



PACRAONews

Pacific Association of Collegiate Registrars
and Admissions Officers

Fall 1999

PACRAO in the New Millennium

An Opportunity for Professional Development

In a few months, the 20th century will come to a close. As we near this momentous moment in time, many of us find ourselves reflecting over the past and planning for the future. When we convene in Portland this year, we will also be planning for the future of our association. A very important issue for us to consider is the recommendation for changes in our constitution and by-laws. The task force, created last year under President James Moore and chaired by Past President Janet Ward, is to be commended for their hard work and dedication. They have given us several opportunities to suggest and discuss if change is in order, and if so, how these changes will benefit our organization. I hope that each of you has taken advantage of these opportunities offered over the past few months. In addition, we have set aside some time during the annual meeting where you may meet with the Board and Task Force for any further discussion and clarification on the recommendations. The recommendations and changes are outlined in the 'Constitution and By-laws' article in this issue. Please take a moment to carefully read this article. If you have any questions, comments or need further clarification, please join us on Monday, November 8th from 7:15-8:15 a.m. during the annual session.

The recommendations for change in the structure of the Board will offer an opportunity for more members to become involved in the association. As a Board member, the year seems especially long. However, on reflection, most of us have agreed that just when we have finally figured it all out, our term of office is over! At that point, we can only share with our successor,

words of wisdom and suggestions on what not to do.

This promises to be an outstanding conference. Frost Johnson, LAC Chair and Rosenia St. Onge, Program Chair have put together a great program. I would like to take this opportunity to thank both chairs and their committees for all the preparation and hard work that has gone into making this annual session successful.

And last, but certainly not least, I want to thank the entire Board for their support and hard work during this past year. You have heard the old adage that "It takes an whole village to raise a child". Well, I want you to know that "It takes a whole Board to make an association a success". Serving on the Board provides the opportunity for professional development and growth beyond the day-to-day work environment. I want to thank the association for the opportunity afforded me this past year for growth, personal development, and new friends.

Mark your calendars! Bring your hot topics for future conferences. Use this opportunity to volunteer for a future presentation. Plan to meet new friends and renew old acquaintances. I look forward to seeing you at the Portland Downtown Hilton, November 7-10, 1999.

— Sandra Springfield, UC San Diego



PACRAO Update

The program is set, the hotel has been booked, and the band is warming up. All we need is for you to make your reservation and send in your conference registration because Portland is ready for YOU!

The 1999 annual meeting of the Pacific Association of Collegiate Registrars and Admissions Officers will be happening from November 7 through 10 in the City of Roses. The program guides were put in the mail during the week of August 23. You can also check the PACRAO web site (<http://www.reg.uci.edu/PACRAO/>) to get all the latest. 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=PDXPHHH>. To receive the special group rate, enter the three letter code PAC in the "Group Code" section of the reservation form.

All of the specifics about the conference are either on your desk, in the mail, or available on-line, so there is no sense for me to repeat it all here. Those of you wanting to pay your conference registration fee with a credit card might be asked to send a check. It seems that we are having a little difficulty getting our credit card authorization reinstated. Because I have little patience in dealing with such things, we may have to rely on the old fashioned way. You will be kept posted on this little inconvenience. Hope you all had a memorable summer. I can't wait to see you in Portland.

— Frost Johnson, General Conference
Chair, PACRAO '99

Diversity Development

The Diversity Development Committee would like to thank the Program Committee and the Executive Board for their support and assistance of our committee's activities. In keeping in tune with PACRAO's commitment to diversity and inclusiveness, we have confirmed several exciting workshops. To that end, we invite you to check out the sessions on: diversity in the university system; retention of international students; bicultural development; retention of athletes; gay, lesbian, and bisexual issues; and veterans entitlements. We are very proud to present Diversity Development Events again this year.

They are as follows:

Sunday, November 7

4:00-5:00p.m.

Diversity Development Connection I

This sessions gives members an opportunity to meet and make connections before PACRAO workshops begins. New attendees are especially invited to attend, as this session will provide a relaxed and informal way to network. Join us for a reception and some wholesome snacks.

Monday, November 8

4:00-5:00 p.m

Diversity Connection II

William Ponder will present strategies for getting promoted or finding that career for which you have longed dreamed. Come and share your own experiences of what worked and what techniques to avoid. Plan on a lively and interactive session.

Tuesday, November 9

7:15-8:15 a.m.

Diversity Development Breakfast

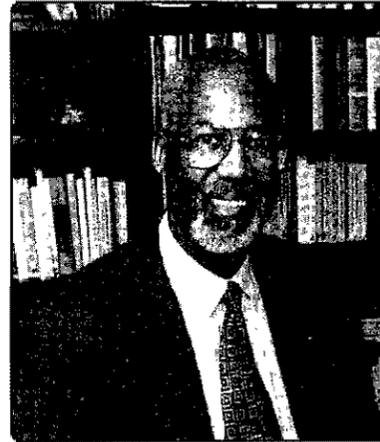
Wake up and smell the coffee! Join us a hearty breakfast and win some door prizes. The morning will be filled with excitement and information and future plans for the Diversity Development Committee. This morning gathering will give you another opportunity to break bread and share ideas.

Special Bulletin: Back By Popular Demand!!

On Monday, November 8, the Professional Issues Luncheon speaker will be Dr. Terrence Roberts. Dr. Roberts co-chairs the Master's Degree Program at Antioch University in Marina del Rey. He joins us to enlighten us on some historical events and its impact on current realities, as we face the new millennium. Roberts has been an active advocate for civil and human rights and was one of the original "Little Rock Nine", who in 1957 were prevented by the National Guard from integrating Central High School in Little Rock, Arkansas. He is no stranger to PACRAO. The Diversity Development Committee hopes that you will join us as we welcome Dr. Roberts. We know you will leave this luncheon full of ideas and useful information.

Core Members include:

Mike Brubaker, Mount St. Mary's College
Anne Delfin, Antioch University
Dorothy Everett, William Carey International University
Masa Fujitani, UC Irvine
Judy Gorian, UCLA
William Mulrooney, Art Institute of Southern California



Nirmala Sharma, Charles Drew University
Rose Smith, California State Polytechnic University
Clifford Ramirez, UCLA
Brenda Simmons, Santa Monica College

Telecommunication Members include:

Sara Burns, Spokane Community College
Herman Lee, Palomar College
Roberta Lindahl, University of Portland
Julia Pomerenk, Pacific Lutheran University
William Ponder, Eastern Washington University
Larry Shipley, Umpqua Community College
Mary Anne Marawitz, Antioch University
- Brenda Simmons, Santa Monica College

Membership News

What a wonderful year we had working with the membership. There has been a great response from each of you.

This year, we have to date renewal membership from 268 institutions. In addition, we have new membership from 38 institutions that were not members last year. We also have five vendors who have joined us as members. Congratulations to all!

We will be publishing the new directory soon to have it ready for the fall conference. It will be available for you to pick up at the conference.

Thanks to all for the opportunity to serve you this year as the PACRAO Two-Year Vice President responsible for membership. It is great to serve in PACRAO.

- Roger L. Johnson,
Mohave Community College

Nominations and Elections Committee 1999-2000

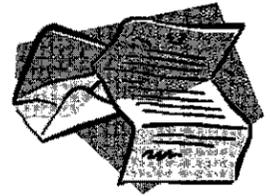
Included in this newsletter is the official ballot for the 1999-2000 Nominations and Elections Committee. This is your opportunity to vote for the group who will present a list of candidates to serve you on the Executive Board in 2000-2001 and to serve on next year's Nominations and Elections Committee. Please - take a few minutes to cast your ballot. Use the envelope provided - or - submit your ballot to James Moore, Associate Dean of Student Services, Phoenix College, 1202 West Thomas Road, Phoenix, AZ 85013. Be sure to place your name and institutional affiliation in the upper left-hand corner of the envelope containing your ballot. Ballots must be received at the above address no later than October 4, 1999.

Vote for no more than five candidates. The five candidates

receiving the highest number of votes will be asked to serve on the Nominations and Elections Committee at the annual conference in Portland, Oregon in November 1999. In the event that an elected member is not able to serve, alternates will be designated from the candidates receiving the next highest number of votes.

If you are a designated member of the Association from your institution, and there is not a ballot in your newsletter, please contact Fred Dear via e-mail at dear@mizar.usc.edu or by telephone at (213) 740-5306, and a ballot will be sent to you.

The Nominations and Elections Committee you elect will meet in Portland with then Past Past President James Moore as Chair, to identify nominees for the 2000-2001 PACRAO Executive Board - and for next year's Nominations and



Elections Committee. Conference attendees will be urged to submit the names of possible candidates for the available positions on the Board or the Nominations and Elections Committee. The members of the Executive Board represent you and your Association, so it is important that we identify members who are willing to devote their time to these initiatives. If you will not be able to attend the conference in Portland and would like to suggest a candidate for one of these positions -- or if you would like to serve, please contact James Moore in advance of the conference, and the information will be presented to the Nominations and Elections Committee.

- James Moore,
PACRAO Past President

Mark Your Calendar for These Important Conference Dates!

Future PACRAO Annual Meetings

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

Future AACRAO Annual Meetings

Year 2000
New Orleans, LA
April 2-6

Year 2001
Seattle, WA
April 21-25

Year 2002
Minneapolis, MN
April 13-18

Year 2003
Washington, DC
April 6-10



Constitution and By-laws:

Open Forum – Monday, November 8, 1999 from 7:15 – 8:15 a.m.

Vote to be taken at Business Meeting in Portland, November 1999

On November 10th, PACRAOans will be voting on the proposed recommendations to the Constitution and By-laws. The changes are focused on the roles and functions of the officers, their terms of office, and standing committees. Please review the compare the current Constitution and By-laws (<http://www.reg.uci.edu/PACRAO/CONSTITUTION>) with proposed recommendations. If the changes are approved by the membership, the 1999-2000 Executive Board will work through all details related to implementation. In compliance with PACRAO's Constitution, this edition of the *PACRAO News* provides the one-month notice prior to the annual conference, and as such, in Portland a majority vote of two-thirds of the Member Institutions present will be required to pass the recommendations.

If you have questions or concerns about the proposed changes to the Constitution and By-laws, share you comments with any member of the Executive Board. At the Portland Conference, there will be an open forum where members will have an opportunity to share their viewpoints on the recommendations with the Executive Board and members of the Review Team who drafted the recommendations (Sunny Burns, Masa Fujitani, James Moore, John Snodgrass, Gaylea Wong, Janet Ward, chair). The open forum is planned for Monday, November 8th from 7:15-8:15 AM.

The outcomes achieved if the membership approves the recommendations:

1. **Changes in Number of Elected Officers and Their Roles:** Realigning the roles of the officers based on function (e.g., VP for Membership), rather than by type of institution (e.g., VP for Two Year Institutions). The Nominations and Elections Committee continues to be charged with the responsibility for providing a diverse slate of officers (e.g., by type of institution, gender, ethnicity). One additional elected officer is being recommended (impact on annual budget: \$800-1000), bringing the total up to eight:
 - President—no change
 - Past President—change in responsibilities
 - President Elect—change in responsibilities
 - Treasurer—no change
 - Secretary—no change
 - Vice President for Professional Development—new position; provides leadership to a new standing committee
 - Vice President for Membership—new position; provides leadership to a new standing committee
 - Vice President for Publications and Information Technology—new position; provides leadership to a new standing committee
2. **Expand Opportunities for Member Involvement in PACRAO's Strategic Initiatives:** Three new standing committees are proposed with leadership being provided by the appropriate Vice President.
 - a) Professional Development – to promote professional development opportunities across the region outside of the annual conference (e.g., summer workshops)
 - b) Publications and Information Technology—to keep the Association current on various enrollment management issues and in our effective use of technology, through articles in the *PACRAO News* and by providing oversight to information on PACRAO's web site.
 - c) Membership Development—to invite new colleagues to join and/or become active members of PACRAO and assist in keeping member data accurate and up-to-date.
3. **The Elected Officers Would Serve a Two-year Term. Terms Would Be Staggered.** With the exception of the President, all elected officers would serve a two-year term. Past Executive Board members have stressed the value of expanding the time of service as a second year would enable them to provide greater contributions to the Association, as year one is spent on just learning the ropes.
4. **The Diversity Development Advocate, While Appointed by the President, Should Be a Voting Member of the Executive Board.** The Diversity Development Advocate has attended Board meetings since 1994 and has provided a unique voice and perspective on issues relevant to all members of the Association.

Pacific Association of Collegiate Registrar's and Admissions Officers

Recommended Revisions: September 1999

Constitution

Article IV-Officers

Section 1. Elected Officers.

The officers of the Association shall be a President, a President-elect, a Vice President ~~Four-Year Institutions for Professional Development~~, a Vice President ~~Two-Year Institutions for Membership~~, a Vice-President for Publications and Information Technology, a Secretary, and a Treasurer.

Section 2. Executive Committee ~~Board~~.

The officers named in Section 1, together with the immediate Past President and the Diversity Development Advocate (appointed by the President) shall constitute an Executive Board; all are voting members. The individuals chairing the General Conference Committee and the Program Committee shall be *ex officio* and non-voting members of the Executive Board.

BYLAWS

Article IV - Terms of Offices

Section 1. Terms.

The terms of office for all elected officers of the Association, with the exception of the President-Elect shall be for two years. The President-Elect serves three consecutive years on the Executive Board. A President-Elect is elected annually, with the Treasurer and Vice-President for Publications and Information Technology being elected on alternate years from the Secretary, Vice-President for Membership and Vice-President for Professional Development, and for The elected members of the Nominations and Elections Committee, Committee shall serve be for one year, except for the Treasurer, whose terms shall be for two years. Should any annual meeting be omitted (or the time for it changed), the interval between two consecutive meetings shall be counted as one year in the administration of the provisions of this section.

Section 3. Vacancies.

In the event of a vacancy in the office of the President, the President-elect will succeed to the presidency. In the event of a vacancy in the office of President-elect, the current Vice-President ~~Four-Year Institutions for Professional Development~~ will succeed to that position and then to the presidency. In the event of a vacancy in the offices of the Vice-President for Professional Development ~~Four-Year Institutions~~, the Vice-President for Publications and Information Technology, the Vice-President for Membership ~~Two-Year Institutions~~, the Treasurer or the Secretary, the Executive Board may appoint a current Executive Board member to assume those responsibilities, or may appoint another person from the eligible membership, to serve the remainder of the term. In the event of a vacancy in the office of the Treasurer, the Executive Board may appoint another person from the Executive Board, or may appoint another person from the eligible membership, to serve until the next immediate election. In the event of a vacancy in the office of the Past President, the next most recent and willing Past President will be appointed by the President. In the event that the Past-Past President is unable to perform the duties associated with that status, the immediate Past President would assume those responsibilities. In the event of a vacancy on the Nominations and Elections Committee, after utilizing the two alternates, the President may appoint a person from the eligible membership. In the event that a situation arises which is not covered by the succession process outlined above, the Executive Board may appoint an eligible active member to fill the vacancy.

Article V - Duties of Officers

Section 1. President.

The President shall assume full responsibility for all general activities of the Association, conduct all necessary correspondence with the members in regard to the program for the annual meeting, approve all Association bills before payment by the Treasurer and, with the assistance of the Executive Board, arrange the program. The President in conjunction with the Executive Board and the Program Chair shall assume responsibility for EEO activities. The President shall serve as Chairperson of the Executive Board and shall be a member *ex officio* of all committees of the Association except the Nominating Committee.

Section 2. President-elect.

The President-elect shall act as the chief assistant to the President and shall succeed to the presidency at the end of the term of the President. The President-elect shall be responsible for strengthening the Association's relationship with leadership from state and province associations, the membership and with vendors. Works with the Vice-President for Membership and Treasurer to foster greater Association membership throughout the Pacific region. When elected as President-Elect, immediately appoint a Local Arrangements Chair, Program Chair, and Diversity Development Advocate to serve on the current committees to shadow their predecessors; appointees assume responsibilities for the committees when the President-Elect succeeds to the presidency. site selection of a future annual conference site and for member relations.

Section 3. Immediate Past President.

The Past President shall serve as adviser to the President, the Executive Board, and to the membership, and serves as a member of the Nominations and Elections Committee. The immediate Past President is responsible for site selection for a future annual conference for special programs or workshops held within the regional area; for the Association archives; and for review of the constitution and bylaws.

Section 4. Vice President for Professional Development Four-Year Institutions.

The Vice President, ~~for Professional Development Four-Year Institutions,~~ shall be responsible for developing and promoting professional development opportunities across the region outside of the annual conference; includes developing partnerships with state and provincial leadership to bring Association sponsored workshops to members unable to attend the annual conference; as appropriate, work with the annual conference Program Committee Chair to suggest potential speakers and session presenters; the Association newsletter and other editorial and publishing needs of the Association as they arise; be responsible for new member orientation session at the annual conference; and for coordinating information about professional development within the regional area. Chairs the Professional Development Committee.

Section 5. Vice President for Membership Two-year Institutions.

The Vice President for Membership, ~~Two-Year Institutions,~~ with the assistance of the President-Elect and Treasurer, shall be responsible for developing and implementing plans for building Association membership, collect annual dues and baseline data used to create the Association's Directory; work with and the data-base coordinator, shall keep in accordance with the provisions of Article III of the Constitution, to maintain an active list of all members of the Association with their mailing addresses; shall be responsible for publishing and distributing the Association Directory and information brochure; and for providing the Vice President for Publications and Information Technology and Secretary with an annual membership listing for distribution and for the Association's records; and for planning and executing new member recruiting and providing the list of new members. Chairs the Membership Development Committee.

Section 6. Vice President for Publications and Information Technology.

The Vice President for Publications and Information Technology shall be responsible for disseminating information to members of the Association, via print and electronic communication, which includes the Association's newsletter, directory (with support from the Vice President of Membership), and web site; provides leadership to the development and maintenance of the Association's web page. Chairs the Publications and Information Technology Committee.

Section 6.7. Secretary.

The Secretary shall be the custodian of the records of the Association; keep the minutes of the annual meeting and of the meetings of Executive Board; and is responsible for the production and distribution of the Annual Proceedings under the general directions of the Executive Board.

Section 7.8. Treasurer.

The Treasurer shall ensure that invoices are mailed by March 1 to collect membership dues for the year. The Treasurer shall also be responsible for maintaining the financial database of paid members; shall obtain the approval of the President on all bills before payment; and shall make an informal report to the members of the Association at the annual meeting. At the end of each two calendar years, the Treasurer shall prepare a complete formal report, including an accountant's review of financial statements, for distribution to the Executive Board and for submission to the next succeeding treasurer. The Executive Board at its discretion may require an audited financial statement. The expense of the accountant's review or the audit shall be borne by the Association.

Section 8.9. Past-Past President.

The Past-Past President does not participate as an official member of the Executive Board, but serves the Executive Board by coordinating awards, certificates, and honorary membership nominations, and by chairing the Nominations and Elections Committee.

Article VI - Standing Committees

Section 3: General Conference Committees -- Local Arrangements and Program:

The chairs of the Local Arrangements Committee and Program Committee are appointed by the President to plan and manage all components of the annual conference. The chairs report to the President and serve as *ex officio* members of the Executive Board (non-voting members). It is recommended that the chairs serve on the proceeding annual conference committee and shadow their predecessors, prior to assuming the responsibilities as chair of their respective committee.

Section 4: Diversity Development Committee:

The Diversity Development Advocate is appointed by and responsible to the President and serves as a voting member of the Executive Board and chairs the Diversity Development Committee. This committee strives to keep the Association current on EEO activities. It meets during the annual conference and is open to any interested member of the Association willing to commit their time and energy to achieving committee goals during the year.

Section 5: Professional Development Committee:

The Vice-President for Professional Development chairs this committee. This committee develops and promotes professional development opportunities across the Pacific region, outside of the annual conference. This may include co-sponsoring workshops with state, provincial or national associations; creating an Association sponsored workshop or summer seminar, writing articles for the Association's newsletter, etc. This committee meets during the annual conference and is open to any interested member of the Association willing to commit their time and energy to achieving committee goals during the year.

Section 6: Membership Development Committee:

The Vice-President for Membership chairs this committee. This committee develops and implements strategies to invite institutional colleagues to join the Association, to promote stronger ties between the Association and vendors, and to assist in keeping member data accurate and up-to-date. This committee meets during the annual conference and is open to any interested member of the Association willing to commit their time and energy to achieving committee goals during the year.

Section 7: Publications and Information Technology Committee:

The Vice-President for Publications and Information Technology chairs this committee. The committee strives to keep the Association current on new uses of technology in serving students and/or advancing the profession through suggesting sessions to the Program Committee for the annual conference, collaborating with the Professional Development Committee on a needed workshop to be delivered to members across the region, and writing articles for the Association's newsletter; provides oversight for the maintenance and future development the Association's web site as a strategic communication tool; and assists the Vice President as an editorial board for the Association's newsletter. This committee meets during the annual conference and is open to any interested member of the Association willing to commit their time and energy to achieving committee goals during the year.

If the recommended changes in elected officer roles are approved by the membership, the following will occur at the annual meeting in Portland this November.

Nomination Process

The Nominations & Elections (N&E) ballot will be created such that nominees will understand that IF the members approve a change in the Constitution and By-laws at the Business Meeting, some positions would serve for two years. If the motion fails, members nominated in Portland will serve out a one-year term (with no change anticipated in term of office for President-Elect or Treasurer).

The nomination forms for the 1999-2000 N&E process will contain the following positions to be elected at the 2000 annual conference:

2000-2003	President Elect (no change to By-laws)—three years
2000-2001	Publications & Information Technology— one year
2000-2002	Secretary— two years
2000-2002	VP for Membership— two years
2000-2002	VP for Professional Development— two years

Note: It is *recommended* that the VP for Membership not be on the same rotation as the Treasurer. For consistency in dues collection and membership, it is important to retain experience on the Executive Board.

Standing Committees:

If changes pass related to standing committees, the 1999-2000 Executive Board will seek interested members to volunteer for the new committees at the November 10 annual Business Meeting in Portland. Each committee chair will make the determination to establish appropriate meeting times.

If you have any questions about the above positions, new committees, or procedures at the annual Business Meeting, please contact any of the current executive board members.

PACRAO EXECUTIVE BOARD

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ADDRESS CORRECTION REQUESTED

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