

APR 15 1999

PACRAONews

Pacific Association of Collegiate Registrars
and Admissions Officers

Spring 1999

President's Message:

* *Renewing the Vision for the Next Millennium* *

In February, AACRAO invited committee chairs to attend a "Leadership Meeting" in Washington, D.C. The meeting was very informative. The AACRAO officers and staff shared and provided the most up-to-date information on the status of the association. We had an opportunity to ask questions and make suggestions about change and suggestions to change, to suggest and propose additional changes that would make our association strong and viable. Personally speaking, I felt that previously unanswered questions and concerns were addressed. I also felt that I was hearing the 'whole truth'.

There was a statement prepared by an ad hoc committee of the committee chairs to be presented to the AACRAO body. After much discussion, it was felt that since many of us not only represented an AACRAO committee, but also held leadership positions in one of the State and Regional associations, a unanimous statement could not be made because it might appear to be more than a personal statement.

I would like to share this statement with PACRAO members as my personal commitment to the continued growth and progress in AACRAO.

"I, a Committee Chair of AACRAO for 1999-2000, having participated in the Association's February Leadership Meeting, endorse the course charted by the Board of Directors and urge the membership to support the continued recovery of the Association. I was impressed by the Board's forthright presentation of the budget, its candid description of the Association's current circumstances, and its frank assessment of the AACRAO Office's past performance.

In scrutinizing the Board's vision for the Association's future, I challenged them and the AACRAO Office to justify their recommendations, and tough questions were asked. The answers received struck me as direct, non-evasive, and honest. I believe the Board has heard the membership and is attempting to be responsive to members' needs, as expressed

through many channels, particularly Task Force 2000.

I have requested similar presentation be provided by the Board and Executive Director at the annual meeting. All AACRAO members must be provided the same opportunity to examine the facts and draw their own conclusions.

I strongly support the efforts of the Board and the current AACRAO Office to rebuild the Association. I believe they have engaged in this arduous task with accountability, honesty and integrity. Their openness and candor have begun to restore my confidence in the leadership of AACRAO and has given me reason to support them in their stewardship of our Association."

I have personalized the above statement because I truly believe that the Association is renewing its vision for the next millennium.

Join me in Charlotte, listen to the updated information and reports, and I believe that you too will have renewed and restored confidence in the leadership of AACRAO. ❖

— Sandra Springfield, UC San Diego

Member Recognition

One of the highlights of the annual meeting each year is the occasion where the Association honors those of our members who, over the years, have made substantial contributions to our profession and our Association. In the coming months, I will be working with a committee to identify those who will be honored this year – and to do that, we need your help. There are three categories of awards.

Retirement Certificate: Members of the Association who have retired since last November 1998 or who will retire before the annual meeting in Portland in November are recognized with a Retirement Certificate. If there is anyone from your office/institution or if you know of others within the PACRAO region who meet this criterion, please contact me to

advise me of the name and institution of the retiree.

Honorary Membership: Selected by the Awards Committee, Honorary Membership may be extended to individuals upon their retirement from the profession or at their leaving the profession to follow another career path. The member will have performed dedicated service to the Association through office and/or through significant participation and contribution to Association activities throughout their professional affiliation with the Association.

Distinguished Service Award: This award is reserved for truly distinguished and exceptional service and leadership to the profession and to PACRAO. It may be awarded at the end of a member's career, or it may be

earned for particular contribution on a special project of significance to the Association. It is not necessarily awarded annually and requires unanimous agreement of the members of the Awards Committee and the Executive Committee that it is deserved.

Nominations: Nominations for any of the above awards should be forwarded by June 1, 1999, to:

Ron Heath
Dean of Student Services and Registrar
Simon Fraser University
Burnaby, BC Canada V5A 1S8
E-mail: heath@sfu.ca
Fax: (604) 291-5732





The Review teams wants to hear from you.

At the midpoint of our review, we are seeking your views as it will influence the final recommendations submitted to the Executive Board in June 1999. Simply mail or e-mail your response to the Review Team's chair, Janet Ward (jward@spu.edu), Dean of Enrollment Services, Seattle Pacific University, 3307 Third Avenue West, Seattle, WA 98119-1997. Please respond to the four questions by April 15th.

First Recommendation: The elected positions to the Executive Board should be based on "functional role", rather than type of institution represented. Based on strategic initiatives, the number of elected officers should be expanded from 7 to 9.

CURRENT

■ President

Proposal: No change

■ Past President

Proposal: Change in responsibilities

■ President Elect

Proposal: Change in responsibilities

■ VP-Four Year Institutions

Proposal: Eliminate

▼ VP-Two Year Institutions

Proposal: Eliminate

■ Treasurer

Proposal: No change

■ Secretary

Proposal: No change

■ Currently Non-Existing

Proposal: VP-Professional Development

VP-Membership

VP-Publications/Information

Technology

■ 7 Elected Officers

Proposal: 8 Elected Officers

What are the changes in elected officer roles?

Past President: Change in some responsibilities. Retain responsibilities for Archives and working with the Nominations and Election Committee. Remove: Summer success workshop development. Add: Site selection for a future PACRAO conference. This moves site selection to a seasoned member of the Board and removes it from the President Elect who's just learning the conference ropes.

President Elect: Change in some responsibilities.

Remove: Site selection. Retain: Choose Local Arrangements Chair, Program Chair and Diversity Development Advocate, who will shadow current chairs and assume leader-

ship at the next annual conference. Add: Build relations with 1) leadership from state and province associations, 2) membership, 3) vendors. Works with VP for Membership and Treasurer for strengthening membership in the Association. This empowers the next president to focus on building relationships and networks across the region and association.

VP for Professional Development: New position. Responsible for developing and promoting professional development opportunities across the region outside of the annual conference (e.g., summer success workshop). Develops partnerships with state and provincial leadership to bring PACRAO sponsored workshops across the region. As appropriate, work with annual conference Program Committee Chair, to suggest potential sessions/presenters.

VP for Membership: New position. With the assistance of the President Elect and Treasurer, build association membership, collect annual dues, and provide baseline data used to create the directory.

VP for Publications/Information Technology: New position. Responsible for disseminating association and/or professional development information to the membership, via print and electronic communication. This includes the association's newsletter, directory (with support from VP of Membership) and web site.

Question 1: Would you support the expansion of the Executive by one additional member? The cost to PACRAO's annual budget would be \$500 (to attend two Executive Board meetings). Please explain your answer.

Second Recommendation: To provide greater opportunities for involvement and leadership in PACRAO strategic initiatives, additional committees should be created and report to specific Executive Board members. The Review Team is recommending that committees be created, which meet at the annual conference, to support the following strategic initiatives:

- 1. Professional Development:** To promote professional development opportunities across the region, e.g., workshops, writing newsletter articles, co-sponsor workshops with State or Provincial associations, etc.
- 2. Publications/Information Technology:** Writes articles for newsletter (e.g., report on what's happening in other states/

provinces, book reviews, technology updates, etc.), recommend changes to PACRAO's web page, keep the association current on new uses of technology in serving students and/or advancing the profession. The University of California, Irvine currently manages PACRAO's web site.

- 3. Membership Development:** To invite colleagues to join the association, explore creating corporate memberships, to assist in keeping member data accurate and up-to-date. Brigham Young University currently manages PACRAO's database.

Question 2: Would you be willing to volunteer your time to serve on any of these committees, if formed? Please explain your answer.

Third Recommendation: The elected officers should serve a two-year term. Terms would be staggered.

Currently, the President Elect serves a three-year term, Treasurer serves a two-year term and all other officers serve a one-year term. Generally, the Review Team is in favor of recommending a two-year term for all officers (except for the President Elect) as it allows the first year to be a learning experience, while during the second year making greater strides on fulfilling association strategic initiatives. On the flip-side, this would mean fewer members would be rotating on the Executive Board each year. Under the current mode, 4-5 new members are elected, while under the proposal, we would elect 3-4.

Question 3: If you were asked to serve a two-year term on the Executive Board, 1) would you serve a two year term, if asked, and 2) would your institution support you throughout the two-year term? Please explain your response, as we need to understand if the length of term, one-year vs two-year, will make a difference in member's willingness to serve on the Executive Board.

Fourth Recommendation: The Diversity Development Advocate, while appointed by the President, should be a voting member of the Executive Board.

Since 1994, the Diversity Development Advocate has attended the Executive Board meetings and enriched discussions by sharing his/her viewpoints on association business. This

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Ideas, Goals and the 3 R's of the DDC

The Diversity Development Committee of PACRAO met on February 26 at Antioch University, Los Angeles in Marina del Rey, CA. Anne Delfin, Associate Registrar, Antioch University, was our gracious host, and the following members were on hand to brainstorm and set goals for the new year: Diversity Development Committee Advocate - Brenda Simmons, Associate Dean, Admissions and Records, Santa Monica College; Masa Fujitani, Associate Director, Undergraduate Admissions & Relations with Schools, UC Irvine; Judy Gorian, Undergraduate Admissions & Relations with Schools, UCLA; Nirmula D. Sharma, Director of Enrollment Services, Charles Drew University; and Mike Brubaker, Associate Registrar, Mount St. Mary's College, Los Angeles.

Reviewing concerns and suggestions that were made by attendees at the recent Palm Springs conference, the committee has set out to develop goals for the next PACRAO conference. One such goal is to further develop an increasing awareness of diversity which could be fostered through several different forums, the first being through PACRAO Plenary

Speakers who address specific diversity issues, the second goal being through PACRAO sessions. Several topics were discussed and will be pursued. The Diversity Committee is also interested in hearing from fellow PACRAO members about possible diversity topics and/or presenters. Please forward any ideas to Brenda Simmons no later than April 16 via e-mail: bsimmons@smc.edu.

Another goal to ensure the future growth and success of all PACRAO committees was to have brief committee presentations at the New Member Orientation at next year's PACRAO conference in Portland, Oregon. The committee also thought it would be admirable to present an award to a fellow PACRAO member who achieved outstanding work in the past year in the area of developing diversity awareness (criteria has yet to be determined).

In keeping with its goal of increasing diversity awareness, the Committee is proud to announce that Clifford Ramirez will be presenting "Building Community: Evolving the People Paradigm" at the next AACRAO conference along with a panel of DDC representatives. In addition, the Committee is pleased with the

ongoing work of Masa Fujitani on the Constitution & Bi-Law Review Committee; she constantly updates the DDC on concerns and issues and delivers feedback to her other committee.

Finally, the DDC believes that its major goal for the upcoming year -- not to diminish the above mentioned ideas goals -- is Membership Development. This would be accomplished by following the Three R's -- Reclaim veterans, Recruit new members and Revitalize existing ones. By adhering to these R's, the DDC would not only grow in numbers, but would be able to generate more work through the use of subcommittees. All of the members can be linked together via the use of technology -- E-mail, Internet chat rooms, and video/tele-conferencing; the DDC plans on utilizing teleconferencing at one of its upcoming meetings. No longer do geographical boundaries need to divide us, it can only strengthen the diversity within our ranks, within our organization and foster a productive DDC and PACRAD for the next millennium. ❖
-- Mike Brubaker, Mount St. Mary's College, Los Angeles



Portland Conference Update

PACRAO heads north to the beautiful city of Portland, Oregon for our annual meeting this November 7-10. At the intersection of the Columbia and Willamette Rivers, Portland is a city which welcomes visitors with a friendly downtown, great excursions to mountains, beaches, the Columbia Gorge, and wine tasting all within an hour of the city. When you are not availing yourself of the first-class professional development opportunities made possible by your colleagues and our vendor partners, you can explore the city by night and take advantage of the many choices in the arts - music, theatre, and fine art galleries, as well as some of the best bread and beer anywhere.

The conference will be headquartered at the recently renovated Portland Hilton. The hotel is strategically located in the heart of downtown Portland. The room rate for singles and doubles is \$115. Reservations can be made by calling (503) 226-1611. Be sure to tell them you're with PACRAO.

Please mark your calendars now. We hope to have the PACRAO Website updated before the end of April. ❖

-- Frost Johnson, General Conference Chair, PACRAO '99

TRAVEL GRANTS

Included in this issue is the Travel grant award application for the 1999 PACRAO conference. PACRAO is committed to returning PACRAO assets to its members and believes that involvement in the annual conference program provides opportunity for professional growth. The Executive Committee has approved a travel grant fund for 1999, and members are urged to encourage their subordinate staff to take advantage of this excellent opportunity. As explained in the application, only active members of PACRAO may apply for the travel grant. Their institution must have paid the current year's membership fees, and the applicant must submit a written proposal of the activity to be pursued, limited to three typed pages, and the amount of award requested. Travel grants are awarded up to a maximum of \$500. ❖

-- Fred Dear, University of Southern California

Initial Recommendations:

Continued from page 2

recommendation supports the value of having this member appointed by the President. The new item is allowing the advocate to have a vote during Executive Board meetings, along with the elected officers.

Question 4: Would you support having an appointed position by the President to be a voting member of the Executive Board? Please explain your answer.

Fifth Recommendation: The Nominations and Elections Committee guidelines need to be revised to embrace adequate diversity.

While the guidelines for choosing nominees is not part of the Constitution and By-laws, the Review Team recognizes that an effective Executive Board will be one that embraces diversity (admission - registrar responsibility, two-year - four-year, public-professional-private institution, gender, ethnicity, regional representation, etc.). Therefore, this recommendation is to the incoming Executive Board, to review and update the N&E guidelines to insure adequate representation for nominees who are recommended as a slate of officers. ❖
-- Janet Ward, Seattle Pacific University

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 \$6000 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 1999 Meeting in Portland, Oregon, November 7-10 DEADLINE for submission is July 9, 1999

Name _____ Title _____
Institution _____ E-mail _____ 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.

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

Professional Development Grant Application Form -- DEADLINE for submission is July 9, 1999

Name _____ Title _____
Institution _____ E-mail _____ 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 from your supervisor.

MAIL TRAVEL AND PROFESSIONAL DEVELOPMENT GRANT APPLICATIONS TO:

Fred Dear, Associate Registrar
University of Southern California
Registration 104
University Park
Los Angeles, CA 90089-0912

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