Pacific Association of Collegiate Registrars and Admissions Officers

Summer 2002

PACRAONews

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PACRAO 2002

Victoria, BC

November 3-6

Conference registration information is available at:

www.uvic.ca/reco/pacrao2002

President's Message

Fellow PACRAO members,

Your Executive Board met in Sacramento from July 11 through 13, the site of the 2005 Conference. While the temperature outside the Hyatt Regency hovered around the 100 degree mark then, we expect during the first week in November it will be absolutely wonderful! We worked on a number of items, including the budget for the Victoria conference, nominations for AACRAO positions, and suggesting some Constitutional and By Laws changes, which are detailed in this newsletter. The Constitution states that we are to notify the membership at least a month prior to the annual Business Meeting, which is the Wednesday morning, November 6th, of the Victoria Conference, when a vote will be taken.

In my previous articles, I have been writing about tips for your working areas and working with staff members. I'd like to suggest in this article that you take the time to take care of the Admission Officer and Registrar at your institution. I realize that among all our various educational institutions that we have many different organizational structures and new titles such as "Enrollment Management Director," but no matter what we call them, every institution has someone with these responsibilities. I think what is so unique about these positions is that there is no direct schooling to educate us for these jobs and that they are essentially solitary positions (one per campus), resulting in great demands on our time. These factors make it especially challenging for folks in these positions.

How do you learn the elements of these jobs? Almost all the training is on-the-job and through related professional development organizations. I know PACRAO can play a huge part in helping to understand the tasks involved in admissions and Registrar responsibilities. The AACRAO session on "Registrar 101" is a wonderful professional development opportunity.

Coping with being the only person on campus who was primarily responsible for compliance with FERPA, transcript security and accuracy, registration processes, and management of the student data is a little different challenge! Although the "buck stopped with me" on Registrar tasks, I knew that there were plenty of resources through AACRAO and my helpful friends around the PACRAO region I could call (read: networking) upon for advice. In Washington State, the two-year colleges have a WACRAO group which meets every ten weeks to take care of the state student management data business and to share Registrar lore. Since you are the sole person on campus, you must develop other folks as a system of colleagues. You may not meet around the

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PACRAO Nominations and Elections Committee

The PACRAO members featured below have agreed to serve, if elected, on the nominations and elections committee to determine the slate of officers and nominating committee for the PACRAO leadership to serve in 2003-04. This important committee will solicit your ideas for PACRAO leadership and meet during the 2002 conference in Victoria. There they will evaluate the nominations made by the membership for president-elect, vice president for publications and information technology, and treasurer. Please think about colleagues whom you would like to nominate for these important offices.

To elect the 2002 committee, please vote no later than September 15 for no more than five of the candidates presented here. The five candidates receiving the most votes will be elected to the committee. The next two candidates will be alternates in the event that a committee member is unable to serve at the annual conference in Victoria, British Columbia.

You may vote in one of two ways:

1) Detach this ballot, mark your choices for no more than five candidates and place the ballot in the envelope that is included with this newsletter. If the envelope is lost or missing, send your ballot to:

John Finney
Associate Dean and Registrar
University of Puget Sound
1500 North Warner Road
Tacoma, WA 98416

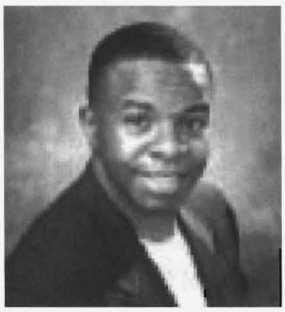
2) Email your five selections to John Finney at: finney@ups.edu

Ballots must be postmarked or emailed by September 30, 2002 to be counted. Thank you for participating in this important process.

Nora McLaughlin
Past Past President

Nominations and Elections Committee Nominees

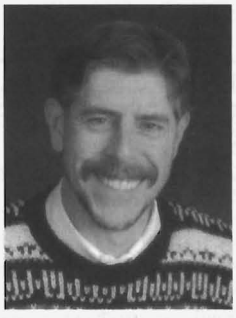
Charlene Mann is Associate Director of Undergraduate Admissions at Northern Arizona University. She has been a PACRAO member since 1991 where she has been a presenter and session facilitator at several annual meetings. Charlene also served on the 1992 Local Arrangements Committee and the 2001 Program Committee. Her AACRAO activities include serving on the State and Regional Workshop Committee for three years. Charlene has Nominations and Elections Committee experience, serving two terms with AzACRAO. She also served as AzACRAO president.



David Mosley Booze is currently an Associate Registrar at California State University, Dominguez Hill where he is responsible for coordinating admission application processing, registration, and grade related services. He also provides leadership in office direction, organizational communication, policy development, strategic planning, service provision, and personnel matters. Prior to joining the Dominguez Hills Management Team, David was employed as Assistant Director of Judicial Affairs with his alma mater, SUNY-Buffalo. David has been a member of PACRAO since 1998 attending every annual meeting. He has also attended every AACRAO meeting since 1998, except Seattle.

LuAnn Harris Smith is the Registrar at Utah Valley State College in Orem, Utah. She has been the Registrar for two years, prior to that she was the Associate Registrar and has held various positions in the Registration & Records Department, beginning as a work study student in 1980. She enjoys working with students and her staff and appreciates the challenge of the Registrar's Office. LuAnn has been a session presenter at AACRAO, PACRAO and UACRAO conferences. She has also served UACRAO as a Local Arrangements Chair, Conference Track Chair, member of the Contingency Planning Task Force and has just completed her assignment as the UACRAO Newsletter Editor.

Alicia Moore is the Director of Admissions and Records for Central Oregon Community College. Other experiences include service as the Associate Director and Program Advisor for COCC from 1997 – 2001 and Housing Coordinator for the two prior years. She earned her bachelor of arts from Willamette University in 1991 and Masters in Higher Education from Colorado State University in 1995. Alicia has also attended and presented at various AACRAO, PACRAO and OrACRAO conferences since 1997. She served PACRAO on the programming committee for the 2001 (Burlingame) conference. Alicia is very active in OrACRAO serving on several conference planning committees. She just completed her term as OrACRAO Secretary/Treasurer and is currently the OrACRAO President-Elect. She does all of this to support her true passions of rafting, running and skiing.



Brad Tomhave is an Associate Registrar at the University of Puget Sound. He has presented sessions at PACRAO on the topics of athletic eligibility and web-based applications. Brad was valued member of the Program Committee for the 1999 PACRAO conference and he is the Facilities chair for PACRAO 2003. His AACRAO contributions include service on the Hospitality Committee for AACRAO 2001 and is a member of the AARCAO Transfer and Articulation Task Force. He also served as president of the PACRAO-affiliated Private Registrars of Washington for 2001-2002.

Nominations and Elections Committee Nominees

Marianne Schroeder has ten years of experience as an administrator of services to students in a post-secondary environment. She has worked for last three years at the University of British Columbia in Enrollment Services with the title of Coordinator of Student Information Services. Marianna manages a one-stop Information Centre and participates in the planning, development and implementation of new services (e.g., self-evaluation and admission, consolidated billing, client relationship management) that result from a formal Business Process Re-design effort.

Dennis Bailey-Fougnier is a Coordinator of Admissions at Portland Community College where he has worked for 5 years. Dennis has also served AACRAO and OrACRAO in varying capacities. He just finished a stint as OrACRAO president, finishing with one of the most successful meetings in the organizations history. His AACRAO service currently includes membership on the Admissions Taxonomy Task Force and Chair of the Admissions Policies and Practices Committee. Dennis has been active in professional associations since he began his career Kansas in the 1980's, moving on to Virginia where he was awarded a lifetime honorary membership from Virginia ACRAO.

Sharon-Gay Smith is the Consortial Registrar for the Graduate Theological Union in Berkeley, California. She has held this position since July 1989, but had worked as Records Assistant since August 1971. Sharon-Gay's first experience of PACRAO was in the mid 1980's in San Francisco and found the meeting fun, interesting, and educational. She has been a regular attendee of PACRAO meetings since 1989 and has served as Session Recorder and Presenter as well as Recorder and Facilitator of the Graduate Schools session. Her service also includes being an eMail member of the Diversity Development Committee. In her acceptance of her nomination, Sharon-Gay stated that she feels "that it is important that those of us who gain so much from these annual meetings give back to the Organization what we can".

Patricia Ring is the Registrar at Mount St. Mary's College in Los Angeles where she has served since completing her Master's in Public Administration last year. Her higher education career began as a work-study in the Registrar's Office at Seattle University in 1995. After receiving a degree in Criminal Justice, Patricia stayed in the Registrar's Office as a Registration Assistant, was promoted to the position of Production Control Specialist in Enrollment Services Operations, and went back into the Registrar's Office in 1999 as an Assistant Registrar. She has been a PACRAO and AACRAO member for 3 years and served on the Hospitality Committee for AACRAO 2001 in Seattle.

Richarad Backes has been in Registrar work for 12 years and now serving as Interim Registrar at Washington State University. He has attended PACRAO conferences since1990 and has several presentations to his credit. Richard currently serves as Exhibits Chair for the 2003 PACRAO in Coeur d'Alene. AACRAO involvements include serving as Technology Chair for AACRAO 2001 annual meeting and two years with the College & University Advisory board.

Professional Development Committee Update

PD Writing Initiative

Under the general mandate of the Vice President for Professional Development, we want to develop a team of contributing writers focusing on professional development issues, trends, ideas, challenges, etc. for publication in the PACRAO newsletters. Janet Ward, Dean of Enrollment Services at Seattle Pacific University, will be coordinating this activity. This is a call for all you aspiring authors of such enlightening articles!! Please contact Janet directly to indicate your interest at jward@spu.edu This is your opportunity to see your name and thoughts in print for the benefit of the PACRAO membership. Carpe Diem!!

Professional Development Workshop

We are taking the Victoria conference gathering to offer a workshop to our membership. The workshop title is – International Spoken Here and will be facilitated by Iris Thomson-Glen. The workshop will focus on cultural sensitivity and a range of communication tools useful in serving a multicultural population. Iris is an international educator at Camosun College and brings a wealth of experience in teaching and training for faculty and staff. More information will be posted to the listserve and the conference website.

Professional Development and Travel Grant Reminder

As a means of returning assets to the membership, PACRAO makes funds available to support professional development activities. PACRAO Travel Grants and Professional Development Grants are available to the membership. Details of the application process were published in the Spring Newsletter. For details....contact Gaylea Wong, Vice President for Professional Development (address under Executive Board listings).

Gaylea Wong
Vice President for Professional Development

President's Message continued

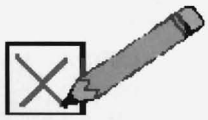
coffee pot or water cooler, but conference calls or email conversations are very satisfying and supportive.

Dealing with the huge time demands means some careful and strategic planning of time away from the job to refresh and re-create yourself. This is absolutely essential to prevent burn-out. A good strategy is to thoroughly train a good person, or several folks to be your back-up, so that when you do get away, you can truly relax.

So, my final message, my hard-working friends, is to take care of yourself! If you are in a supporting role, show your Admissions Officer and Registrar that you can be that dependable back up person. Our colleges and universities need all of us to maintain an effective system for admissions and enrollment/data management. We can function at a high level in this demanding role when we pay attention to fulfilling our needs for education, networking, and re-creation.

See you in Victoria!!!

PACRAO 2002



Make sure that you plan and budget for the PACRAO 2002 conference in Victoria, British Columbia, November 3-6. Please visit the conference website at: http://web.uvic.ca/reco/pacrao2002/

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