President's Message

"Maintaining the Standards for the Next Millennium"

In my mind there are two phrases that set PACRAO apart as an organization. The first phrase is the 'spirit of volunteerism', and the second phrase is 'assuming responsibility'.

That 'spirit of volunteerism' was demonstrated to me this past month. Betty Crossman, Associate Registrar at the University of Phoenix and PACRAO Secretary, notified me that due to personal reasons, she was resigning from her job. This meant that according to our by-laws, she would also have to resign as secretary. After consultation with the current Board, and three of our past presidents, I contacted Steve Davis, Assistant Director of Admissions at Ricks College in Idaho, who had been secretary two years ago. I asked Steve if he would accept the appointment to complete Betty's term of office. Without any hesitation at all, Steve agreed to take this responsibility again. It is this 'spirit of volunteerism' which sets Pacroans apart from others. We want to thank Betty Crossman for her service this past year and to wish her every success in her future endeavors.

Anyone in a position of leadership truly appreciates anyone willing and able to volunteer. It is this 'spirit of volunteerism' that has under girded and supported PACRAO in the past. It is this 'spirit of volunteerism' that will take our organization into the next millennium. Without this 'spirit of volunteerism' to support our organization and all of its goals and activities, we would all lose a valuable asset.

'Assuming responsibility' is the companion to the 'spirit of volunteerism'. When we volunteer to play a role in our organization, we also assume responsibility to follow through to the best of our ability. We want to thank Steve Davis for taking up the gauntlet for Betty and assuming responsibility for the office of Secretary. Both of these individuals have demonstrated to all of us what steps need to be taken to move into the next millennium. Again we want to thank Betty for the work she has already completed, and Steve Davis for answering the call to volunteer and assuming the responsibility of our Secretary.

As our organization moves forward into the future, each and every one of us will have the opportunity to step up to the plate and to volunteer and assume responsibility.

--Saundra Springfield, UC San Diego

Awards Committee News

The PACRAO Awards Committee reminds all members that it is not too late to nominate members of the Association for Honorary Membership or the Distinguished Service Awards. Full details on these awards can be found on the PACRAO website, or if you wish, you can contact Ron Heath, Chair of the Awards Committee. Many of our members give an extraordinary amount of themselves and their talents to the Association, and we feel it is important to recognize these contributions at our annual meetings.

At the annual meeting in Portland, the Association will also recognize those of our members who will be leaving the organization to the greener pastures of retirement. If you know of any members who have retired since last November or who will retire by November of this year, please contact Ron Heath with the name(s).

You can reach Ron by e-mail at heath@sfu.ca or contact him at Dean of Student Services and Registrar, Simon Fraser University, Burnaby, British Columbia, V5A 1S6, telephone (604) 291-4176.

Reminder:

Grants Deadline Submission

The deadline for applications for the PACRAO Travel Grant for the 1999 Meeting in Portland, Oregon, November 7-10 has been extended. Applications are now due on July 23, 1999.

PACRAO Proceedings on the World Wide Web

Thanks to Nancy Youden, PACRAO 1998 Secretary, the editorial expertise of Steve Davis, Ricks College, and the web design expertise of Lynn Wenger, Student Service Assistant at WSU, the 1998 Proceedings are available on the World Wide Web. Simply sign on to the PACRAO homepage (http://www.reg.uci.edu/PACRAO), click on 1998 Proceedings, and use the index in the left-hand column for the area of your choice!

--Fred Dear, University of Southern California
**1999-2000 PACRAO Executive Board Nominees**

**John Finney -- Nominee for President Elect**

John is Associate Academic Dean and University Registrar of the University of Puget Sound. In 1971, he earned a Ph.D. degree in Sociology from the University of Wisconsin – Madison. After a stint on the faculty at Washington State University, John joined the University of Puget Sound in 1976 as Registrar and Director of Institutional Research. In 1979, he was a co-founder of PNAIRP – the Pacific Northwest Association for Institutional Research and Planning. While he still bears responsibility for institutional research on his campus, John’s true love is registrating, and he feels privileged to have been able to attend every PACRAO and AACRAO conference held since he joined the profession in 1979. John has been very active in PACRAO and has previously served a two-year term as Treasurer. He has been a regular program participant and has served as a member of the Awards Committee. John is also widely known as a railroad enthusiast!

**Robert Kurtz -- Nominee for Vice-President for Two-Year Institutions**

Robert has been Director of Student Services Information Systems at Highline Community College since 1998 and was previously Registrar at Clark College. A Commissioned Second Lieutenant, US Army, Washington Army National Guard, he holds a Bachelor of Arts in Management from St. Martin’s College and is currently in progress on studies towards a Master of Arts in Organizational Leadership at Champion University, Fort Lewis, WA. Robert has been a presenter at PACRAO conferences and his technical expertise in computer science and web function will be an asset to the Board and the Association.

**Kathie Westerfield -- Nominee for Secretary**

Kathie began her career as a clerk-typist in the Admissions Office at Western Washington University and for the next 17 years held various positions in the admissions and Registrars Offices at WWU. In 1985, having completed her Bachelor and Masters degrees, she moved to Northern Arizona University as Assistant Director of Admissions. In 1991, she became Director of Admissions and Financial Aid at Western International University. In 1994, she accepted the position as Director of Admissions, Records and Financial Aid Programs and Registrar at the College of the Desert in Palm Desert, California. Kathie has been an active participant in ASACRAO and served on the Executive Board of CACRAO. She has also been active in PACRAO, most recently as a member of the 1996 Program Committee.

**John Morris -- Nominee for Treasurer (Two-Year Term)**

John retired from the US Marine Corps in 1991 after 20 years of service. He proceeded to graduate from Chaminade University of Honolulu, Magna Cum Laude with a Bachelor of General Studies degree with a major in Account ing in 1992 and then began his second career as an educational administrator. He was Undergraduate Academic Advisor and site coordinator for Off-Campus Evening Programs at Subbase Pearl Harbor before becoming Registrar at Chaminade in 1995. John has become active in PACRAO and his educational experience in Accounting should serve us well in the position of Treasurer. This position carries a two-year term.

**Proposed Changes to Constitution**

In the spring edition of the PACRAO News, an article highlighted the proposed changes to the organization’s bylaws and constitution. The Review Team would like to thank each of you for your comments and suggestions. Based on this response, the Review Team has completed its work and has forwarded its recommendations on to the Executive Board for further discussion and action at its July meeting, which will be held on July 18-19. If the recommendations are approved by the Executive Board, members will receive official notification of the proposed changes.

In general, the recommendations are to:

1. Increase the Executive Board by one elected officer.
2. Create three VP positions for a) Professional Development, b) Membership Development, and c) Communications and Information Technology. (Eliminate the VP position he has been eliminated in previous years, as the position carries a lesser workload.)
3. With the exception of the President-Elect who serves a three-year term on the Executive Board, all other elected officers would serve a two-year term; terms would be staggered. Currently, only the Treasurer serves a two-year term.

A. Create three new standing committees which will work on strategic initiatives with the new VPs. This provides additional opportunities for members to become actively involved in PACRAO committees focused on enhancing the region: a) professional development outside of the annual conference, b) membership development, and c) contributing to publications and information technology.

B. Allow the Diversity Development Advocate, who is appointed by the President, to be a voting member of the Executive Board.

The spring edition of the PACRAO News contains additional information about the proposed recommendations. If you have questions about the proposals being forwarded to the Executive Board, please contact the Review Team chair, Janet Ward (jward@puccp.edu). Members should also be encouraged to express your views on the proposed changes directly to any member of the Executive Board.

**Portland Conference Update**

Mark your calendar! Tell your friends!

The 1999 PACRAO Conference is November 7-10 in Portland, Oregon. Activities have been planned, our vendor partners are lining up and contributing to the cause, the program is coming together, and the conference hotel is ready to greet us with open arms. The only thing missing is you! Tours and the conference hotel are ready to greet the only thing missing is you!

If you would like to receive the special group rate, enter the letter code PAC in the Group Code field of the reservation form, and the special rate will be applied. The Business Office Committee will be available to answer any questions you may have. PACRAO News staff will be present to answer any questions you may have.

### Local Arrangements & Program Committee Chairs PACRAO '99 - Portland, Oregon

- **General Conference Chair**
  - G. Fred Johnson
    - Director, Enrollment Services
    - Portland Community College
    - (503) 294-7800, (503) 545-5700 (fax)
    - tjohnson@pcc.edu

- **Program Chairs**
  - Roseana St. Onge
    - University Registrar
    - Loyola Marymount University
    - (323) 352-3748, (323) 352-4446 (fax)
    - rslong@pcc.edu
  - Paul Olsen
    - Director, Enrollment Services
    - Portland State University
    - (503) 725-3332

- **Evaluations**
  - Paul Olsen
    - Director, Enrollment Services
    - Portland State University
    - (503) 725-3332

- **Exhibits**
  - Larry Spigle
    - Director, Admissions and Records
    - Portland Community College
    - (503) 294-7800

- **Facilities**
  - Robert Tufts
    - Registrar
    - Portland State University
    - (503) 725-3332

- **Registration**
  - Pam MUr
    - Manager, Registration Services
    - Portland Community College
    - (503) 977-4545
    - pmur@pcc.edu

- **Tours**
  - Veda Kindel
    - Associate Director of Admissions & Records
    - Portland State University
    - (503) 725-3332
    - kindelv@pcc.edu
"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.

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**Travel Grant Application Form for PACRAO's 1999 Meeting in Portland, Oregon, November 7-10**

**DEADLINE for submission is July 23, 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.

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**Professional Development Grant Application Form – DEADLINE for submission is July 23, 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.

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**MAIL TRAVEL AND PROFESSIONAL DEVELOPMENT GRANT APPLICATIONS TO:**

Fred Oser, Associate Registrar
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Registration 104
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PACRAO Future Site Selections and Conference Dates

Year 2000
La Jolla, CA
November 5-8

Year 2001
San Mateo/San Francisco, CA
November 4-7

Year 2002
Victoria, BC
November 3-6

Year 2003
Couer D'Alene, ID
November 2-5

PACRAONews
University of Southern California
Registrar's Office - REG 101
University Park
Los Angeles, CA 90089-0912

ADDRESS CORRECTION REQUESTED