

WINTER/SPRING 2014 NEWSLETTER

2013-2014 Board of Directors

- Sally Page, President
University of Colorado Boulder
president@rmacrao.org 303-492-2464
- Lane Buchanan, Past President
University of Wyoming
pastpresident@rmacrao.org 307-766-5727
- Charlie Couch, President Elect
University of Northern Colorado
presidentelect@rmacrao.org 970-247-7399
- Kyla Foltz, Vice President - Wyoming
Casper College
vpwyoming@rmacrao.org 307-268-2111
- Jamie Yarbrough, Vice President - Colorado
Colorado State University
vpcolorado@rmacrao.org 970-491-7470
- Jacobo Varela, Vice President - New Mexico
New Mexico State University
vpnewmexico@rmacrao.org 575-646-6023
- Paula E. Martinez, Secretary
Metropolitan State University of Denver
secretary@rmacrao.org 303-556-3997
- Carolyn Gutierrez, Treasurer and Local Arrangements Chair
University of New Mexico
treasurer@rmacrao.org 505-277-0366
- Chris Seng, Treasurer Elect
Colorado State University
treasurerelect@rmacrao.org 970-491-2596
- Nolan Oltjenbruns, Historian
Colorado School of Mines
historian@rmacrao.org 303-273-3521
- Nonie Wainwright, Marketing & Communication Coordinator
University of Colorado Boulder
communication@rmacrao.org 303-492-2022
- Corey Wahl, Web Developer, Exhibitor and Local Arrangements Committee Liaison
Colorado School of Mines
web@rmacrao.org 303-492-5126
- Paul McCarty, Newsletter Editor
University of Denver
newsletter@rmacrao.org 303-871-3990
- University of New Mexico, Host and Local Arrangements Committee
localarrangements@rmacrao.org

From the President

Greetings fellow RMACRAOans! With spring around the corner, I've been trying to do some spring cleaning in my office. I seem to accumulate a lot of paper in my office (mostly of my own doing). Still a work in progress but a personal goal for me for this year. While attempting to clean out some things, I came across a file of old RMACRAO newsletters. I had copies of the RMACRAO newsletters from when I was the newsletter editor from 1998-2009. And since we have all of these on our web site, I recycled the paper copies I had in my file. But I also found copies of the newsletter from early days, going back to December 1988. It was fun to look through all the old newsletters, see the presidents pictures and other pictures from previous RMACRAO and AACRAO meetings, and read some of the articles. It's also interesting that most of the presidents from the last 13 or so years are still around. And I'm in awe of how these former RMACRAO presidents have continued to contribute to the association. I'm following in some big shoes....I wonder if any of them have a problem with paper like I do? Check in with me this summer to see if I've made any progress on my paper issue.



Speaking of making progress, Corey Wahl, RMACRAO Web Developer, reported in the last newsletter about RMACRAO's application being accepted for "Google Apps for Education". We're making progress on using more of the services now available to us through Google apps, especially storing information on the cloud (not "in" the cloud as I've been corrected many times by other board members as well as my children although my children are impressed by the fact that I even know there's a "cloud"). From the AACRAO Leadership Meeting I attended last December (see article on page XX), the importance of documentation for associations was raised several times. Because the board membership changes from year to year, it's important to have a resource like this for documenting processes (e.g., a checklist for the LAC, Year In the Life of the board document, board responsibilities, etc.) and keeping track of records (e.g., record of our federal tax ID, copy of insurance policy, etc.), as well as so we don't spend time revisiting some issues because the info will be there on the cloud for the board. This will make it easier for incoming board members as we work towards building the information on the cloud.

And as I write this, I'm preparing to attend the AACRAO Annual Meeting in Denver, March 30-April 2 and hope to see some of you there. There are a lot of great sessions being offered at AACRAO and I'm seeing some that are being presented by RMACRAO members. I'm looking forward to these presentations. The board is still busy planning for our July 16-18 annual meeting and "Reaching New Heights! Perspective. Purpose. Passion." Charlie Couch and his committee are doing an excellent job on the program planning, and Carolyn Gutierrez the hotel and events coordination in Albuquerque. We already have some great sessions planned as well as interesting and motivating speakers. So make sure July 16-18 is on your calendar!

I hope to see many of at AACRAO in Denver!

Sincerely,

Sally Page,

RMACRAO President

Vice Presidents' Reports

Colorado—Jamie Yarbrough

University of Colorado-Boulder

The spring semester is shaping up to be a busy one for CU-Boulder Admissions. The Regular Decision deadline for freshmen applying for fall 2014 passed on January 15th and CU-Boulder has seen a 30% increase in applications compared with this time last year. This increase is not only due to the fact that CU-Boulder has gone to the Common Application this year, but can also be attributed to a more aggressive recruiting plan. Last fall, Admissions Counselors visited an additional 120 high schools in 26 countries. Admissions staff are now busy processing and reviewing applications to have freshmen decisions posted by April 1st.

Michael Chavez-Kerr joined the University of Colorado Boulder Registrar's Office on January 24, 2014. Michael is our new ISIS Student Systems Information Security Coordinator and this position is responsible for our provisioning and application security development. He comes to us from our RMACRAO colleague, the University of New Mexico, and his previous experience at UNM prepared him well for this position. We are excited to have him at CU. He has jumped right in and is making significant contributions to our office.

David Beckham, the Associate Registrar for IT and Reporting, retired at the end of December after 17 years in the registrar's office. Daniel Robert, previously the Assistant Registrar for ISIS Development, was promoted to fill the vacancy created by Dave's retirement. He will fulfill a very needed role of combining our IT and Reporting group with our ISIS Development unit. While physically these will remain two different units, it will bring together these working units who we are finding must collaborate more to make our technology growth successful in areas like CRM and 3C's Communications as well as workflow/forms and approvals. Daniel is well respected by many for his knowledge and technical skills and will be able to draw on his previous experience in the ISIS Development unit to be successful as an Associate Registrar. Also, Nonie Wainwright is now part of the IT and Reporting unit as Project Coordinator/Communications Manager. This position will allow for better oversight of IT development items by using project management philosophies applicable to higher education and our office. Nonie brings project coordinating experiences from her previous position at the University of Nevada as well as the development of our new website and intranet. This skillset will be invaluable to the team.

The University of Colorado recently implemented Student Single Sign-on to our Degree Audits and Transfer Credit Evaluations link for all three campuses. This change will allow students to access Degree Audits and Transfer Credit Evaluations through the portal without having to re-enter their CU credentials. Students can simply click on the link and instantly be brought to the "Audit Request" screen. Students have been asking for this and we are excited that we were finally able to implement this and improve the service for them.

This change also benefited staff and advisors when connected to our

Degree Audit / Transfer Credit web environment. When active in our portal, staff and advisors will also continue to be connected to the Degree Audit / Transfer Credit environment. This will help with issues we were having with the system timing out and then having to navigate back through our portal just to be able to re-enter credentials to connect back to the environment. Very time consuming and frustrating. This single sign-on change also gave the added benefit of eliminating this navigation process and allows the page to be re-directed to log-in, when the page does time out. This may seem like a small change, but we're sure our users will find it to be a huge benefit when working with Degree Audits and Transfer Credit Evaluations.

The University of Colorado also recently began offering students a career transcript that just displays course work in a specific career. For example, if a graduate student who was previously an undergraduate student at CU wants a transcript with only the courses they've taken as a graduate student, we can now accommodate this request. Students can choose an undergraduate career transcript, a graduate career transcript or a Law career transcript at CU-Boulder. Non-credit transcripts are also offered through Continuing Education.

University of Denver

The University of Denver celebrated its 150th anniversary at the University's Founders Day Gala on March 5th. To commemorate the day, Governor John Hickenlooper signed a proclamation naming March 5, 2014 "University of Denver Sesquicentennial Founders Day." Mayor Michael Hancock announced that the Denver City and County Building tower would be bathed in crimson and gold (University of Denver colors) to commemorate the day.

The Office of the Registrar, housed in the University's oldest building, has created a permanent display of historic photographs of the University along with placards containing information provided by the University's archivist about the images to celebrate the anniversary.

University of Northern Colorado

The University of Northern Colorado's Office of the Registrar is busy with various projects this Spring and Summer. Stacy Sharp (Assistant Registrar) and her team are working diligently to prepare for the Fall 2014 launch of Degree Works. The scribing process is on track and the timeline for roll out is going well. Summer training sessions are being made available to the campus community in preparation for the release of the new advising tool. We've recently acquired the transcript evaluation process from our admissions office. This has greatly improved consistency in how evaluations are coordinated with the academic units. Kelley Christman (Associate Registrar) and her new team are working diligently to integrate this new CORE function into our operations. She's had a few *LONG* weekends in making this happen!

We've also recently expanded our role in compliance efforts with the hiring of a new Assistant Registrar for Compliance and Extended Studies. This will help us better coordinate registration processing functions in our various OES sites and improve consistency in meeting legislative compliance expectations.

RMACRAO's AACRAO Reception

Join Us in Denver on April 1st!

With AACRAO being in our backyard this year at the Denver Convention Center, March 30-April 2, we hope that many RMACRAO members will be able to attend the AACRAO Annual Meeting. And for those that can attend, we invite you to get together hosted by the RMACRAO board on Tuesday, April 1, 6:30pm-8:00pm. It will be held just a few blocks from the Convention Center at Katie Mullen's Irish Restaurant & Pub, 1550 Court Pl. (corner of 16th St. & Court Pl.). Light appetizers will be served.

It's a great opportunity to connect with your fellow RMACRAO colleagues. Hope you can join us!

Follow us on Facebook!

Details about the Annual Meeting will be posted soon!

Use this URL to follow us: <https://www.facebook.com/rmacrao?ref=hl>
<https://www.facebook.com/rmacrao?ref=hl>

Historian's Report

by Nolan Oltjenbruns

RMACRAO historian records are going paperless! Many of you have already experienced this transition in your own offices, so you know the amount of work involved and the positive outcomes that can be expected. Here are some of the benefits we expect RMACRAO membership to see as a result of this initiative:

- Your historian will have a much easier time finding historical records needed to produce articles for this newsletter. By defining document categories, scanning all documents and indexing these records, we'll be able to quickly and easily find source documents needed for any proposed article.
- Pre-digital photographs are also being scanned, and will be made available for upload to the RMACRAO website and/or the RMACRAO Facebook page, as appropriate.
- Scanned historical records will support the on-going development of the Historian's page on the website. In addition to the board minutes, business meeting minutes and newsletters currently available, additional valuable documents such as annual meeting programs and session presenters' documents can be made accessible to the membership.

Keep watching this space for further updates as the project unfolds! If you have thoughts or comments that you would like to share, please direct them to historian@rmacrao.org. In addition, if you're attending AACRAO in Denver next month, you can talk to me or leave a message for me at the hospitality booth in the registration area. Any and all suggestions are welcome!

2013 AACRAO

Leadership Meeting

by Sally Page

Every year AACRAO hosts a leadership meeting for regional board members and others in Washington, DC in December. Charlie Couch, President-Elect, Chris Seng, Treasurer-Elect, and myself had the opportunity to attend the December 2013 meeting. The State and Regional Officers Track included sessions on Effective State Legislature Advocacy, Financial Issues for AVOs*, Strategic Planning for State and Regional Associations, Effective Social Media Usage, AVO* Legal Issues, and Association Leadership. Presentations were made by Mike Reilly, Executive Director of AACRAO and other AACRAO staff and AACRAO board members. In addition, there were association round table discussions, which by far were my favorite part of the meeting. I participated in three different roundtables...one on board management, another on financial/risk management, and a third on annual meeting planning. These roundtable discussions gave us the opportunity to get ideas and share with other association board members. Each was like a mini-RMACRAO sharing of ideas and people were very open and willing to share and answer questions.

Another interesting part of the meeting was when the AACRAO Board of Directors guided a discussion on the state of the association and upcoming higher education policies. With documents developed in 2012 as a guide, we worked to collaboratively develop core competencies for each professional area supporting academic and enrollment services (registrar's, admission officers, and enrollment managers). AACRAO will be sending out the results of the discussion to the membership at some point in the future.

We also had the opportunity to tour Mt. Vernon, the historical plantation home of George Washington, followed by a dinner at the Mount Vernon Inn Restaurant. The next night Chris and I got to dine with a group of 8 or so from the meeting at a fabulous Italian restaurant near the hotel. This was an opportunity to not talk too much about work but rather to just enjoy. And some took advantage of seeing the lighting of the tree outside of the White House. I'm glad I was able to attend this meeting and share my notes and takeaways with the RMACRAO board.

Regards,

Sally Page,
RMACRAO President

*In this case, AVO refers to "Association Volunteer Organization" which is not listed as one of the references in Wikipedia. For your amusement, from Wikipedia, AVO can refer to the following...my favorite is the reference to the avocado:

- Apprehended Violent Order (Australia)
- Agent-verb-object
- Alaska Volcano Observatory
- Amplitude versus offset used in geophysics
- Astrophysical Virtual Observatory
- AVO, a brand of cigars produced in the Dominican Republic manufactured by jazz artist Avo Uvezian
- "AVO", a song by Pure Reason Revolution from the album *Amor Vincit Omnia*
- In South African English "avo" is the common abbreviation for Avocado
- A character from Fable (video game)

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 16-18 in Albuquerque, New Mexico. 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 vice president by June 1.

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 2015 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.

—Lane Buchanan, Past-President pastpresident@rmacrao.org

"Got Oxygen" t-shirts available at AACRAO!

RMACRAO will be selling black t-shirts with the "Got Oxygen? Denver 5280" and RMACRAO logo at the AACRAO Annual Meeting in Denver for \$15 each.

2014 RMACRAO Annual Meeting

"Reaching New Heights! Perspective. Purpose. Passion."

July 16-18, 2014

Crowne Plaza, Albuquerque, New Mexico

The first atomic bomb was built and exploded in the state, every fall people from all over the world come to the Albuquerque International Balloon Fiesta, and that is why New Mexico is the perfect place to connect with this year's annual meeting theme.

The 38th RMACRAO Annual Meeting will be held at the Crown Plaza Hotel and Conference Center July 16-18, 2014, in Albuquerque, New Mexico. The University of New Mexico and New Mexico State University are co-hosts and Local Arrangements Committee for this year's conference, can be reached using the following email address. Contact them with any questions you may have about our conference:

localarrangements@rmacrao.org

Hotel Update

Rooms will be available at our conference rate of \$102 and reservations are available now!

Group Code=RAM

Speakers

We are fortunate to have Dr. Robbyn R. Wacker, Provost and Senior Vice President for Academic Affairs at the University of Northern Colorado (UNC), as our Keynote Speaker for the conference. And our Closing Session speaker is Dr. Bernadette Montoya, Vice President for Student Affairs and Enrollment Management at New Mexico State University. We've had the privilege of having Dr. Montoya address the RMACRAO membership at a previous RMACRAO annual meeting and look forward to welcoming her back. More information about these speakers is available on the RMACRAO web site at <http://www.rmacrao.org/rmacrao-annual-meeting-2014/> on the Program tab.

Events

We are planning a Thursday evening at The New Mexico Museum of Natural History & Science, transportation will be provided and Old Town is just a couple of short blocks away from there. Here is a great link on 10 things to know before visiting New Mexico that came out on CNN Travel and we look forward to seeing you in the Land of Enchantment.

<http://www.cnn.com/2013/09/26/travel/10-things-new-mexico/>

RMACRAO 2013 Annual Meeting - Fort Collins, CO

Revenue			
Exhibitor Fees	\$ 9,660.00		
Registration Fees			
Pre-Conference Workshop - 43 attendees	\$ 1,720.00		
Full Conference Members - 139 attendees	\$ 27,105.00		
Full Conference Non-Members - 3 attendees	\$ 675.00		
Day-Conference for Wednesday - 13 attendees	\$ 1,105.00		
Day-Conference for Thursday - 21 attendees	\$ 2,415.00		
Day-Conference for Friday - 3 attendees	\$ 195.00		
Two-Day Conference Thursday/Friday - 2 attendees	\$ 360.00		
Honorary Members - 7 attendees	\$ -		
Guest Meals	\$195.00		
	\$33,770.00		
		Total	\$ 43,430.00
In-kind Donations and Sponsorships			
Vendors			
Jolish Photography	\$ 2,500.00		
National Student Clearinghouse	\$ 1,500.00		
Credentials	\$ 1,000.00		
Parchment	\$ 750.00		
College Scheduler, LLC	\$ 600.00		
Paradigm	\$ 600.00		
College Source	\$ 500.00		
SmartCatalog	\$ 500.00		
	\$ 7,950.00		
Institutions			
Colorado School of Mines	\$ 1,775.00		
University of Northern Colorado	\$ 1,508.00		
Colorado State University	\$ 420.00		
	\$ 3,703.00		
			\$ 11,653.00

RMACRAO 2013 Annual Meeting - Fort Collins, CO (continued)

Expenses			
Hotel	\$ 26,660.74		
Meeting			
AARCRAO registrations	\$ 390.00		
Attendee packages	\$ 7,975.47		
Credit card fees	\$ 3,861.00		
CVENT - software	\$ 900.00		
2012 Registration winner	\$ 195.00		
Gifts and awards	\$ 593.28		
Honorary registrations	\$ 780.00		
Photography	\$ 2,500.00		
Speaker fees and associated costs	\$ 1,475.14		
Supplies	\$ 447.77		
Thursday Event - Nordy's and transportation	\$ 3,224.47		
	\$ 22,342.13		
		Total	\$ 49,002.87
Summary			
Revenue	\$ 43,430.00		
In-kind donations and sponsorships	\$ 11,653.00		
Expenses	\$(49,002.87)		
		Total profit	\$ 6,080.13

To our knowledge, the 2013 annual meeting had the highest number of attendance at 185 and a significant number of single day Conference Passes.

Treasurer's Report

RMACRAO Budget for Fiscal Year 2013-14 (approved July 18, 2013)

Expenses

Executive Committee	\$ 410.00
Presidents Travel	\$ 200.00
Miscellaneous	\$ 50.00
Bank /Filing Fees	\$ 390.00
Advertising/Recognition	\$ 100.00
AACRAO Reception	\$ 300.00
Peer Evaluations	\$ -
RMACRAO Travel Grants	\$ 600.00
AACRAO Travel Grants	\$ 750.00
Association Liability Insurance	\$ 1,000.00
Prof Development Scholarships	\$ 1,500.00
Web Support	\$ 800.00
Credit Card Fees	\$ 800.00
Total	\$ 6,900.00

Activity

Checking balance	\$ 14,098.00
Savings balance	\$ 16,464.30
Total	\$ 30,562.30

Receipts (10/1/2013 - 03/18/2014)	\$ 8,485.00
Debits (10/1/2013 - 03/18/2014)	\$ 3,071.08

Respectfully Submitted by

Carolyn Gutierrez, RMACRAO Treasurer