

NEACRAO

Newsletter of the New England Association of Collegiate Registrars and Admissions Officers

Spring 2003

AACRAO 2003 89th Annual Meeting - April 6-9, 2003 Washington, D.C.

April brought the 89th Annual Meeting of AACRAO and it took place right in AACRAO's own backyard! Washington D.C. greeted attendees with warm weather and cherry blossoms in full bloom the weekend before the conference began. Visitors took advantage of the nice weather to get out and explore all that our nation's capital has to offer, including the National Zoo which was just a few blocks from the conference hotel. Other popular sites were the national monuments, the Smithsonian museums, the White House and the Capitol. One attendee (your NEACRAO president!) even got to spend some extra time at the Washington Monument... when the elevator got stuck! We're glad he made it out in time for the conference to start!!



Sunday evening the skies clouded, ushering in the rain which stayed throughout the rest of the conference, but that didn't dampen the spirits of the over 2,000 attendees. Heather Smith, President of AACRAO and former NEACRAO President, and President-Elect Paul Taylor, welcomed everyone to the Marriott Wardman Park Hotel and the 89th Annual Meeting at the Opening Session and speaker David Wottle, Dean of Admissions and Financial Aid at Rhodes College and an Olympic Gold Medal winner in the 800 meter race in 1972, inspired the audience with his perspective on winning and success. The audience was then treated to a performance by the Capitol Steps, a troupe of former Congressional staffers who musically parodied the goings-on of Washington and the world.

Over 100 NEACRAOians attended the more than 250 sessions offered in Washington and several served as Presenters and/or Facilitators (6 from ME, 6 from NH, 8 from VT, 20 from CT, 66 from MA, 12 from RI). With almost 100 vendors present everyone was able to learn about the latest products and technological advances and Oracle again hosted the Cyber Cafe so that attendees were only a few clicks away from the office. Several keynote speakers addressed a range of topics, including James Carville, whose talk "James Carville Looks at American Politics" was standing room only!

The national conference is always thought provoking, revitalizing and energizing. It's also a great chance to network and connect with colleagues. Mark your calendars now for the 90th Annual Meeting to be held April 19-22, 2004 at the Mandalay Bay Resort & Casino in Las Vegas, Nevada. In the heart of Las Vegas, the Mandalay Bay Resort and Casino will make you feel like a million dollars with a 30,000 square-foot, world-class spa, 11-acre tropical sand beach, a lazy river ride and three pools! Sixteen world-class restaurants will satisfy every taste and, for those who seek more thrills, there is a 135,000 square-foot casino and even a shark reef! Trams, walkways and a shuttle connect the Mandalay Bay Hotel, the Luxor and the Excalibur to the almost one million square foot convention center! We won't need lady luck to make this a conference to remember!

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President's Message

Friends:

The Executive Council met at the Marriott-Quincy in March and we were delighted with the facility. I am confident that we will be well served in November by this new place right on the T to downtown Boston.

The major portion of the meeting was devoted to planning for the November conference, which I can assure you is shaping up very nicely. In addition, however, we covered several other important matters at the meeting. We are in the final stages of becoming a corporation, something strongly suggested by AACRAO and others in the know. We discussed options for improving our web presence and appointed a small group to pursue this initiative. A plan for encouraging more participation in the organization by newcomers is in the works. Applications for our annual scholarships were down some this year so we are working on ways to increase that pool. And we decided to make the spring newsletter a post-AACRAO conference missive.

Although the weather in DC was gloomy, the spirits of AACRAO attendees were bright. The presentations were informative and thought provoking. Our NEACRAO reception was well attended and provided a great chance to relax and chat informally. And it was especially enjoyable to see our own Heather Smith at the helm!

The Executive Council will meet again in early June, mainly to finish planning for the annual conference. If you have items you would like your Council to cover or ideas you wish to share, please get them to me – Charles.Toomajian@Williams.edu and I will place them on the agenda.

Thank you!

Charlie T.



NEACRAO Newsletter, April 2003

Association Editor: Mary Meserve, Bates College

The NEACRAO Newsletter is published four times a year, in February, April, August, and October. Contributions from members (articles, job listings, editorials, letters, reprints-with permission-and drawings/cartoons) are welcomed. Please send items for publication to: Mary Meserve, Registrar and Student Financial Services, Bates College, 44 Mountain Avenue, Lewiston, ME 04240. Email: mmeserve@bates.edu



N E A C R A O

Nominate NEACRAO Leadership for 2003-2004

**Officers: President-Elect (Registrar and Records)
Vice-President, Professional Development**

Considerations for Nominating Officers:

- * Involvement in NEACRAO and AACRAO
- * Interest in Serving and Availability
- * Leadership Qualities
- * Institutional Approval and Support
- * President-Elect must have served on the Executive Council within the last three years

Nominations and Elections Committee - 4 seats

Considerations for nominating the Nominations and Elections Committee:

- * NEACRAO and AACRAO involvement
- * Type and Size of Institution
- * Geographic area, gender, and ethnic background
- * No service on the Nominations and Elections Committee within the last five years
- * Level of association and knowledge of member's participation in professional activities

REMEMBER:

*** Candidates approval should be obtained prior to nomination**

*** Nominee MUST be a member of NEACRAO**

*** Only one nominee per form**



New England Association of Collegiate Registrars and Admissions Officers

Nomination Form

Nomination for:

- President-Elect (Registrar and Records)
- Vice-President, Professional Development
- Nomination and Elections Committee

Nominee's Name (please print) _____

Title: _____

Institution: _____

City: _____ State: _____ Zip: _____

Please indicate briefly the experience and personal attitudes which you feel make this nominee qualified for the position suggested: _____

Name of NEACRAO member making nomination:

Printed Name: _____

Written Name: _____

Institution: _____

Street Address: _____

City: _____ State: _____ Zip: _____

If you do not wish your name released to the nominee, please check here:

Deadline for receipt of nominations is **Friday, May 23, 2003**

Only one nominee per form

(Copies of form accepted)

Mail completed form to: Kathy Ryan, Past President of NEACRAO, Director of Transfer Admission, University of Massachusetts Amherst, Undergraduate Admissions Office, Mather Building, 37 Mather Drive, MA 01003-9291 or fax to: 413-545-4312

neacrao.org has arrived!

The Executive Committee is proud to announce that the NEACRAO website can now be found on the web at www.neacrao.org

A new look and new features will be coming soon so be sure to bookmark the site and visit often this summer and fall!

This is your website. Please let us know what you would find most useful. Email your suggestions to: mmeserve@bates.edu

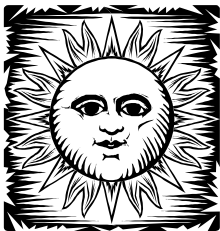
Many thanks to Marianne Buck and Jeffrey von Munkwitz-Smith at the University of Connecticut for all their work hosting and maintaining the NEACRAO website on the University of Connecticut server over the last few years!

NEACRAO moves to Quincy! November 5-7, 2003

The NEACRAO Annual Meeting is moving to Quincy, Massachusetts! The Quincy Marriott will be the site of the 56th Annual Meeting, November 5-7, 2003.

Just 8 miles south from downtown Boston, the Quincy Marriott is a brand-new hotel featuring 464 guest rooms with internet access, a business center, health club, indoor pool, sauna and whirlpool. Kilroy's Irish Pub and Hancock's are two restaurants in the hotel. The hotel's meeting space is 15,000 sq. ft. and includes 16 meeting rooms. With easy access to the T, Boston attractions such as the Boston Common and Public Gardens, the Bunker Hill Monument, the John Hancock Observatory, the New England Aquarium, the Museum of Science and Faneuil Hall are all easily accessed.

Make the most of your NEACRAO membership!! Come join friends and colleagues in Quincy for interesting and engaging sessions, networking, connecting with vendors and, of course, some fun along the way! Watch the web this fall for more information!



SUMMER WORKSHOP FOR SUPPORT STAFF

NEACRAO PRESENTATION

July 9, 2003

Wentworth Institute of Technology

Watch Your Language! Speaking and Writing for the Office

On this professional training day, each participant will attend two workshops, one in speaking and one in writing/e-mail. Each workshop will be 2 1/2 hours and require response and participation. No lectures here!

The speaking workshop will consist of exercises in the fundamentals of effective speaking--use of emphasis, tone, and personal connection. In addition, speakers will use these techniques on materials specifically relevant to work in the admission and registrar offices. The goal is to help each participant become more confident for presentations and customer contact.

The writing workshop will consist of review of writing strategies with applicability to e-mails. The workshop will use representative memos, reports, and e-mails from actual office work. The goal is to reacquaint participants with good writing habits.

The trainers for these workshops are Dale DeLetis and Michaela "Mickey" Steimle. Dale and Mickey are long-time colleagues and thirty-year veteran teachers who have given similar workshops at Simmons College, the Colleges of the Fenway, Dartmouth College, and the Harvard Business School.

*Look for the Registration forms in your mailbox soon!
For more information, contact Karen Murphy: murphyk@wit.edu*

NEACRAO Newsletter
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If this newsletter did not reach you at your correct address, please check the address on the label. Report any changes or corrections to: Patti Stimpson, University of New Hampshire, 11 Garrison Avenue, Durham, N.H. 03824

Committee Interest Form

If you are interested in participating in NEACRAO activities, please complete this form and return it to Walter Caffey, NEACRAO President-Elect, Suffolk University, 8 Ashburton Place, Boston, MA 02108.

Date: _____ Office Phone: () _____

Name: _____

Institution: _____

Street: _____

City: _____ State: _____ Zip: _____

email: _____

NEACRAO Affiliation

How many years have you been a member of NEACRAO? _____

Previous and/or current committee/chair assignments: _____ Dates: _____

Areas of Interest: Please indicate your choices below. If you are interested in more than one committee, please number your choices.

___ Committees

___ Professional Development and Ethics

___ Workshops and Seminars

___ Recruiting and Marketing

___ Multi-Cultural

___ Transfer Articulation

___ Admissions Management

___ Registrar/Records

___ Enrollment Management

___ Institutional Research

___ Management Information Systems

___ Local Arrangements/Registration