



PACIFIC ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

Fall 2000

# PACRAO News

## Not that 50's Music Again!

In a recent conversation with a colleague, we were talking about ways to encourage more PACRAO members to participate in PACRAO and AACRAO leadership. When we discussed the average age of the current PACRAO leadership (only an estimate of course), my colleague's comment was, "Well, just look at the music we've been playing at our special events for the past ten years!" Indeed, our music seems to be stuck in the 50s. I tried to comfort myself that it is because that music has a good beat, it's pretty easy to have fun with, and who can dance to 80s music anyway? But the truth is, it's crucial for any organization to actively encourage newer members to participate, because new leadership will bring fresh ideas (and fresh music) to energize and challenge an association. It is up to the current leadership to actively recruit and serve as mentors to new leaders, to leave a strong organization as a legacy, and to know when to get out of their way.

The board met in late June and finalized the new job descriptions of the board, discussed ways to make the transition from the current board to next year's board as effective as possible, and explored how PACRAO can continue to reach out to its members. We have agreed that in this age of technological advancements, we will rely more heavily on the web for maintaining our history and conveying information to the membership. We agreed to phase out a little used PACRAO brochure in favor of improving and updating our web site. The web site development has not proceeded as quickly as we anticipated, but it is moving along. We plan to move away from a lengthy Conference Proceedings on the web, and rely more on the program descriptions and the final roster of presenters. We want to make sure the information we provide is both timely and useful, and that we don't waste volunteers' time producing documents that are not useful to the membership. The board reviewed the latest version of the proposed PACRAO logo from our designer, and

agreed that it needed to reflect more of the PACRAO tradition. If this final phase of logo review goes well, a new logo will be presented to the membership for their approval in November. PACRAO is looking forward.

The annual conference will be here before we know it. It seems that once fall term begins, the speed with which the weeks fly by increases tenfold. If it hasn't arrived already, soon you will be receiving your invitation to attend PACRAO 2000, including a summary of the program sessions, instructions on registration and information about travel and things to do in southern California. The program and the opportunity to register for the conference should be posted on the web site even before the printed material reaches you. We will announce the web site posting on PACRAO-L.

The two committees charged with planning the annual meeting have been working hard since the Portland conference, and they are looking forward to hosting PACRAO in sunny La Jolla, California. Surfing is definitely optional, but we hope that you plan to bring your good ideas and questions, and that you will encourage other

(continued on page 2)

### Inside this issue

Diversity Development	2
PACRAO 2000 LaJolla	3
New Member Orientation	3
PACRAO Grants	3
Future Dates & Locations	3
Moving Ahead	4
AACRAO 2001	4
PACRAO Ballot	5
Membership Recognition	7
Success Seminars	7
Membership News	7

### President's Message



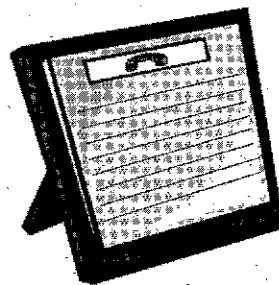
## President's Message Continued

colleagues from your institution to attend. Saskia Knight and her program committee have done a marvelous job of identifying sessions and presenters to inform and challenge you. Richard Riehl and his band of local arrangements renegades continue to find ways to keep you entertained, well-fed and able to take advantage of a strong program and the plethora of resources of the San Diego area. November 5-8 should be marked on your calendar for PACRAO in La Jolla.

The board carefully reviewed the budget to date, particularly in light of the expenditures we had agreed to support in our January meeting. Because PACRAO's budget has been strong and continues to grow, we had agreed to spend slightly more than our revenues this year *if* those expenditures reflected improved service to the members. In June we were able to factor in the final (and generous) return from the Portland conference. With that information, we reduced the amount of our projected expenditures, and we brought the budget to a fiscally sound balance of maintaining the

organization, improving our services to members, and keeping a healthy amount in reserves.

Fall is upon us – a time that is both energizing and exhausting. It reminds us that we are in this “business” of higher education to ensure that our students have the best possible opportunities to learn, to develop, and to contribute to this world in which we live. May we remember to be inspired by this mission, to celebrate the accomplishments of our learning communities and to make time to enjoy the fruits of our own labors.



Nora McLaughlin  
President

## Diversity Development

PACRAO's Diversity Development Committee (DDC) successfully completed a workshop for front line employees at Mount Saint Mary's College, Doheny Campus in Los Angeles. Focusing on the topics of the Federal Education and Privacy Act (FERPA), customer service, and an open forum on issues of diversity. Special thanks to Annie Delfin of Mt. St. Mary's for arranging the use of her campus and the luncheon, to Cliff Ramirez of UCLA for his excellent presentation on FERPA, to Nirmala Sharma of Charles Drew University for her support work, to Christopher Brown of the Art Institute of Southern California for his registration and fee collection work, to Bill Mulrooney of El Camino College for his participation, and Brenda Simmons of Santa Monica City College for her oversight.

The DDC especially thanks all the workshop enrollees for attending and we hope we assisted you in gaining greater insight into these important issues.

The DDC's essay contest, announced in the previous PACRAO newsletter, is almost upon us. Put your pen to the paper or your fingers to the keyboard and get writing. Prizes will be awarded to the top three essays, which will be presented at the Diversity Development Breakfast at PACRAO 2000 in La Jolla.

In case you missed the last newsletter, the requirements for the entries are as follows:

Typed, double-spaced, and limited to 500 words. The essay should adhere to one of the following topics:

- To what degree is diversity expressed in PACRAO?
- What does diversity mean to you as a PACRAO professional?
- How does your work place diversity affect your department and/or institution at large?

- How do you recognize diversity effectively expressed in your community?
- What is the role of diversity for an education professional?
- In what creative ways do you promote diversity in your workplace and community?

Contestants should submit the following information at the top of their essay:

Name  
Title/Position  
Institution Name  
Address  
Phone Number  
E-mail Address

Essays should be submitted to one of the following addresses no later than September 15.

E-mail Address: [aschnirch@msmc.al.edu](mailto:aschnirch@msmc.al.edu)  
Postal Address: Mount St. Mary's College  
Office of the Registrar  
ATTN: Anne Delfin-Schnirch  
10 Chester Place  
Los Angeles, CA 90007

Also, if you are interested in attending the next meeting before PACRAO 2000, please contact Bill Mulrooney at El Camino College at: [bmulrooney@elcamino.cc.ca.us](mailto:bmulrooney@elcamino.cc.ca.us)

Bill Mulrooney  
Diversity Development Committee

## PACRAO 2000 LaJolla - Surfin' USA...

...Or at least the Southern California coast. Whether it be the waves or the Internet, we encourage you to surf La Jolla for the PACRAO 2000 annual conference, November 5-8, 2000. If you haven't registered for the conference yet, be sure to do so by the early bird deadline to get the lower registration rate. The list of sessions being offered and the registration form are on our website, so you can either register through the WWW after surfin' our site at <http://www.reg.uci.edu/PACRAO/CONFERENCE/2000> or mail or fax the registration form contained in the program booklets that you should have received by now. Campus invoices cannot be accepted for fee payment, but you can pay by credit card, check or money order.

As mentioned in the last newsletter, the 2<sup>nd</sup> Almost Annual PACRAO Golf Tournament will be held on Sunday, November 5, with the first foursome teeing off at about 8 AM. We are fortunate to have three of our exhibitors sponsoring the event this year: our sponsor from two years ago, Credentials Inc., as well as Scrip-Safe Security Products, Inc. and Ad Astra Information Systems. Players will be charged a rate of \$40 (less than half the normal green fees). The fee includes green fees at Torrey Pines, cart, a box lunch, and giveaway items. We need to have

a minimum of 32 players so, all you golfers, make your plans to come in Saturday and play this beautiful course on Sunday morning. There are no workshops scheduled for that morning and all groups will finish their rounds in time to get back to the hotel for the late afternoon orientation sessions and opening general session. Please contact Rich Backer, Hospitality Chair, to sign up. Rich can be reached by phone at (858) 534-3156 or by e-mail at [rbacker@ucsd.edu](mailto:rbacker@ucsd.edu).

For the non-golfers in the association, check out the information on tours contained in the program booklet and on the website -- there are plenty of great things to do and see in the La Jolla and San Diego area.

The Program Committee and Local Arrangements Committee have been working hard to make this a memorable conference for those in attendance, so be sure to register soon if you have not already done so. We look forward to hosting the PACRAO 2000 Annual Conference in beautiful La Jolla, the jewel of the Southern California coast.

Carole Jones  
Publicity Chair

## New Member/Diversity Development Orientation

A new feature at PACRAO 2000 LaJolla will be a joint orientation session for new members and everyone interested in being part of PACRAO's Diversity Development initiatives.

This special orientation session will be held Sunday, November 4, 3:00-4:00. Check the conference program for location. Plan now to attend and bring a colleague with you!

## PACRAO Grants

PACRAO grants are an important means of returning association resources to its members. Travel grants have been awarded to six persons to support their travel to the LaJolla conference. This year's recipients are:

**Debbie Cronch**, Asst. Dir., Undergrad Academic Counseling, Seattle Pacific U.

**Dian Francis**, Assistant Registrar, UC Davis School of Law

**Gayle Freeman**, Assistant Registrar, University of Oregon

**Pam Muir**, Registration Manager, Portland Community College

**Mary Rhodes**, Associate Registrar, Oregon State University

**Tracy Sims**, Registrar, Northwest Christian College

No applications were submitted for Professional Development grants, which are intended to support admissions, registration, and records related projects to benefit PACRAO as well as members' institutions. I know we have many creative members who are initiating important projects. If you are planning such a project, watch for future opportunities to apply for a PACRAO Professional Development grant.

Bob Bontrager  
Vice President for 4-Year Institutions

## Future Conference Dates and Locations

### Future PACRAO Annual Meetings

2000 — La Jolla, CA, November 5-8

2001 — Burlingame, CA, November 4-7

2002 — Victoria, BC, November 3-6 *SUN - Wed.*

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

### Future AACRAO Annual Meetings

2001 — Seattle, WA, April 22-25

2002 — Minneapolis, MN, April 14-17

2003 — Washington, DC, April 6-9

## PACRAO is moving ahead!

As the board has reviewed the year's activities to date, and planned how we will meet our goals in time for the November conference, we have reviewed the list of volunteers who have generously offered to serve on the newly constituted committees that will support the work of the board. We are

delighted to see both new volunteers and some "seasoned" PACRAO veterans. It is so important to the work of the association to have broad participation and representation from across PACRAO.

In case you haven't

heard, we are still looking for a few more volunteers for the newest PACRAO committees. Each group will each be working with the respective vice president charged with that area of responsibility:

**Membership** – to assist with contacting schools whose membership has lapsed, to encourage new schools to join PACRAO, and to help ensure that we are serving our members successfully.

**Professional development** – to assist with developing timely professional development opportunities for all PACRAOans, not just those who are able to attend our annual meetings.

**Publications and information technology** – to continue to move PACRAO communications and information forward in a rapidly changing environment, and to respond effectively to the diverse information needs of the members.

These three committees are in addition to three standing committees of the association: the Conference Local Arrangements Committee, the Conference Program Committee and the Diversity Development Committee.

I encourage you to volunteer for any of the six PACRAO committees. To do so, just email me at [nora.mclaughlin@reed.edu](mailto:nora.mclaughlin@reed.edu). If you would like to discuss what the work of the committee might entail for you as an individual, email me at the above address or call me at 503-777-7774.

We anticipate that the new committees will convene for the first time in La Jolla in November, during the annual conference. Participation on a committee is a great way to enhance your own PACRAO experience, and give something back to the organization at the same time. I encourage your participation.

Nora McLaughlin  
President

## AACRAO 2001 ~ Meet Me in Seattle April 22-25, 2001!

Be sure to check the following page on the AACRAO web site for the latest information about next April's AACRAO Conference to be held in Seattle, Washington: <http://www.aacrao.org/me-frame.html>. This site also contains the latest information on the conference hotels: the Sheraton, the Hilton, and the Westin. These hotels are all close to the conference site in downtown Seattle's Washington Convention Center.

When you come the PACRAO Conference this November, visit the Seattle AACRAO 2001 publicity booth. Publicity booth giveaways will include Victoria Clipper tickets between Seattle and Victoria, free hotel stays in Seattle, bubble pens you can use to take notes and blow bubbles at the same time, and world famous Brown and Haley Mountain Bars. In addition, Seattle umbrella hats will be for sale, cheap.

Because this is AACRAO's first annual conference in Seattle, and because we in PACRAO want to break AACRAO's all-time conference attendance record, the most important contribution all PACRAOans can make is to attend the conference. In addition, it's not too late to volunteer to help the Local Arrangements Committee with conference activities. If you would like to volunteer to help staff the hospitality booth and perform various other little tasks for the Hospitality and Tours Committee, contact Mary Morgan, Registrar at Seattle University Law School, at [mamorgan@seattleu.edu](mailto:mamorgan@seattleu.edu). Mary needs at least 50 helpers.

Or your talents may run more to stuffing registration

packets. To volunteer for this or to work the registration booth, contact Registration Committee chair Jolanta Kozyra at [Kozyra@gu.gonzaga.edu](mailto:Kozyra@gu.gonzaga.edu). If you hanker for action a little sooner than April 2001 Julia Pomerenk, Registrar at Pacific Lutheran University, needs volunteers for the Seattle AACRAO publicity booth at La Jolla. To become a part of the growing Seattle publicity booth legend, volunteer for La Jolla by contacting Julia at [pomereja@plu.edu](mailto:pomereja@plu.edu).

You'll want to be in Seattle, a bustling place. Attractions include the Space Needle, the Science Center, Pike Place Market, Pioneer Square, brand new Safeco Field (home of the Seattle Mariners), museums and shopping galore, and many more, too numerous to mention. Add vacation days onto either end of the conference and spend time in the beautiful Pacific Northwest. Close by are the Olympic and Cascade mountains, the Pacific Ocean, and the islands of Puget Sound. Only three hours away are Portland to the south and Victoria and Vancouver, British Columbia to the north.

Meet me in Seattle!

John M. Finney  
President-Elect



## PACRAO Membership Recognition

Many of you will soon be making travel arrangements to this year's annual conference. One of the most enjoyable activities is when the Association recognizes and honors its members. The Awards Committee will be looking at three types of recognition for the annual conference. These include Retirement Certificates, Honorary Membership, and the Distinguished Service Award.

Members of the Association who have retired since last November 1999 or will retire before the annual meeting in La Jolla in November 2000 are recognized with a **Retirement Certificate**. If you are aware of an individual within your office or institution that meets these criteria please notify me of their name and institution so that they can receive the acknowledgment they deserve.

The **Honorary Membership** recipients are selected by the Awards Committee but may be nominated by any member of PACRAO. Honorary Membership may be granted to an individual upon their retirement from the profession or when they leave the profession to follow another career path. Members who have performed dedicated service to the Association through an office or through significant participation and service to PACRAO are eligible for

consideration.

The **Distinguished Service Award** is reserved for those members who have demonstrated truly exceptional leadership and notable service to the Association and to the profession. This recognition may be awarded at the end of a member's career or for significant contribution on a special project or effort on behalf of the Association.

Both the Distinguished Service Award and the Honorary Membership are not necessarily awarded annually. If any member of the Association is aware of someone who is deserving of either of these awards please forward their name along with a short written statement that supports their candidacy. Please forward nominations for the above awards by September 25, 2000 to:

Jim Moore  
Senior Associate Dean of Student Services  
Phoenix College  
1202 West Thomas Road  
Phoenix, Arizona 85013  
E-mail: jim.moore@pcmail.maricopa.edu  
Fax: (602) 285-7813

## Success Seminars - Call For Proposals

Success Seminars are an opportunity to address issues that are of greatest interest to front-line staff or junior and intermediate managers. They usually are one or one and a half days in length and every attempt is made to keep costs at a minimum to allow for maximum attendance. They may be held in conjunction with or as an adjunct to another state, provincial or regional activity. We all know that everyone from your office is not able to go to the annual PACRAO Conference and these seminars you the opportunity let others of your staff experience professional development associated with their positions and to share in the expertise that lies within our Association. For the organizer, it gives the opportunity to appreciate the experience and joys (and pains) of organizing and delivering an event.

I am looking for individuals who would be interested in hosting a Success Seminar. Your proposal can be quite brief at this point, possibly identifying a topic or topics to be covered, guest or member presenters, the possible location(s), the anticipated audience, and guestimate of attendance. I

then will follow-up with you to further discuss the proposal. I would like to get the process underway as soon as possible so that the announcements of the Seminars gives sufficient opportunity to managers to assign budget and staffing at the time of the seminar. If you just wish to discuss the 'possibility' of hosting a Seminar, give me a call (858-534-3945) or send me an email (springfield@ucsd.edu).

I look forward to hearing from you.

Saundra Springfield  
Asst Director Admissions & Outreach  
University of California, San Diego  
9500 Gilman Drive, Dept 0021  
La Jolla, CA 92093-0021



## Membership News

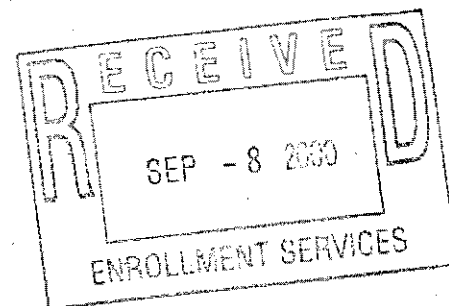
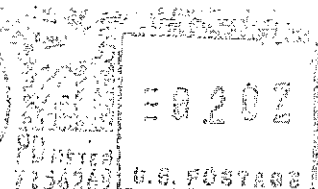
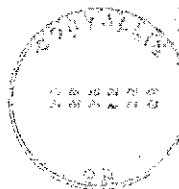
Just a reminder that any corrections or additions for the *PACRAO Directory* need to be received by September 15, 2000. The directory will be distributed at the Annual Conference in LaJolla. Also, if you have not already done so and need to renew your membership, or know of others who need to do the same, please contact me ASAP. You can send your

directory corrections or renewal inquiries to me via e-mail at pacrao\_vp2yr@hcc.ctc.edu or call (206) 878-3710 ext. 3245. I look forward to seeing you all in LaJolla!

Robert Kurtz  
Vice President for 2-Year Institutions

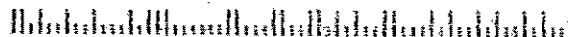
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STANDARD



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## PACRAO EXECUTIVE BOARD

Page 8

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### Conference Chair

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