



PACRAO News

Pacific Association of Collegiate Registrars and Admissions Officers

Spring 1998



President's Message

The PACRAO Executive Board holds its winter board meeting at the end of January and it is traditionally held at the hotel where that year's conference will convene. I suspect that a meeting date at the end of January is no accident, since it is the first opportunity board members have to escape their professional lives with the closing of one semester and registration for another in progress. Our board meeting was held at the Riviera Hotel in Palm Springs. I am delighted to report that you will all find the hotel an exciting location for our Fall Conference. The city has many opportunities for fine dining, shopping, and outdoor recreation such as golf and tennis. I have personally ordered the Local Arrangements Committee to have fine weather for the conference. Actually, the weather in Palm Springs in early November is usually quite mild and should be a treat for anyone traveling from the more northern latitudes of PACRAO.

Update on Winter Board Meeting

The Board worked diligently throughout the weekend to accomplish some important tasks needed to position PACRAO for another banner year. There are a number of undertakings that must be addressed at this initial meeting in order for the Board to function well this year. These include:

- To establish the expectations and assignments for each member of the Board for the coming year.
- To adopt the goals and objectives for the organization, prioritize them, and develop an action plan to move toward implementing them.
- To develop and approve an operating budget for the current year.

Almost all of us in PACRAO are aware of the very serious financial crisis of our national organization, AACRAO. It was this concern that led the Board to some rather dramatic discussions about our own

association. We discussed what we felt PACRAO means to our membership, how we must continually change to remain viable, and, most importantly, how to stay in touch with the needs of our membership. If one conclusion can be drawn from the current AACRAO situation, it may be that the leadership lost sight of the needs and wants of the membership and what the membership was willing to support. As I report on the Board's progress, you will see that the goals and objectives, roles and expectations of the Board members, and the budget itself all reflect these concerns and are woven through our intended future action plan.

This year's budget is smaller than the budget adopted last year. The Board believes that our members expect the leadership to function at the level provided by our revenues. As an association, we are in the enviable position of having cash reserves and assets that are roughly twice the size of our annual operating budget. Overall, our financial picture is quite healthy. But assets are not a substitute for a balanced operating budget. Cutting this year's budget was especially difficult since for the last several years almost all optional spending has already been trimmed from the budget. A good example is the PACRAO reception at the annual AACRAO conference. If you have attended for the last several years, you have seen that the refreshments have been downsized from a variety of delectable hors d'oeuvres to veggie and cheese trays, and this year there will be no refreshment trays. Never fear, we will still have the open bar, the sparkling conversation with friends, and hopefully - due to the generous nature of our members - loads of door prizes. (If you are absolutely starving, check out the nearby receptions of other regional associations. It's *their* turn to host *our* members!)

Future PACRAO Initiatives

In the winter edition of the PACRAO News, I discussed a number of questions and the idea of appointing a task force to address them. After discussion with the Executive Board, I plan to move

forward and appoint individuals to look at three specific areas. Those areas are:

1. Special Memberships – explore the idea of corporate or vendor memberships to the association and at what cost and privilege to the prospective member.
2. Website Management for PACRAO – how to expand it, how to fund it, how to manage and update what the membership needs from a site, and whether this should be a board-level responsibility.
3. Review of the Constitution/Bylaws – examine the current roles of the officers, whether the roles are properly assigned, whether they meet the needs of the membership, whether the terms should be expanded and staggered to provide continuity, and related issues.

As always, we would like to see wide representation on these groups so that the resulting recommendations represent the broadest views of the association. Please volunteer your time with one or more of these committees to investigate ways to make our association function at an optimum level for all of us.

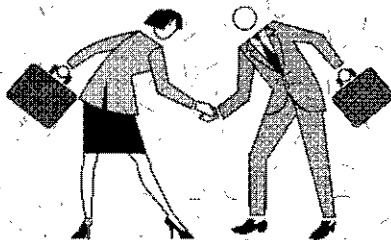
– James D. Moore
Phoenix College

Membership News

Welcome to all the new

members of PACRAO

and welcome BACK to all the perennial faithfuls!! Soon I will be mailing out our renewal forms to everyone. You will receive a document with current directory information by institution to return with or without corrections! The membership institutional costs will remain at \$75 for the institutions and four members. Additional members may be listed for \$15 per name. Please encourage vendors who are related to your work to both contact the Palm Springs Program Committee and to join PACRAO so they can be listed in the directory – an inexpensive way to reach all of us with one document! Also, please encourage your colleagues from other educational institutions to join as new members, if you notice they are not represented in our directory. The 1997-98 directory was mailed, but we had so many new members, additional copies are being printed and mailed in early March. Thanks for your patience in this matter.



Please send any comments or suggestions to me, Sunny Burns, at email address: sburns@scc.spokane.cc.wa.us or call me at 1-800-248-5644, extension 7010.

– Sara "Sunny" L. Burns
Spokane Community College

Diversity Development

The Martin Luther King Jr. Celebration at UCLA provided the setting for the first meeting this year of the PACRAO Diversity Development Committee (DDC). Diversity Development Advocate, Clifford A. Ramirez, arranged for members of his committee to attend the January 15 luncheon and celebration organized by the UCLA Black Faculty and Staff Association (BFSA) and featuring an address by Dr. Terry Roberts, one of the original Little Rock Nine. Terry was also our PACRAO '96 Diversity Development Breakfast Speaker (Sacramento) and remembered many of our DDC members from his Sacramento visit with us. At the celebration, Terry was given BFSA's Reverence for Life Award, an occasion that made the event especially momentous.

After the festivities, the DDC convened to review the DDC activities of PACRAO '97 (Vancouver) and to plan for PACRAO '98 (Palm Springs). The DDC is especially grateful for and proud to be working with PACRAO '98's Program Chair David Van Ness. David has conscientiously sought out the input of the DDC in his own committee's planning for sessions, presenters, and speakers.

For PACRAO '98, the DDC envisions continuing the Sunday Connection reception, so well received by many in Vancouver. Having the Connection so early in the Conference allowed PACRAOans – and especially new PACRAOans – to meet and connect with colleagues with whom to enjoy the events of the ensuing days. Other events for PACRAO '98 are currently being developed in collaboration with David's committee and in the spirit of keeping alive our commitment to diversity and inclusivity. We'll have more to share in the months to come!

– Clifford A. Ramirez
UCLA



Join Us in Fabulous Palm Springs

PACRAO heads to the sunny Southern California desert for PACRAO '98. The rains should have run their course by then, and Palm Springs is a town which knows how to welcome guests. Outside of Hollywood, this has been one of the most (in)famous gathering spots for the glitterati of Southern California - to see and be seen. The average temperature in November ranges from 48 - 79 F, with cool nights and warm days. So, find your sunglasses, pack your casual clothes, and make plans for PACRAO Palm Springs, November 1 - 4, 1998.

The conference will be held at the Palm Springs Riviera Resort and Racquet Club, a wonderful facility with ample meeting and exhibit space, laid out around two pools, tennis courts, an 18-hole putting course, volleyball and basketball courts. When you need a break from the challenging and engaging workshops, sessions, and presentations, there will be many activities for you to pursue. The room rate is \$100, single or double, and includes access to most of the activities of the resort.

Palm Springs is a desert resort community with over 150 golf courses, wonderful shopping, a first class outlet mall just down the road, and is home to the Palm Springs aerial tramway which will take you to 6000 feet for hiking in an alpine meadow.

Carole Jones and her local arrangements committee have been planning this conference since last fall, and we welcome your questions and suggestions. See you at the resort.

- Nora McLaughlin
Reed College

LAC Committee Members:

General Conference Chair
Carole Jones, University Registrar
California State University, Fullerton
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Evaluations Chair
Herman C. Lee, Director of Enrollment Services
Palomar College
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Transportation and Tours Chair
Melanie Cox, Dean of Admissions & Financial Aid
Citrus College
E-mail: mcox@citrus.cc.ca.us

1998-99 PACRAO Nominations - Summer Success Seminars

Watch for the list of nominees in the summer newsletter. Voting will take place during the PACRAO annual conference in November in Palm Springs.

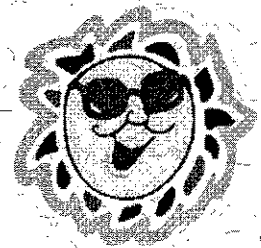


Travel Tips - Making PACRAO Affordable

Listed below are several ideas you may want to consider when making plans for PACRAO '98:

1. Travel with colleagues from neighboring institutions. Vanpool together - whether for a day or for the entire conference.
2. Share the cost of a hotel room. The conference hotel is the Riviera Hotel in Palm Springs. It is a lovely facility and will accommodate colleagues sharing a room.
3. Saturday stay over. Generally you can get a reduced airfare by including a Saturday stay over. There is lots to do in Palm Springs. Come a day early and enjoy the beautiful weather.
4. "Special" airfares. Airfares fluctuate - you know the conference dates, watch for the best airfare possible.
5. Fly into one of the many neighboring airports in the area rather than flying directly into Palm Springs (e.g., LA International, Ontario, Orange County, Burbank, and Long Beach) then rent a car with a colleague.
6. Book the flight out of this year's budget.

- Gene F. Priday
Brigham Young University



This year, PACRAO will again be offering a number of Summer

Success Seminars to provide opportunities for your staff in a variety of professional areas. These award winning seminars have, in the past, been of special interest to front-line staff who may not be able to attend the PACRAO annual meetings. The presentations are of the same high quality we have come to expect at the annual meetings but the topics tend to be more applied, dealing with very practical issues such as the art of providing effective and friendly customer service to our students, staff, faculty, and the general public. Planning is now underway for these sessions and you should watch the list-serve for details. If you haven't yet signed up for the list-serve - and it is open to all - check out page 2 of the current PACRAO '97 directory. In addition, once the locations are confirmed, detailed programs and registration information will be circulated to folks in the region around the seminar site.

The costs are kept at a bare minimum; there is a small registration fee to cover the basic expenses associated with a program of this type but the emphasis is on participation. So when you see the notices of the Summer Success Seminars crossing your desk, take a minute to think about including some of your staff as registrants and let them enjoy the professional development that is being made available.

- W. Ron Heath
Simon Fraser University

MEMO:

PACRAO '98
Palm Springs
November 1 - 4

PACRAO Newsletter Puzzle

Find words/names listed below. All words/names appear in this newsletter

Words may appear forward, backward, horizontal, vertical and diagonal

F N Y R E K Y I W X P C C Y C Z
 N L O R E R O Y B C A S L A Y W
 I A E I O B A Z I K C R I D Z Y
 E P V T T T M F O U R A F I Q N
 R R I O O C C E R Z A N F R Y C
 O E W H L H E E V I O L O P H S
 O C B T S U A N R O A M R E S G
 M E K U R R N R N I N E D N N N
 S P Y A D A E T E O D S R E R I
 E T Y G D G V B E I C H A G U R
 M I Z Z T J E E M E V B M D B P
 A O H A S U V T L E R L I W Y S
 J N I L H G U A L C M A R O N M
 D I V E R S I T Y T Y X E O N L
 R O N H E A T H F B F Z Z H U A
 S S E N N A V E V A D P W V S P

AIRFARE
 CONNECTION
 GENE PRIDAY
 NORA MCLAUGHLIN
 PALM SPRINGS
 RON HEATH
 TRAVEL

BUDGET
 DIRECTORY
 JAMES MOORE
 NOVEMBER
 RECEPTION
 SEMINARS
 VOLUNTEER

CLIFFORD RAMIREZ
 DIVERSITY
 MEMBERSHIP
 PACRAO
 RIVIERA HOTEL
 SUNNY BURNS

PACRAO TRAVEL AND PROFESSIONAL DEVELOPMENT GRANTS

"Thank you for the opportunity to attend PACRAO. It was a wonderful experience . . ."

"I wanted to again express my sincere appreciation for being a recipient of a travel grant. I returned home drained from the wealth of information I gained and am enthusiastic about the things I learned and that will help me in the performance of my job . . ."

PACRAO is committed to returning PACRAO assets to its members! PACRAO Travel and Professional Development Grants are opportunities to benefit our members

and our entire organization. A sum of \$4500 has been allocated for fund grants up to a maximum of \$500 each.

Guidelines for Travel Grants

Travel grants are awarded to assist members to attend the annual PACRAO Meeting, up to a maximum of \$500. Special consideration is given to applications who are first time attendees, persons of color, or members of institutions with particularly limited funds. A letter of support and recommendation is required from the applicant's supervisor. Please fill out the form below.

Guidelines for Professional Development Grants

Professional development grants, up to

a maximum of \$500, are awarded to members who pursue new research, specialized training/workshop, a project which creates solutions to problems, website development, publications or other products that will enhance a member institution or the PACRAO organization. A letter of support and recommendation is required from the applicant's supervisor as well as a written proposal from the applicant which not only outlines the scope of the project but the relationship of the project to professional development. Please fill out the form below. Grant awards will be issued at the completion of the stated project.

----- tear-off application -----

Travel Grant Application Form for PACRAO's 1998 Meeting in Palm Springs, California, November 1-4 DEADLINE for submission is July 10, 1998

Name _____ Title _____
Institution _____ Email _____ Phone _____
Address _____
Street City State/Country Zip
Ethnicity _____

Attach a letter explaining your reasons for applying for a travel grant (see suggestions above). Please include a breakdown of your estimated costs and indicate the amount of costs your institution is able to fund.

A letter of support and recommendation is also required from your supervisor.

Professional Development Grant Application Form – DEADLINE for submission is July 10, 1998

Name _____ Title _____
Institution _____ Email _____ Phone _____
Address _____
Street City State/Country Zip
Ethnicity _____

Attach a written proposal which contains the following information (see description above for suggested professional development projects):


- ◆ Description of the project or proposal
- ◆ Purpose and objectives of the project
- ◆ Estimated budget
- ◆ Outline of tasks and timeline for completion of project

A letter of support and recommendation is also required by your supervisor.

MAIL TRAVEL AND PROFESSIONAL DEVELOPMENT GRANT APPLICATIONS TO:

Gene F. Priday, Registrar
Brigham Young University
B-150 ASB
PO Box 21114
Provo UT 84602

PACRAO EXECUTIVE BOARD

<p>President: James D. Moore Associate Dean of Student Services Phoenix College 1202 W. Thomas Road Phoenix AZ 85013-4234 Phone: (602) 285-7524 Fax: (602) 285-7813 E-mail: moore@pc.maricopa.edu</p>	<p>Past President: W. Ronald Heath Dean of Student Services/Registrar Simon Fraser University Burnaby BC V5A 1S6 Canada Phone: (604) 291-4176 Fax: (604) 291-5732 E-mail: ron_heath@sfu.ca</p>	<p>President Elect: Saundra Springfield Assistant Director University of California, San Diego 9500 Gilman Drive, Dept 0021 La Jolla CA 92093-0021 Phone: (619) 534-3945 Fax: (619) 534-5723 E-mail: sspringfield@ucsd.edu</p>
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PACRAO News
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