	\$760.00		
Comedy Works + Shuttle	\$625.00		
Cost of items sponsored (conference bags, t-shirts)	<u>\$2,578.65</u>		
Total Non-Hotel Expenses	\$9,127.89		
 Total all expenses	 <u>\$36,942.41</u>	Total Revenue	<u>\$37,765.00</u>
		Net Revenue	\$822.59
		Goods provided via donation - no cash trans- action (Photography, printing, folios, certifi- cates...) No cost to RMACRAO, direct do- nation	\$8,493.00

Note: Hotel room night commitment was met. No further requirement to return to Hyatt Tech Center