Schedule of the Day – Thursday
Meet at the Regent Administrative Center at CU Boulder

Schedule of the Day – Friday
Meet at the Loveland / UNC campus

Attendees: Stacy Sharp, Ericks Humeyumptewa, Alli McCown, Amelia Jackson, Trish Torrez, Jerry Becker, Miori Jackson Gidley, Chris Bennett, Katie Risheill, Kristin Conway, Katie Pederson

2019 Site Tour of CU Boulder space options from 9:15-11:15

1. Call to Order at 11:30 a.m. (Eriks Humeyumptewa)
   a. Confirmed Quorum
   b. Introduction of 2018-2019 Board of Directors
      i. Voting and non-voting members

2. Secretary Report (Miori Gidley)
   a. Approval of July 12, 2018 Board of Directors Meeting Minutes
      i. Motion to approve by Alli, Second by Stacy. Approved
   b. Revisions to 2018 Annual Business Meeting Minutes
      i. Correct spelling for Ken Clavir at UNC
      ii. Miori will send the draft to Chris to post draft to website
   c. Approval of September 6, 2018 Emergency Board Meeting Minutes
   d. Revisions to 2018 Emergency Board Meeting Minutes
      i. Motion to approve by Trish, second by Alli. Approved

3. Treasurer Report (Jerry Becker)
   a. Budget Updates
      i. Revenue and Expenses
      ii. Account balance updates
      1. Checking $3,824.78, Savings $29,685.22
      iii. October financial report will be added to minutes as an addendum
      iv. Need to order more checks
      v. Jerry gathered profit and loss since FY 13 from QuickBooks
         FY18 - $ 8,869.25 Loss
         FY17 - $ 7,492.17 Loss
         FY16 - $20,501.65 Gain
         FY15 - $ 6,568.86 Gain
         FY14 - $ 4,167.86 Loss
         FY13 - $25,660.16 Loss
1. Reviewed October 2017-September 2018 statement and Budget vs. Actual for Fiscal Year 2018. Need to add costs from 2018 Annual Meeting (Lowry)
2. Discussed including the Budget vs. Actual in the upcoming newsletter. Add asterisk next to Conference Expense to highlight expense related to cancellation of 2018 NM site.

b. Dues notices and collections
   i. Update institutional FTE reference on the invoices to align with what is stated in bylaws. IPEDS Fall unduplicated headcount will be the referenced statement
   ii. Chris updated the member list to remove colleges that have not paid, and added the two new colleges
   iii. Budget shortfall of $450 due to institutional changes, which can be covered with savings as discussed at the annual meeting
   iv. College for Financial Planning is not on IPEDS. Katie explained that they do not submit to IPEDS, and had in the past used the enrollment as submitted to HLC. Jerry will email the Registrar to determine enrollment reported to HLC
   v. Dona Ana Community College – discussed that they are a branch of New Mexico State University. Further research needed
   vi. Northern WY Community College District – IPEDS has Sheridan College, but this also includes Gillette Community College. Further research needed
   vii. Wyoming Catholic College – not on IPEDS. Jerry will email the Registrar to determine enrollment reported to HLC

c. Canceled Memberships for nine institutions
   i. Clovis Community College, Colorado College, Institute of American Indian Arts, New Mexico Junior College, Northern New Mexico College, Rocky Mountain College of Art and Design, Santa Fe University of Art and Design, University of Mary Hardin-Baylor, University of New Mexico Taos
   ii. Adams State had not paid for 2016-17 or 2017-18 but sent in check on 10/1. They will need to submit a new membership application.
   iii. Clovis Community College will need to submit a new membership application.

d. New Memberships (2) from July updated
   i. Aspen University, Denver Seminary

e. Received one New Member application from Pueblo Community College

f. Wells Fargo accounts updated. Meeting today at 3:00 at Wells Fargo to update with newly attended account users.
   i. Removed: Stacy Maestas (on 9/6), Geraldine Martinez, James Tisdale, Charlie Couch
   ii. Remaining: Jerry Becker: Stacy Sharp
   iii. To Be Added Today: Eriks Humeyumptewa, Katie Risheill, Kristin Conway,

Break for Lunch 12:33 p.m., return at 1:07 p.m. Tracy Barber joined by phone at this point

4. President-Elect Report (Eriks Humeyumptewa)
   a. AACRAO speaker for 2019 Annual Meeting
      i. Eriks will contact AACRAO, possibly to talk about GDPR
   b. 2019 Meeting Planning Update
      i. Pre-Conference
         1. Clearinghouse normally offers a session. Revisited ideas from 2017 brainstorm such as AACRAO on the Road session for International Transfer, Title IX.
      ii. Sessions: Brainstormed session topics and tracks
         1. Records & Registration Track: VA, GDPR, Financial Aid, Bursar, Athletics, Transcripts, International (F1), IPEDS
         2. Admissions Track: EDI, Evaluating Credit, Min. Admissions requirements
         3. Technology Track: Banner/Banner 9, People Soft, Slate, OnBase/Workflow
         5. SEM Track: Data, Big Data, HS data - graduation (Recruitment), Metamajors
6. Professional Development Track: Legal best practices, CDHE Update/Carl Einhaus, Tuition Classification, Safe Zone Training, Vet Zone Training, Self-care/Wellness
7. 2-Year Track: Pathways, Articulation Agreements, Reverse Transfer & EDI, 2x4
8. 4-Year Admissions Track: Going away from Index, Min. Admissions requirements
9. CO Track: COF, Tuition Classification

iii. Need three speakers-Opening, Plenary, Closing
   1. William Kuskin from CU Boulder was suggested as another option for an engaging, dynamic speaker.
   2. Miori suggested Kaiser and the Laughaceuticals Workshop

iv. Need to determine conference theme – discussed topics surrounding health and wellness

v. Program booklet ready to print by March or draft PDF on Website at a minimum

vi. Other suggestions and/or changes?
   1. Send out survey for topic and session ideas - or call for proposals, also included in the newsletter. Eriks working on draft email
   2. Discussion about vendor sponsorships and tiered pricing structure used in the past.
   3. Katie R. suggested that we survey membership to determine vendors/services they are using or exploring. Seek out Photography Company to offer headshots.

5. 2019 Local Arrangements Report (Kristin Conway and Exhibitor & LAC Liaison Report (Katie Risheill))
   a. Update on 2019 conference-Boulder Colorado
      i. Millennium Hotel emailed about the contract, Stacy compared the numbers and determined that it was more expensive. $19,000 food & beverage minimum, 22% service charge, 8.99% tax rate, for a total of $24,890 estimated. A/V equipment $6637.41 plus 8.99 % tax. As a required numbers of hotel room reservations. Cancellation charges and policy would have been limiting. $31,527 estimated minimum cost.
      ii. Board compared this to offering at CU Boulder with no service fee, no tax, and very limited A/V charges. Parking options can be offered during registration, $20 for the week.
      iii. Will seek out nearby Hotel Room options and determine if they will offer a government rate.
   b. Update on 2020 – Katie will put together RFP for location

Adjourned at 2:40 p.m.

Friday, October 12, 2018
Attendees: Stacy Sharp, Ericks Humeyumptewa, Alli McCown, Amelia Jackson, Trish Torrez, Jerry Becker, Miori Jackson Gidley, Chris Bennett, Kristin Conway, Katie Pederson

Call to Order at 9:05 a.m.

6. President Report (Eriks Humeyumptewa)
   a. Goals for 2018-2019
      i. Bylaws: Review/update officer and committee descriptions
      ii. Membership directory project
   b. RMACRAO Reception at AACRAO
      i. AACRAO is in Los Angeles in March; about 40 attended the reception in 2018. Budget is $750
   c. Recognition Letters for Board Members
      i. Stacy will send a template to Eriks, used to recognize board member service and it sent to their supervisor

7. Past-President Report (Stacy Sharp)
   a. Positions Up for Election
      i. President-Elect role needs to be filled for the current unexpired term. Stacy will explore options, and follow up by email.
ii. President-Elect also needed to start in July 2019
iii. VP roles, both Amelia and Alli’s terms are up in July 2019
iv. Treasurer – Elect: Discussion surrounding book keeping/accounting need. Keep Treasurer role, which can be renewed yearly by the Board of Directors once elected by the membership.
b. First Timer’s Information
   i. President and Past President run the session with activities, and all board members should attend for lunch

8. Vice President’s Report
   a. VP - Admissions (Alli McCown)
      i. Alli had done previous research on VP structure and duties in other associations and will compile the findings for review as we work on bylaw changes. This also includes Treasurer roles and set up.
   b. VP - Records and Registration (Amelia Jackson)
      i. Transfer Webinars continue to be well attended
      ii. Discussion surrounding the VP email accounts and the great work Chris has done to clean things up.
      iii. We need to review the member application form to clean those up. Will also review scholarship/grant applications to determine the best workflow and submission process for those. Miori will schedule a meeting with the VPs for this and the email membership project.
   c. VP At-Large (Trish Torrez)

9. Historian Report (Tracy Barber)
   a. Unable to attend today

10. Web Developer Report (Chris Bennett)
    a. Headshots needed for new board members, send them to Chris.
    b. Chris is reviewing the membership list and will remove the inactive schools from the photo roll, and member institutions list.
    c. Remove the Committees section from the webpage, move Taskforce notes to Meeting Minutes page
    d. RMACRAO Member Institutions (add current membership year of 2017-18) then create a duplicate page or archived members (2016-17)

11. Marketing & Communication Coordinator Report (Katie Pederson)
    a. Reviewed Fall Newsletter draft
       i. Need to update Travel Grant application to VP-at-large email address for submission
       ii. Add item about billing coming in late October and to contact Treasurer if invoice has not been received

12. Old Business (Eriks Humeyumptewa)
    a. RMACRAO webinars – continue to offer the Transfer Credit webinar, and open up for more as suggestion as submitted. Thus far, membership has not submitted other topics.

13. New Business
    a. Professional Development Scholarships: Review 4 applications, award is $750 for two awards
       1. Brenda Hoffman, CSU; CollegeSource Annual Conference
       2. Carla Durante, CSU; AACRAO Winter Institute 2019
       3. Lois Frederick, CSU; The Association for International Credential Evaluation Professionals (TAICEP) National Conference
       4. Sally Page, CU Boulder; EduCause
       5. Jennay Smith, Denver Seminary; American Academy of Religion (AAR) and Evangelical Theological Society (ETS) Conferences
ii. Discussion surrounding applications and previous awardees. Determined option to award the $1500 total but spread it out to more people. Update website to reflect that up to $1500 is available for scholarship awards, with no more than $750 awarded to one person.

iii. Motion from Jerry to award $560 to Lois, $560 to Sally, $380 to Jennay, seconded by Trish. Motion approved

iv. Trish will send letters to applicants and awardees.

b. Peer Review

c. Strategic Planning
   i. By-law changes gathered, Eriks will update for review at the February meeting. Need to be sent to the membership 60 days prior to the annual meeting
   ii. Review of forms and applications
   iii. Job duties of officer positions

14. Next Meeting, February 15, 2019
   a. 9:00 Start Time, at FRCC Westminster or Go to Meeting for those who need to attend remotely

15. Adjourn at 11:53 a.m.
## Rocky Mountain Association of Collegiate Registrars and Admissions Officers

### Revenues and Expenses

#### Budget vs. Actual

**Fiscal Year 2019 - as of 31 OCT 2018**

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<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>Over/(Under)</th>
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<td><strong>Revenue</strong></td>
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<tr>
<td>Annual Dues</td>
<td>$ 7,500.00</td>
<td>$ 845.00</td>
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<td>Interest</td>
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<td><strong>Total Revenue</strong></td>
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<td><strong>Expenses</strong></td>
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<td>AACRAO Reception</td>
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<td>Advertising/Recognition</td>
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<tr>
<td>Bank/Filing Fees</td>
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<td>Board Meetings</td>
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<tr>
<td>Conference Expense</td>
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<td>Insurance</td>
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<td>Transaction/Credit Card Fees</td>
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<td>$ (2,750.00)</td>
<td>$ 77.65</td>
<td>$ 2,827.65</td>
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**Conference Expense**

- **Transport Conf Materials from Las Cruces to Trinidad**: $457.80
Rocky Mountain Association of Collegiate Registrars and Admissions Officers  
Balance Sheet  
Fiscal Year 2019

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<td><strong>Current Assets</strong></td>
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<td>Cash - Checking</td>
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<td>Cash - Savings</td>
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<td><strong>Total Assets</strong></td>
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<td><strong>Total Liabilities</strong></td>
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<tr>
<th>Equity</th>
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<td>Balance at 10/1/2018</td>
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<td>FY 2019 Net Income</td>
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<td><strong>Total Equity</strong></td>
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<tr>
<td><strong>Total Liabilities and Equity</strong></td>
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