



PACRAONews

Pacific Association of Collegiate Registrars
and Admissions Officers

Summer 1999

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

on 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.

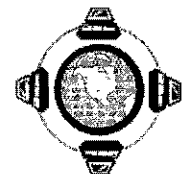
Reminder: Grants Deadline Submission

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 Youlden, 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 at 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 'registraring', and he feels privileged to have been able to attend every PACRAO and AACRAO conference held since he joined the profession in 1976.

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!



Bob Bontrager – Nominee for Vice-President for Four-Year Institutions



Bob is Director of Admission and Orientation at Oregon State University where he has been since 1994. Previously he served as Assistant Registrar at

Arizona State University from 1983-88 and Vice-President for Enrollment Management at Eastern Mennonite University in Virginia from 1988 to 1994. He earned a BA in Psychology from Goshen College in Indiana, a Master of Counseling degree from Arizona State and an EdD in Educational

Leadership Studies, also from Arizona State. Bob has been actively involved with PACRAO and AACRAO and most recently served as a member of the AACRAO 2000 Task Force. He is President-Elect of Oregon ACRAO – and in his spare time enjoys racquetball, hiking and cross-country skiing.

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 Champman University, Fort Lewis, WA. Robert has been a presenter at PACRAO conferences and his technical experi-

ence in computing and web functionality 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 AzACRAO and served on the Executive Board of CACCRAO. 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 Accounting 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 association's organizational structure. The Review Team would like to thank the members who provided feedback on the proposed changes. 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 supported 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) Publications and Information Technology. (Eliminate the VP for two-year institutions and VP for four-year institutions.)
3. With the exception of the President-Elect who serves a 3-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.

4. Create three new standing committees which will work on strategic initiatives with the new VP's. This provides additional opportunities for members to become actively involved in PACRAO committees focused on enhancing across the region: a) professional development outside of the annual conference, b) membership development, including greater rapport with other new members, association leadership and vendors, or c) contributing to publications and information technology.

5. 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@spu.edu). Members should also be encouraged to express your viewpoint on the proposed changes directly to any member of the Executive Board.

The Review Team has completed its task, which it started in November 1998. As chair, I would like to thank each of you to your commitment to this project, which included actively seeking the opinions and perspectives of colleagues across the region. Thank you to -- Sunny Burns, Masa Fujitani, James Moore, John Snodgrass, and Gaylea Wong.

-- Janet Ward, Seattle Pacific University



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

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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 that will make the an exceptional professional development experience is YOU!

Program materials will be mailed around the beginning of August. Our web site is still under construction, but will be available soon. You can make hotel reservations by calling the Portland Hilton at (503) 226-1611 (be sure to tell them you're with PACRAO) or via the web at <http://www.hilton.com/reservations/reserv.html?hotel=PDXPHH>.

To receive the special group rate, enter the three letter code PAC in the "Group Code" section of the reservation form.
-- Frost Johnson, General Conference Chair, PACRAO '99

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 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.

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

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.

MAIL TRAVEL AND PROFESSIONAL DEVELOPMENT GRANT APPLICATIONS TO:

Fred Oear, Associate Registrar
University of Southern California
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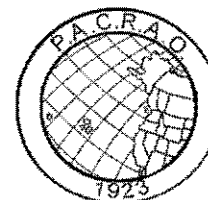
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PACRAO Future Site Selections and Conference Dates



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
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ADDRESS CORRECTION REQUESTED