



President's Letter:

First of all, I just want to say that it has been my pleasure serving as President this year. Having the opportunity to be involved with the first year of a strategic plan, with an Executive Council, Coordinators and Chairs driven to move the plan forward, has resulted in a lot of hard work by all and some really awesome results that I would love to share and celebrate!

But before I get to that, I want to reintroduce all whom I have a debt of gratitude for running with lots of changes!

**President Elect:** Tana Cooper, Barton Community College

**Past President:** Lynnette Hilty, Hutchinson Community College

**VP for Association Services:** Eric Sanford, Manhattan Christian College

**VP for Outreach:** Rachel Cronn, Fort Hays State University

**VP for Professional Development:** Matt Glades, Fort Scott Community College

**Secretary:** Barb Nagel, Kansas State University

**Treasurer:** Lori Crowther, Barton Community College

**Treasurer Elect:** Steve Grenus, Washburn University

**Admissions Advocate-at-Large:** Caitlin Miller, Pratt Community College

**Records/Registration Advocate-at-Large:** Margaret Herron, Ottawa University

**Historian/Constitution Coordinator:** Hugo Perez, Fort Hays State University

**Technology Coordinator:** Casey Wallace, University of Kansas

**Corporate Liaison Coordinator:** Chad Steinkamp, Wichita State University

**Planning for College Coordinator:** Monica Zavala, Butler Community College

**College Planning Conference Committee Chairs:** Megan Chambers, Butler Community College & Maggie Harris, Barton Community College

**Local Arrangements Committee Chairs:** April Cozine & Bobby Gandu, Wichita State University

**Publications Committee Chair:** Maggie Schmeiser, Colby Community College

**Scholarship Committee Chair:** Ramah Nation, Friends University

**Summer Drive-In Committee Chairs:** Casey Fraites-Chapes, University of Kansas & Jaden Rahe, Emporia State University

**Audit Committee Chair:** Melinda Roelfs, Pittsburg State University

**KC Metro Fair Committee Chairs:** Jean Cantero, Johnson County Community College & Rachel Marshall, Emporia State University

**Apply Kansas Committee Chair:** April Cozine, Wichita State University

**Strategic Plan (Ad Hoc) Committee Chair:** Aaron Hamilton, Wichita State University

President's Letter (continued):

In addition to all of the wonderful things that KACRAO provides each year, like the Summer Drive-In, the Annual Conference, the CPC calendar and the KC Metro Fair, Apply Kansas, the New KACRAO Workshop, MemberClicks and all our member services, the four KACRAO Scholarships, the Planning for College presentations and of course, *The Current*, this year's group has made huge strides towards meeting the goals of KACRAO 2024.

We have purchased the KACRAO App through MemberClicks, resulting in a total rebrand with a new look and logo! We have moved the KACRAO Facebook group to a Facebook page and try really hard to share great information and keep you informed! The KACRAO Book Club is in full swing as an additional professional development opportunity at a low cost for participants, we have our very first conference attendee attending on scholarship and have been in contact with new members as they are added to our KACRAO family! Also, in addition to the PTAC Training hosted this spring, we are also holding a pre-conference customer service training opportunity for staff members and students, even those not attending the full conference. **It will feature national Chick-Fil-A trainer, Krisi Medina!**

And we are now an AACRAO Partner! In addition to the proposed *KACRAO Statement of Non-Discrimination*, KACRAO will provide at least one article per year for an AACRAO publication and promote free best practice and training materials available through AACRAO throughout the year to our membership.

Needless to say, I'm overwhelmed at what we have accomplished this year and look forward to serving you as KACRAO Past President moving forward! I have no doubt that Tana Cooper and her team will continue to move forward with KACRAO 2024 while continuing to providing the excellent services already in place and I'm excited to be a part of it!

Thank you for this opportunity to serve!

Michelle

KANSAS ASSOCIATION OF COLLEGIATE  
REGISTRARS AND ADMISSIONS OFFICERS

<b>KACRAO 2020 Proposed Budget</b>			
	<b>2019</b>	<b>2020</b>	<b>Change</b>
<b>President</b>			
President to AACRAO	\$2,450.00	\$2,450.00	\$0.00
KACRAO Reception at AACRAO	\$1,000.00	\$1,000.00	\$0.00
<b>Executive Board</b>			
Incorporation Fees	\$250.00	\$250.00	\$0.00
Insurance Fee	\$600.00	\$600.00	\$0.00
Leadership Development	\$1,500.00	\$1,500.00	\$0.00
Mileage Reimbursement	\$500.00	\$500.00	\$0.00
Miscellaneous	\$400.00	\$500.00	\$100.00
<b>Treasurer</b>	\$265.00	\$265.00	\$0.00
Bond Fee	\$100.00	\$100.00	\$0.00
Consultation Services	\$200.00	\$0.00	(\$200.00)
Taxes	\$0.00	\$200.00	\$200.00
Moolah	\$2,000.00	\$2,000.00	\$0.00
<b>President Elect</b>	\$0.00	\$0.00	\$0.00
Program Committee	\$0.00	\$0.00	\$0.00
Local Arrangement Committee	\$0.00	\$0.00	\$0.00
<b>Immediate Past President</b>	\$0.00	\$0.00	\$0.00
Parliamentarian	\$0.00	\$0.00	\$0.00
Awards & Accolades	\$350.00	\$350.00	\$0.00
Nominations & Elections	\$0.00	\$0.00	\$0.00
<b>Vice President for Outreach</b>	\$0.00	\$0.00	\$0.00
Legislative Liaison	\$0.00	\$0.00	\$0.00
College Planning Conference Committee	\$450.00	\$450.00	\$0.00
Scholarship Committee	\$50.00	\$50.00	\$0.00
Scholarship Awards	\$2,000.00	\$2,000.00	\$0.00
Planning for College Coordinator	\$50.00	\$50.00	\$0.00
Corporate Liaison/Coordinator	\$100.00	\$100.00	\$0.00
Apply KS	\$1,000.00	\$1,000.00	\$0.00
<b>Vice President for Association Services</b>	\$0.00	\$0.00	\$0.00
Membership Coordinator	\$50.00	\$50.00	\$0.00
Historian/Constitution Coordinator	\$0.00	\$0.00	\$0.00
Publications Committee	\$0.00	\$0.00	\$0.00
Technology Coordinator	\$100.00	\$100.00	\$0.00
Memberclicks	\$0.00	\$2,500.00	\$2,500.00
<b>Vice President for Professional Development</b>	\$0.00	\$0.00	\$0.00
New KACRAO Workshop	\$100.00	\$100.00	\$0.00
Other Professional Development Opportunities	\$0.00	\$0.00	\$0.00
Summer Drive-in Workshop	\$0.00	\$0.00	\$0.00
Admissions Advocate-at-Large	\$0.00	\$0.00	\$0.00
Records/Registration Advocate-at-Large	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$13,515.00</b>	<b>\$16,115.00</b>	<b>\$2,600.00</b>

## Fall Semester

We've finally reached the last couple of weeks of a student-free campus. Those last-minute enrollees are walking in every day, students are trying to figure out what classes to take, where they can get their schedules, what day they are moving in, and where they need to be the first day of class.

It seems like every department is swamped with work and walk-ins, and there just isn't enough time in the day. That first day of class is upon us and it can be felt throughout campus. There is a lot of excitement and a dash of anxiousness as faculty begin to set up their classrooms and prepare their coursework for the fall semester.

With the first day of class being right around the corner, Seward County Community College is hosting their annual Welcome day for students on August 19<sup>th</sup>. Students will begin their morning in the SCCC gym, where they will check in and be welcomed by members of Seward's executive team, as well as SCCC's president, Dr. T.

Students will get the chance to make new friends during Seward's Playfair, where everyone will go through a brief orientation. The Playfair will be full of entertainment and attractions for students to have fun and interact with one another. Lunch will be served promptly at noon, followed by a sit-down session in the theater called *How to be successful at SCCC*. During this time, students will be able to hear from SCCC staff members and students, and they will also be able to ask questions directly. Students will also be able to sit down with advisors and instructors while enjoying from an ice cream sundae bar. To wrap up the day, the fair will also provide students the opportunity to learn about and join any clubs that interest them.

The rest of the first week of class will be filled with various activities like *Saints Swag Search*, where students look for hidden Louie mascot charms to win a Saints Bookstore gift card, *mini golf*, *brown bag bingo*, where students play to get a bingo and pick from a variety of brown bags that will hold up to \$500 in prizes, followed by *Grab and Go Breakfast* to finish off Welcome Week at SCCC.

Seward's staff is excited and ready to welcome the annual rush of students that walk through our front doors and we want to wish all Admissions and Registrars' offices the best of luck in this upcoming semester. Happy Fall 2019!

*Diana Chavira*

*Seward County Community College*

## Calling all seasoned Admissions personnel!!!

We are reaching out to you with a request for any insightful information you can provide for new incoming Admissions Counselors. This information can include tips, tricks, do and don'ts, etc. We would like to highlight several of the responses we receive during the **KACRAO New Counselors Workshop** at this year's annual conference. The objective of this is to provide a good foundation for new counselors to stand on before heading out to their perspective territories. Please send your insights to one of the following committee members:

**Randoulph Castor** – [Randoulph.Castor@stmary.edu](mailto:Randoulph.Castor@stmary.edu)

**Amy Morris** – [amorris@neosho.edu](mailto:amorris@neosho.edu)

**Alexus Scott** – [Alexus.scott@wichita.edu](mailto:Alexus.scott@wichita.edu)

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### KACRAO Exec Council 2019-2020

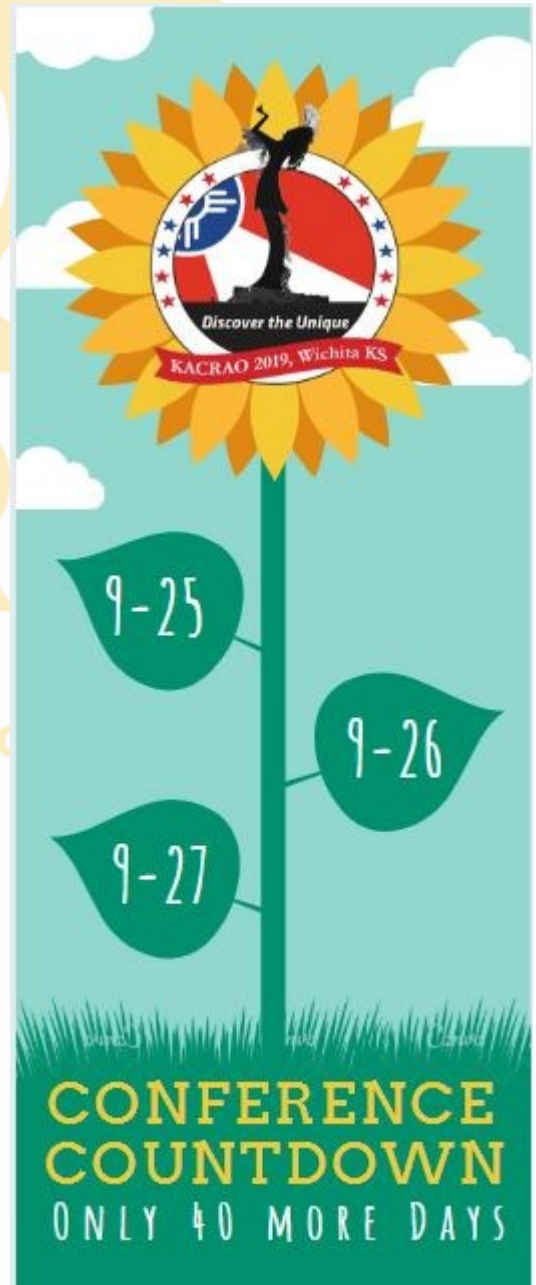
**President-Elect:** April Cozine, Associate Director of Admissions at Wichita State University

**VP of Association Services/Membership Chair:** Eric Sanford, Registrar at Manhattan Christian College

**Secretary:** Denise Hoeffner, Registrar at Salina Area Technical College

**Admissions Advocate at Large:** Jon Armstrong, Director of Admissions at Fort Hays State University

**Registrar Advocate at Large:** Ramah Nation, Registrar at Friends University





## **Anticipation: What Do Registrars Look Forward to at the Annual KACRAO Conference?**

KACRAO consists of employees from the Admissions Office as well as the Registrar's Office. Sometimes, though not always, Admissions Office staff can be more outgoing and more "fun" than their Registrar's Office counterparts. I'm not trying to stereotype, but let's face it. There are different personality types in this world, and certain personalities are better suited to certain careers. Some of us "Registrar types" are more serious and more introverted than the extroverts who work in Admissions.

Don't get me wrong. I want to be a fun person. I want to be the life of the party. I want to be outgoing, able to approach strangers and start making small talk. I want to cut loose, have fun, and put a smile on my face while taking prospective students and their families on tours while we show off our campus. That's what I want, but that's not who I am.

I'm a serious person, a shy person (until you get to know me), a logical thinker, a problem-solver, and a perfectionist. I want all our college's records (which I lovingly refer to as "MY data") to be 100% accurate, complete, and up to date. I don't like it when I find a mistake. If I find a needle in a haystack, I assume the worst: that there are many more needles where that one came from. Then I spend untold hours trying to search for any other needle in that haystack. I beat myself up because I think perhaps my written procedures weren't clear. Or, perhaps I entered something wrong into the database myself (in which case I really beat myself up).

Like I said, I know not all Registrar personnel are the same, nor are all Admissions personnel the same. These are just generalities. However, for those "Registrar types" who do share these personality traits, what do we look forward to at the annual conference?

1. Surviving the start of a new semester so we can celebrate at KACRAO on Sept. 25
2. For public institutions, by the time the conference is over, our Fall Preliminary enrollment counts have been submitted to KBOR – YES!
3. Hanging out with our equally-exhausted peer Registrars from other institutions
4. Hanging out with our fun-loving Admissions peers who can introduce us to new people
5. A free drink or two!
6. The Thursday evening entertainment (and food!)
7. The Party Bus Express so we don't have to worry about driving after "a free drink or two"
8. The Registrar Town Hall meeting
9. The Round Table meetings

Yes, we really do look forward to the Registrar Town Hall and Round Table meetings. That's our chance to catch up with our peers as to how they're handling new higher ed. laws (or new interpretations of the law), bring our ideas to the table and share them to benefit others, and sometimes just put a face to a name. This is our yearly reminder that we are not alone, that we are not the only ones who struggle with too much work to do and too little time to get it all done. We can laugh, (cry?), and just be ourselves without the office phone ringing off the hook. The conference comes to an end almost too soon, but by the end of it, we've made new friends or renewed old friendships, given and received help, and hopefully we're ready to face the rest of the year with a positive attitude.

*Denise Hoeffner*

*Salina Area Technical College*

## **Proposed Constitution Changes**

### Proposed Changes in Gold

#### **Article IV. Dues and Fees**

**Section 5.** Membership fees for the January 1 – December 31 fiscal year are due and payable by ~~September 1~~ **December 31** preceding the fiscal year. There will be no more than three invoices sent between ~~June 1 and September 1~~ **September 1 and December 31**. Any member who fails to pay annual dues by ~~September 1~~ **December 31**, after receiving the third invoice from the Membership Coordinator, could lose its membership and associated privileges. A new application for membership will be required for reinstatement

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#### **Article V. Officers**

##### **Section 1.**

f. The **Vice President for Professional Development** shall: 1) be responsible for the New KACRAO Workshop Committee and the new KACRAO Workshop at the annual meeting of the Association; 2) provide leadership and direction to the Summer Drive-in Workshop Committee, the Admissions Advocate-at-Large and the Records/Registration Advocate-at-Large; 3) recommend, and coordinate as needed, professional development opportunities for Association members; 4) serve as a member of the Program Committee; ~~and~~ 5) recommend the registration fee for professional development activities; **6) provide at least one article per year for an AACRAO publication or newsletter; and 7) promote free best practice and training materials available through AACRAO throughout the year.** The Vice President for Professional Development shall serve a two-year term; no individual may serve full consecutive terms as Vice President for Professional Development.

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#### **Article VI. Committees**

##### **Section 2.** Standing Committees

f. There are 12 Standing Committees

6. The Publications Committee

d. Responsibilities: 1) To produce and distribute electronically at least quarterly the Association newsletter; 2) To maintain and distribute the Association electronic templates for letterhead paper, envelopes and KACRAO logos and any other official Association images; ~~and~~ 3) To review and edit materials of the Association prior to publication; **4) Assist the VP of Professional Development to provide at least one article per year for an AACRAO publication or newsletter**

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## **KACRAO Statement of Non-Discrimination**

**Adopted by the Executive Council on (June 17, 2019), Approved by the Membership on (DATE)**

KACRAO is committed to providing a safe, inclusive, and respectful working environment for its members and volunteers, including the Association's Executive Council, Coordinators and Chairs and those serving on Association committees.

KACRAO does not and shall not discriminate on the basis of age, citizenship, race, national or ethnic origin, color, sex (including pregnancy), sexual orientation, gender identity or expression, marital status or family responsibility, family medical or genetic information, disability, medical condition, religion, veteran status, political affiliation, matriculation, or other classifications protected by applicable federal, state, or local laws.

All forms of harassment are prohibited. Harassment can be verbal, visual, or physical and can be communicated in writing or electronically. Harassment includes but is not limited to situations where one person has authority over another. Harassment is any unwelcome verbal or physical conduct when:

- submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual's participation or advancement in the organization; or
- submission to or rejection of such conduct by an individual is used as the basis or threatened to be used for participation or decision affecting the individual.

# KACRAO

KANSAS ASSOCIATION OF COLLEGIATE  
REGISTRARS AND ADMISSIONS OFFICERS

Current Job Openings

University Registrar  
Kansas State University

Admissions and Financial Aid  
Counselor  
Bethany College

Admissions Associate  
McPherson College

Admissions Counselor  
Fort Hays State University

Find these postings and more at  
[kacrao.memberclicks.net/job-  
opportunities](http://kacrao.memberclicks.net/job-opportunities)