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# **UACRAO HANDBOOK**

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Revised in 2010

## **Preface**

The intended use of this UACRAO Handbook is to aid each Executive board member in their position by providing a detailed outline of tasks. The Handbook will also help the Board as a whole to become familiar with other officer's positions.

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## **Immediate Past President**

### **Description Outlined in UACRAO Bylaws**

The Immediate Past President shall sit as a member of the Executive Board, shall serve as adviser to the President, the Executive Board, and the membership, and acts as chair of the Nominations and Elections Board. The Immediate Past President is responsible for reviewing of the Constitution, Bylaw, and handbook and shall also chair the committee for Honorary Memberships.

### **Adviser**

1. Attend Executive Board meetings and offer advice as needed.
2. Arrange for all new officers to meet immediately following the Annual Meeting to update bank information and verify everything needed for new officers to sign checks (when the treasurer is changing this meeting should be part of the meeting one month after the conference).
3. Create and distribute electronic letters of appreciation to outgoing members of the board for service rendered to the UACRAO Association. An electronic copy should be sent to the administrator(s) of the individual whose efforts are being recognized.

### **Nominations and Elections Chair**

1. Select two or more past presidents to serve on the Nominations and Elections Board, and other members as appropriate.
2. Request nominations of individuals for the following positions:
  - President Elect (3 year appointment)
  - Vice President (1 year appointment)
  - Treasurer or Secretary (elected in alternate years for a two year appointment)
3. Submit names of nominees to the Web Editor to post and notify the membership prior to the Annual Conference.
4. Present names of nominees at the Annual Conference.

### **Constitution and Bylaws (available at [uacrao.org](http://uacrao.org))**

1. Recommended that the Constitution and bylaws be reviewed every other year to determine changes and/or additions needed.
2. Present recommendations to the Executive Board.
3. Submit changes to the Web Editor to post and notify the membership prior to the Annual Conference.
4. Present changes to membership at the Business Meeting during the Annual Conference for discussion, voting, etc.

### **Honorary Memberships Chair**

1. Meet with Executive Board members to review possible candidate(s).
2. Determine if individual(s) meets criteria outlined in Bylaws.
3. Make recommendation(s) to President and Executive Board.
4. Notify Vice President to prepare plaque for honorary member(s).
5. Notify the Web Editor to post on the website after conference.
6. Present award at evening banquet during the Annual Conference.

### **Maintain UACRAO Handbook**

1. Review UACRAO Handbook and update as needed.
2. Distribute to new officers upon election.

### **Historical Information**

1. Keep a list of awards given at the annual conference by individual, institution, and year received.
2. Retain a list of past Presidents and years served. Maintain and update a list of future Annual Conference hosts and locations.
3. Transfer all files to the next Past-President after the term served.

## **PRESIDENT**

### **Description Outlined in UACRAO Bylaws**

It shall be the duty of the President to assume full responsibility for all of the 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 refer to an Auditing Board the Annual Report of the Treasurer. The President shall have overall responsibility for the annual meeting and shall work directly with the \*Conference Chairperson in the planning and organization of the annual meeting. The President also shall serve as Chairperson of the Executive Board and shall be an ex officio member of all committees of the Association.

### **Executive Board Meetings**

1. Hold Executive Board meetings monthly.
2. Prepare the meeting agenda.
3. Call the meeting to order and serve as chairperson.
4. Review the status of previous assignments.
5. Delegate new assignments.
6. Set an annual schedule for monthly meetings (at the meeting following the Annual Conference).

### **Annual Conference**

1. Review (select list of) possible names for Co-Chair with the Executive Board (at the meeting right before the Annual Conference). President and/or Conference Chair will contact selected individual.
2. Welcome Conference attendees and conduct opening:
  - Welcome members, AACRAO guest, and others,
  - Introduce the Executive Board
  - Make general announcements
  - Introduce Conference Chair to make conference announcements
  - Dismiss for next conference event
3. Host the evening banquet:
  - Invite Vice-President to present awards
  - Turn time to Conference Chair as appropriate
4. Host lunch and conduct the Business Meeting:

- Make announcements as needed
  - Discuss business items (i.e., Bylaw changes) using Robert’s Rules of Order (see Appendix A)
  - Ask Treasurer to present the Annual Financial Report
  - Present gifts (i.e., AACRAO guest, Conference Board members etc.)
  - Ask Past President to conduct the nominations and elections
  - Pass the gavel to newly elected President.
5. Organize the post Annual Conference meeting for new and old leadership

### **Auditing Board**

1. Serve as a member of the Auditing Board with the Treasurer and a non-UACRAO member with an accounting background.
2. Review checkbook, bank statements, and any other records for accuracy after the Annual Conference.
3. Ask Treasurer to prepare a financial audit report for the Executive Board for the first meeting following the Annual Conference.

### **Other Duties**

1. Serve as an ex officio member of all Association committees.
2. Provide a personal picture (5 x 7) to be displayed at the Annual AACRAO Conference.
3. Create and distribute electronic letters recognizing individuals who have accepted a position or an office or other assignment within the UACRAO Association. A copy of the letter should be sent to the appropriate administrator(s).

Note: The UACRAO Executive Board has had extensive discussion regarding the use of vendors and or sponsors at the annual UACRAO conference. The policy that was finalized was that are willing and need to have sponsors support the cost of our conference. The Executive Board will encourage and seek out sponsors for the annual conference. Vendors (representatives of companies sitting at tables) will not be used as many of the people attending this conference are front line workers, unable to make purchasing decisions.

## **President Elect**

### **Description Outlined in UACRAO Bylaws**

It shall be the duty of the President Elect to be 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 the selection and appointment of the Association Web Editor, and for maintaining current & updated content on the Association website.

### **Assistant to President**

1. Perform duties as assigned by President. (i.e., serve on subcommittees for special matters, conduct meetings when President is unable to attend, etc.)

### **AACRAO Annual Leadership Training**

1. Attend the annual state and regional leadership training if UACRAO funding is available. (decision by the UACRAO Board).

### **Association Publications**

1. Web Editor to the Executive Board as needed for approval. Notify selected individuals.

2. Work with Web Editor to publish and distribute Association news and information.

### **Annual Conference**

1. Request Vice President to prepare a plaque for the outgoing President.
2. Present the plaque to outgoing President during the Business Meeting after the nominations and elections have been conducted.
3. Extend appreciation to Conference participants and close the Business Meeting.
4. Make a recommendation to the AACRAO Board every two to three years as determined by the executive board for a AACRAO guest.
5. Make arrangements for AACRAO guest to attend the annual conference, arrange his or her hotel room and send a map of the location of annual conference to him or her. AACRAO pays for their flight to and from the conference, UACRAO pays for their hotel room and food and gift.
6. Purchase a gift for the AACRAO guest to be presented at the Business Meeting.

## **Vice President**

(One-year appointment)

### **Description Outlined in UACRAO Bylaws**

The Vice President shall be officially responsible for UACRAO Membership and for determining those members to be recognized with special awards at the annual meeting. The Vice President may also be given special assignments by the President.

### **UACRAO Membership**

1. Update quarterly the list of institutional representatives (Appendix C).
2. Send the updated information to the Web Editor to place on the UACRAO Website.
3. Coordinate yearly training for Institutional reps in conjunction with the annual conference (out-going Vice-President). Work with Institutional Reps as to needs of the membership from various institutions.

### **UACRAO Awards**

1. Provide information for the UACRAO website on awards and nominations.
2. Coordinate Service Awards:
  - Contact Institutional Representatives (see Appendix C) to obtain names for Service Awards (individuals that have/will retire within the year).
  - Prepare plaque to honor years of service. To standardize awards, Service Award plaques should be 9" x 12". Plaque should include UACRAO logo (approximately 2" – 3" diameter), name of award (i.e. Service Award), recipient's name, and year awarded. Refer to Appendix G for sample of design.
  - Extend an invitation to the retiree's supervisor to present the Service Award to the recipient during the evening banquet at the Annual Conference.
3. Coordinate Presidential Awards:
  - Prepare Presidential Award Nomination Form and request nominations at the same time as the annual conference registration. Nominations are accepted for professional and support staff (Generally one award is given in each area annually).

- Organize an "ad hoc" committee to evaluate the nominations and select individuals to be honored.
  - Order plaques for the Presidential Award recipients. To standardize awards, Presidential award plaques should be 9" x 12". Plaque should include UACRAO logo (approximately 2" – 3" diameter), name of award (i.e. Presidential Award), recipient's name, and year awarded. Refer to Appendix G for sample of design.
  - Present Presidential Awards during the evening banquet at the Annual Conference, summarizing comments from the nomination forms.
  - Provide update of past Presidential Award recipients (Appendix F).
4. Coordinate Other Awards:
- Contact Past President for name(s) of Honorary Members and prepare plaque(s) for Past President to present.
  - Prepare plaque for outgoing President. Plaque should be 10 ½" x 13" and be made from a high grade of wood such as walnut. Plaque should include the UACRAO logo (approximately 2" – 3" diameter), and a brass plate (approximately 3" x 5") engraved with recipient's name and years of service. A full wooden gavel should be mounted diagonally on the plaque. Refer to Appendix G for sample of design.
  - President Elect will present plaque to outgoing President at the Business Meeting.

## **Secretary**

(Two-year appointment)

### **Description Outlined in UACRAO Bylaws**

It shall be the duty of the Secretary to insure an accurate list of all active members, affiliate members, and honorary members of the Association with their mailing addresses, email addresses and fax numbers. The Secretary shall keep the minutes of the annual meeting of the Association and the minutes of the meetings of the Executive Board. The Secretary shall perform such other duties as may be assigned by the Executive Board.

### **Association Directory**

1. Maintain an active list of all members, affiliate members, and honorary members, including mailing address, telephone number, email address and fax number.
2. Ensure Institutional Representatives are updating the directory quarterly.

### **Meetings**

1. Notify attendees of board meetings and include meeting information such as parking, room number, etc.
2. Take minutes at the Executive Board meetings.
3. Take minutes at any Conference meetings, including the Executive Board luncheon and Business Meeting.
4. \*Email a copy of minutes to President for additions/changes prior to distribution.
5. Distribute copies of minutes to the Executive Board members within two weeks of the meeting.

### **Historical Information**

1. Archive the minutes of all Executive Board meetings to the flash drive.

2. Keep minutes of the annual meeting (including awards).

## **Treasurer**

(Two-year appointment)

### **Description Outlined in UACRAO Bylaws**

It shall be the duty of the Treasurer to collect institutional membership fees by November 15, as well as registration fees for the Annual Conference. The Treasurer shall bear sole responsibility to the Executive Board for membership reports. The Treasurer shall secure approval from one of the Presidents on all bills before payment and shall prepare formal/informal financial statements for meetings of the Executive Board when requested. At the close of the calendar year, the Treasurer shall make a complete financial report, to be presented to the Executive Board. The Treasurer shall also be responsible for completing the appropriate tax reports by the filing deadline.

### **Financial Records**

1. Balance the checkbook every month, and report balance information at Executive Board meetings.
2. Make payments throughout the year as approved requests are received. Checks require two signatures.
3. File the appropriate tax forms. IRS Form 990-N can be filed electronically as long as gross receipts are less than \$25,000 annually. This must be done by May 15 each year. (If we have gross receipts more than \$25,000 we will need to have professional help with the tax implications.)
4. Renew business with the state. The state of Utah requires we renew our business entity each year. This can be done online at [www.corporations.utah.gov](http://www.corporations.utah.gov). There is a late fee if this is not done by February 15 each year.
5. Each new treasurer will need to establish a debit card connected to the checking account. The outgoing treasurer's debit card should be deactivated. (The debit card is a requirement for us to be able to transfer more than \$500 a month from the Paypal account to the checking account.)

### **UACRAO Membership Dues**

1. Provide information regarding upcoming dues and due date to the Web Editor (September).
2. Send out billing statements to the Institutional Representatives to collect institutional membership dues (October). Payment is due the middle of November (list specific date on statement).
3. Send a second statement if necessary (early December).
4. Deposit all dues into the UACRAO account.

### **Auditing Board**

1. Serve as a member of the Auditing Board with President and a non-UACRAO member with accounting background.
2. Review the checkbook, bank statements, and any other records for accuracy, prior to the Annual Conference.

### **Annual Conference**

1. Collect all registration fees and forms.

2. Create nametags for all registered attendees.
3. Present the Financial/Audit Report at the Annual Conference.
4. Track registrations and monies received to determine if bills and refunds need to be sent.
5. Prepare an income and expense listing of the Annual Conference for the next Executive Board meeting. Review the financial statements with President and Conference Chair to insure all Conference bills were paid.
6. Deposit registration fees in UACRAO checking account after Annual Conference and finalize all accounts payable.

### **Web Editor**

The primary responsibility of the Web Editor is to develop and maintain the UACRAO Website in order to advance the goals of the Association, and promote participation, leadership, and professionalism.

#### **Association Website**

1. Work under the direction of President Elect.
2. Work closely with Newsletter Editor to insure that each newsletter is placed on the UACRAO Website.
3. Attend the Executive Board meetings as needed.
4. Maintain the UACRAO Website and update the following information on a regular basis:
  - Handbook
  - Bylaws
  - Membership Directory (include name, institution, address, telephone number, fax number, and email address)
  - Association Newsletter
  - Conference information
  - List of UACRAO officers
  - List of Institutional Representatives
  - Executive Board Summaries
  - Miscellaneous news/informational items
5. Provide labels for the distribution of the Association Newsletter, conference registration materials, etc.

### **Conference Chair**

#### **Description Outlined in UACRAO Bylaws**

It shall be the duty of the Annual Conference Chair to have overall responsibility for planning and organization of the Annual Conference. In the event the office of Chair becomes vacant, the office shall be filled by the Annual Conference Co-Chair, and in that circumstance, the Co-Chair shall serve in the following year for a full term as Chair.

#### **Prior to Conference**

1. Attend Executive Board meetings as needed to fulfill Conference duties.
2. Contact a member to serve as Conference Co-Chair, after discussion with the Executive Board. This individual will serve as Conference Chair the following year.

3. Select Local Arrangements Chair, if needed, upon recommendation from the Executive Board. The Local Arrangements Chair serves through the Conference only and is given specific assignments by Conference Chair.
4. Review Conference Budget Guidelines (Appendix H).
5. Contact the hotel or school to schedule dates relating to the Conference (approximately 10-11 months in advance).
6. Coordinate with President and Treasurer to insure that appropriate reservation deposits are made.
7. Select a Conference theme with Co-Chair, and present it to the Executive Board for approval.
8. Finalize time slots needed for rooms, breaks, Executive Board luncheon, breakfast/brunch, evening banquet, etc.
9. Check on parking arrangements (validations etc.).
10. Arrange the entertainment for the banquet.
11. Send the registration materials to members. Include:
  - Registration forms (print and coordinate with theme if possible)
  - Award nomination form (prepared by Vice President)
  - Hotel information
12. Purchase the door prizes with \$150.00 provided by UACRAO and remind each institution, in the newsletter, to bring additional unwrapped door prizes to the Conference.
13. Write an article for the newsletter to remind members about the Conference. Submit to Newsletter Editor.
14. Prepare registration packets. Include:
  - Maps
  - Parking information
  - Restaurant locations for lunch
  - Pencil/pen
  - Area/county information
  - Folder
  - Blank paper
15. Create and print the Conference Programs. Include:
  - Message / Introduction (President or Conference Chair)
  - Preconference workshop information (Professional Development Board Chair)
  - Conference schedule/outline (Chair)
  - Session information (Co-Chair)
  - Presenter information (Co-Chair)
16. Make arrangements for a campus tour (if requested).

### **During Conference**

1. Insure catering arrangements are met.
2. Insure facility needs are met.
3. Make Conference announcements at general meetings.

### **Post Conference**

1. Evaluate the Conference with Co-Chair and report to the Executive Board at next meeting.
2. Write the Conference report for the newsletter.

## Conference Co-Chair

### Description Outlined in UACRAO Bylaws

It shall be the duty of the Annual Conference Co-Chair to be the assistant to the Annual Conference Chair. The Annual Conference Co-Chair shall become the Annual Conference Chair the following year. In the event the office of the Annual Conference Co-Chair becomes vacant, that office shall be filled by an appointee selected by the President.

### Prior to Conference

1. Attend Executive Board meetings as needed and report to Board when Conference Chair is absent.
2. Discuss theme ideas with Conference Chair.
3. Meet with Conference Chair and discuss assignments for the Annual Conference.
4. Gather ideas for session topics from Conference Chair and the Executive Board.
5. Select Track Chairs for each of the four tracks including, Admissions, School Relations, Registration/Graduation/Records, and Personal Development. Select Cracker Barrel Leaders.
6. Summarize session topics and submit to Conference Chair.
7. Compile all information regarding presenters and session information for Annual Conference Program. Submit to Conference Chair.
8. Send the sign-up sheets to Track Chairs for audio/visual equipment.
9. Print the session signs, room signs, and evaluation forms.

### During Conference

1. Insure session signs are posted.
2. Distribute the evaluation forms to Track Chairs and Cracker Barrel Leaders.
3. Insure that all audio/visual needs are met.

### Post Conference

1. Collect the evaluation forms from Track Chairs and Cracker Barrel Leaders.
2. Evaluate the Annual Conference with Conference Chair.
3. Submit a Conference report on sessions and recommendations at the next Executive Board meeting.

## Specialists

Specialists are responsible for planning all sessions pertaining to a particular track with the Annual Conference, and organizing all pertinent details. They also work with the Executive Board to provide timely information to the web editor, relative to their department, for the general improvement of UACRAO members working in that line of work.

### Tracks

- Four track sessions are organized to include topics of interest to conference attendees. Tracks include, Admission, Recruitment, Registration & Records/Graduation, and Professional Development.
- The Professional Development Specialist works with the Executive Board and Conference Chair to select the keynote speaker(s).

**Prior to Conference**

1. Obtain ideas for session topics from Conference Co-Chair and Executive Board.
2. Select presenters for the various sessions of the specific track assigned.
3. Gather the presenter biographies and submit to Co-Chair. Obtain the sign-up lists for audio/visual equipment from Co-Chair and collect information from the presenters. Return to Co-Chair.

**During Conference**

1. Check the assigned room for setup and equipment needs. Resolve any equipment problems with Conference Co-Chair.
2. Conduct, introduce, and thank presenter(s) at each session.
3. Distribute and collect the evaluation forms. Submit to Co-Chair.

**Cracker Barrel Leader**

Cracker Barrel sessions provide a forum for group discussion to promote networking, and the sharing of information, guidelines, and updates from other schools. The Cracker Barrel Leader is appointed by the Co-Chair and serves as a leader for a particular session.

**Sessions:**

- Admissions
- Recruitment
- Registration/Records/Graduation

**Prior to Conference**

1. List several ideas as possible discussion topics for assigned session.

**During Conference**

1. Welcome the attendees.
2. Begin the discussion by addressing concerns received from attendees. As needed, introduce other discussion topics.
3. Summarize the discussion.
4. Thank everyone for participating.
5. Distribute and collect the evaluation forms. Submit to Co-Chair.

## **Appendix A: Robert's Rules of Order**

(The very basics)

### **Fundamental Principles**

1. Only one subject at a time
2. Equal rights for each member
3. Full and free debate
4. Teamwork

### **Six Basic Steps**

1. Motion: "I move that..." (Keep it short and simple, one item at a time.)
2. Second: "I second that..."
3. Motion announcement: "It's been proposed that..."
4. Discussion
5. Call for vote on motion
6. Announce results (motion passed or motion failed)

### **Additional Guidelines**

1. Individual initiating motion has first right to speak during discussion.
2. Chair maintains order of debate/discussion.
3. A two-thirds agreement is needed to reconsider a motion.

## **Appendix B: Website Guidelines**

**The following is a suggested timeline for web content.**

### **January**

- President's message (President)
- AACRAO Conference information (President or assigned)
- Annual Conference information and registration materials (Conference Chair)
- PACRAO report (assigned by President)

### **April**

- President's message (President)
- AACRAO information or conference report (President or assigned)
- Notice of pending Bylaw amendments (Past President)
- Call for Presidential Award nominations and names of retirees (Vice President)
- Notice of nominations for the election of new officers (Past President)
- Call for Conference door prizes (Conference Chair/PDC Chair)

### **July**

- President's message (President)
- Award recipients and retirees (Vice President)
- Highlight new officers (Newsletter Editor)
- Announce names of UACRAO Executive Board; include both elected officers and appointed board members (Web Editor)
- PACRAO reminder (President)
- Notice of deadline for membership dues (Treasurer)

### **Other items for any issue**

- Members on the move
- New members/institutions
- Executive Board news/information
- Special recognition/award of members
- Dates and locations of annual meetings for AACRAO and PACRAO
- Updated list of UACRAO Officers

## Appendix C: Institutional Representatives (updated yearly)

INSTITUTION	REPRESENTATIVE	ADDRESS/PHONE/FAX	DUES FEE
Brigham Young University - Provo	<b>Jeffery N. Bunker</b> University Registrar	B-150 ASB Provo, UT 84602 Telephone: (801) 422-4530 Fax: (801) 422-0613 jeff_bunker@byu.edu	\$225
Brigham Young University - Idaho	<b>Rob Garrett</b> Director, Admissions	Kimball #120 Rexburg, ID 83460-1615 Telephone: (208) 496-1036 Fax: (208) 496-1220 garrett4r@byui.edu	\$225
College of Eastern Utah	<b>Jan Young</b> Director, Academic Records / Registrar	451 E 400 N Price, UT 84501 Telephone: (435) 613-5205 Fax: (435) 613-5814 janyoung@ceu.edu	\$125
Columbia College	<b>Karen Shaeffer</b> Campus Admissions Manager	5250 S Commerce Dr Ste 300 Murray, UT 84107 Telephone: (801) 281-6677 Fax: (801) 293-9036 kshaeffer@ccis.edu	\$225
Dixie State College	<b>Julie Stender</b> Registrar	225 S 700 E St George, UT 84770 Telephone: (435) 652-7703 Fax: (435) 656-4005 stender@dixie.edu	\$175
LDS Business College	<b>Renae L. Richards</b> Director of Enrollment Management	95 North 300 West Salt Lake City, UT 84101-3500 Telephone: (801) 524-8144 Fax: (801) 524-1900 renae@ldsbc.edu	\$125
Salt Lake Community College	<b>Carol Sandoval</b> Director, Off-Site Student Services	1575 S State Street Salt Lake City, UT 84115 Telephone: (801) 957-3370 Fax: (801) 957-3150 carol.sandoval@slcc.edu	\$225

Snow College	<b>Margie Anderson</b> Registrar	150 E College Ave Ephraim, UT 84627 Telephone: (435) 283-7145 Fax: (435) 283-7149 margie.anderson@snow.edu	\$125
Southern Utah University	<b>Lindsey Brown</b> Registrar	351 W University Blvd Cedar City, UT 84720 Telephone: (435) 586-7715 Fax: (435) 865-8470 brownle@suu.edu	\$175
University of Utah	<b>Emily Johnson</b> Degree Audit Coordinator	201 S 1460 E Rm 250N Salt Lake City, UT 84112-9056 Telephone: (801) 585-6764 Fax: (801) 585-7860 Ejohnson2@sa.utah.edu	\$225
Utah State University	<b>Jennifer Putnam</b> Director, Admissions	0160 Old Main Hill Logan, UT 84322-0160 Telephone: (435) 797-0077 Fax: (435) 797-3708 Jenn.putnam@usu.edu	\$225
Utah Valley University	<b>LuAnn Smith</b> Registrar	800 W University Parkway MS 106 Orem, UT 84058-5999 Telephone: (801) 863-8472 Fax: (801) 225-4677 smithlu@uvsc.edu	\$225
Weber State University	<b>Mark Simpson</b> Registrar	1102 University Circle Ogden, UT 84408 Telephone: (801) 626-6047 Fax: (801) 626-6679 Marksimpson1@weber.edu	\$225
Webster University	<b>Jeanie Erikson</b> Senior Director	2790 South Decker Lake Drive Salt Lake City, UT 84119 Telephone: (801) 779-2061 Fax: (801) 779-2062 erikson@webster.edu	\$225
Western Governor's	Darin Hobbs		\$225
Westminster College		1840 S 1300 E Salt Lake City, UT 84105 Telephone: (801) 290-3709 Fax: (801) 906-5108 Khasna1@wgu.edu	\$125

## Appendix D: UACRAO Annual Conference Rotation

Year	Host	Theme
1985	Weber State College	"Creative Express '85"
1986	Brigham Young University	"The Personal Touch" – People don't care how much you know until they know how much you care.
1987	Westminster College	"Expand Your Horizons"
1988	College of Eastern Utah	"The Price is Right in '88" - Come on Down.
1989	University of Utah	"Connections"
1990	Dixie College	"UACRAO – Make it a Warm Climate"
1991	Salt Lake Community College	"You've Gotta Have Heart"
1992	Southern Utah University	"Gateways"
1993	Utah Valley Community College	"Shining Gold to Sparkling Diamond"
1994	Snow College	"One Step Beyond"
1995	Utah State University	"Top it Off With Excellence"
1996	Weber State University	"C.L.U.E. – Common Labor, Uncommon Effort"
1997	AACRAO was held in Salt Lake City – and all efforts were put forth towards putting on that conference and allowing our staff to attend. Therefore, our state Annual Conference was postponed until February 1998. It was also voted on and passed that we would change the rotation to that of Central, South and North sections of Utah. We will begin with holding the conference in the Central part in 1998 and rotate to the South then North and Central again – with continuance in that order.	
1998	Central Region - BYU – Provo Park Hotel	"Stepping Up"
1999	South Region - Dixie - St. George Holiday Inn	"Rising On the Winds of Change"
2000	North Region - Utah State	"The New Millennium - We May Never Pass This Way Again"
2001	Central Region - U of U / SLCC / Westminster / LDS Business College - Larry H. Miller Entrepreneurship Training Center	"All Fired Up For the New Decade"
2002	South Region - College of Eastern Utah	"Discovery"
2003	North Region – Eccles Conference Center – Ogden, Utah	"Meet the Challenge"
2004	Central Region – Utah Cultural Ctr.	"Prospecting For A Better Student Experience"
2005	South Region – Southern Utah University	"Playing the Lead in Student Services"
2006	North Region – Utah State Univ.	"Building Balance"
2007	Central Region- Midway	"Education Elevated"
2008	South Region- Dixie State	"Something New Under the Sun"

2009	North Region- Weber Davis Campus	“Reaching for the Stars”
2010	Central Region- Park City	“Finding Zen in 2010”
2011	South Region- Snow College	

**Institutions by Region**

**North**

- USU
- Weber
- BYU-Idaho
- LDSBC
- DATC
- University of Phoenix

**Central**

- UofU
- BYU
- SLCC
- UVU
- Westminster
- Webster
- Neumont
- Western Governors
- Columbia

**South**

- Dixie
- SUU
- SNOW
- CEU

**Appendix E: Past Presidents of UACRAO**  
**Since 1966**

<b>Year</b>	<b>Name</b>	<b>Institution</b>
1966	Lucille Jensen	College of Eastern Utah
1967	W. Daniel Day	University of Utah
1968	Vern Thomas	Dixie College
1969	Ward Robb	Southern Utah University
1970	Ross Findlay	Snow College
1971	Mark Neuberger	Utah State University
1972	Milton Mecham	Weber State University
1973	Milton Mecham	Weber State University
1974	Erlend Petersen	Brigham Young University
1975	Miriam Cooper	Westminster College
1976	Charles Olsen	Utah State University
1977	Normand Gibbons	University of Utah
1978	Roger Baker / Ralph Boren	Snow College / University of Utah
1979	Ralph Boren	University of Utah
1980	Evan Sorensen	Utah State University
1981	Jeff Tanner	Brigham Young University
1982	Lynn Poulsen	Utah State University
1983	Emil Hanson	Weber State University
1984	Kay Harward	University of Utah
1985	Susie Archer	Salt Lake Community College
1986	Doug Bell	Brigham Young University
1987	Grant Cook	Utah Valley State College
1988	Jane Townsend	Salt Lake Community College
1989	Gerhard Bolli	Snow College
1990	Winslow Hurst	Weber State University
1991	Gene Priday	Brigham Young University
1992	Jan Young	College of Eastern Utah
1993	Dell Taylor	Dixie College
1994	Nancy Trevino	University of Utah
1995	Rod Clark	Utah State University
1996	Shelley Olsen	Utah Valley State College
1997	Gordon Westenskow	Ricks College
1998	Gordon Westenskow	Ricks College
1999	Wayne Childs	Brigham Young University
2000	Chris Rivera	Weber State University
2001	Sondra Miller	University of Utah
2002	Kip Harris	BYU-Idaho
2003	Brach Schlueter	Snow College
2004	John W. Boswell	University of Utah
2005	Liz Childs	Utah Valley State College
2006	John Allred	Weber State University
2007	Mark Simpson	Weber State University
2008	Jared Wilcken	Southern Utah University

2009	Desi Nielsen	Salt Lake Community College
2010	LuAnn Smith	Utah Valley University
2011		
2012		
2013		
2014		
2015		

**Appendix F: Past Presidential Award Recipients  
Since 1985**

<b>Year</b>	<b>Name</b>	<b>Award</b>	<b>Institution</b>
1986	Normand Gibbons	P	University of Utah
	Lillian Rigby	C	Utah State University
1987	Bill Sampson	P	Utah State University
	Maxine Stolk	C	Southern Utah University
1988	Emil Hansen	P	Weber State University
	Clair Lund	C	Snow College
1989	Kay Harward	P	University of Utah
	Carla Hansen	C	Brigham Young University
1990	Esther Webster	P	Utah Valley State College
	Frances Walsh	C	Utah State University
1991	Grant Cook	P	Utah Valley State College
	Sharon Deuel	C	Salt Lake Community College
1992	Ron Patterson	P	University of Utah
	Shirley Kalawaia	C	University of Utah
1993	Lynn Poulsen	P	Utah State University
	Kathy Lee Leishman	C	Brigham Young University
1994	Sondra Miller	P	University of Utah
	Cheryl Holmes	C	Weber State University
1995	Dell Taylor	P	Dixie College
	Tanya Gibson	C	Brigham Young University
1996	Marlynn Smith	P	Southern Utah University
	Liz Childs	C	Utah Valley State College
1997	Glenda VanWagenen	P	University of Utah
	Cheryl Carlile	C	Ricks College
1998	Charles Olson	P	Utah State University
	Shelley Olson	P	Utah Valley State College
	Pat Williams	C	Brigham Young University
1999	Dale Orton	P	Southern Utah University
2000	Carol Sandoval	P	Salt Lake Community College
	Shelby Ford	C	Brigham Young University
2001	LuAnn Harris	P	Utah Valley State College
2002	D. Mark Barton	P	Southern Utah University
	Michelle Chatterley	C	Utah Valley State College
2003	Maxine Stolk	P	Southern Utah University
2004	Jan Young	P	College of Eastern Utah
	Joanne Shurtleff	C	Weber State University

2005	Mary Etta Chase Missy Mumford	C C	Salt Lake Community College Brigham Young University
2006	John Boswell Dennis Black Joy Reyes	P P C	University of Utah Brigham Young University Utah State University
2007	Eric Webber Connie Whaley	P C	Salt Lake Community College Utah Valley State College
2008	Tom Gourley Carolyn Dyson	P C	Brigham Young University University of Utah
2009	Ann Gibbons Francie Hallman	C C	Utah State University Utah Valley University
2010	Becky Beyer Linda Rilk	C C	Brigham Young University Salt Lake Community College
2011			
2012			
2013			
2014			
2015			

P = Professional Personnel  
C = Classified Personnel

**Appendix G: Honorary Memberships  
Since 1985**

<b>Year</b>	<b>Name</b>	<b>Institution</b>
2010	John Boswell	University of Utah
2010	Dale Orton	Southern Utah University

## Appendix H: Sample UACRAO Nomination Form

Name of Nominee: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

\_\_\_\_ Professional administrator

\_\_\_\_ Member of support staff

Institution: \_\_\_\_\_

\_\_\_\_ Staff who have/ will retire

Using the following outline please state the reasons why the person you have nominated is especially deserving of a UACRAO special award.

**Accomplishments and Achievements:**

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**Years of Service:**

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**Community Service:**

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**Personal Attributes:**

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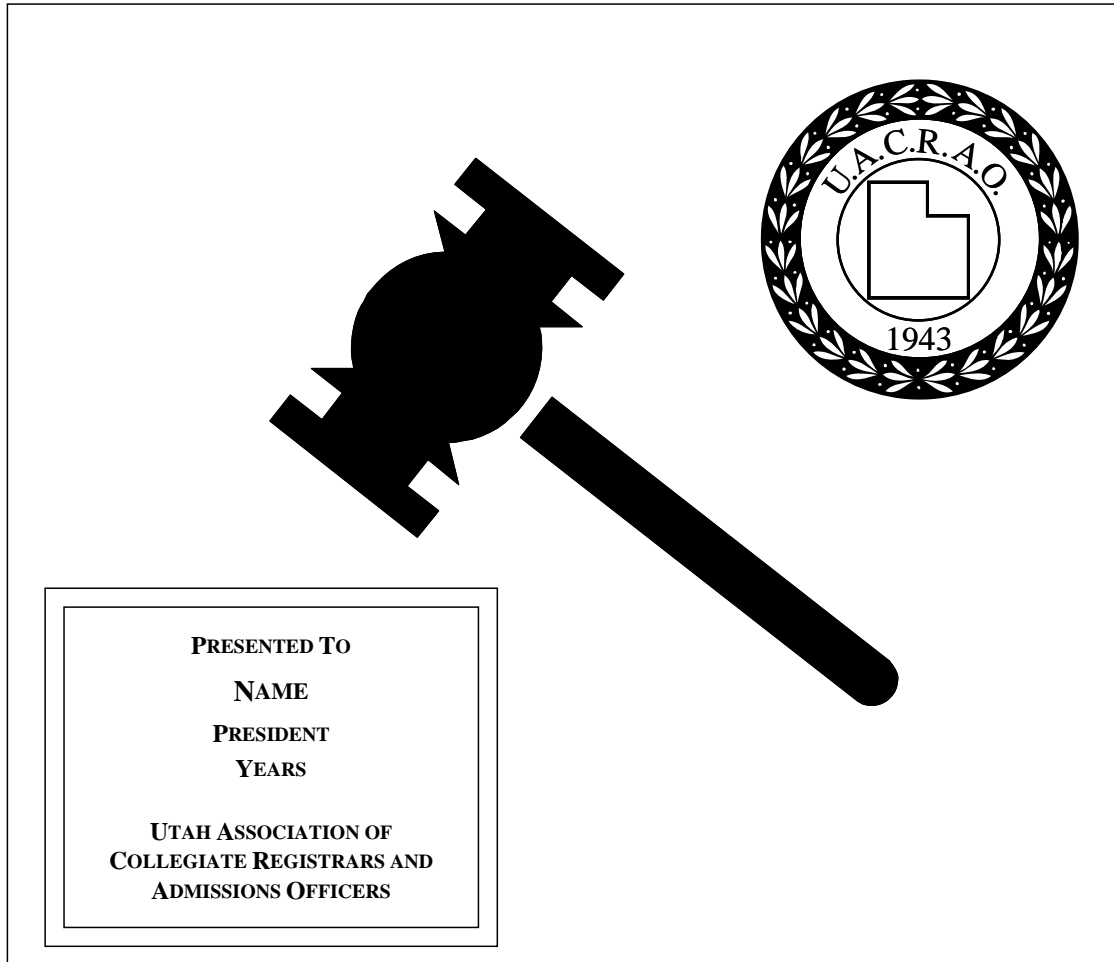
Name of person making nomination:

(Please type or print): \_\_\_\_\_

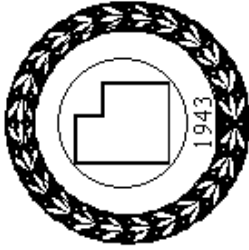
Phone number: \_\_\_\_\_

Please return this form by (insert date) to:  
UACRAO Vice President (insert name)  
(Insert mailing address)  
(City, state and zip code)  
(Insert telephone number) and (insert fax number)  
(Insert email address)

## Appendix I: Samples of Awards



Plaque for outgoing President should be 10 ½" x 13" and be made from a high grade of wood such as walnut. Plaque should include the UACRAO log (approximately 2" – 3" diameter), and a brass plate (approximately 3" x 5") engraved with recipient's name and years of service. A full wooden gavel should be mounted diagonally on the plaque



**UTAH ASSOCIATION OF COLLEGIATE  
REGISTRARS AND ADMISSIONS OFFICERS**

PRESENTS THE

**PRESIDENTIAL AWARD**

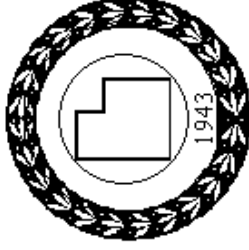
To

**NAME**

FOR DISTINGUISHED AND EXEMPLARY SERVICE TO  
STUDENTS, FACULTY AND STAFF

YEAR

Presidential Award plaques should be "9 x 12". Plaque should include UACRAO logo (approximately 2" – 3" diameter), name of award recipient's name and year awarded.



**UTAH ASSOCIATION OF COLLEGIATE  
REGISTRARS AND ADMISSIONS OFFICERS**

PRESENTS THE

**SERVICE AWARD**

To

**NAME**

FOR DISTINGUISHED AND EXEMPLARY SERVICE TO  
STUDENTS, FACULTY AND STAFF

YEAR

Service Award plaques should be 9" x 12". Plaque should include UACRAO Logo (approximately 2" – 3" diameter), name of award recipient's name, and year awarded.

## **Appendix J: Budget Guidelines and Conference Budgets**

### **Annual Budget Comparisons**

1. The summary sheet compares five-year trends and itemizes expenses.
2. Additional columns have been added to list future conference expenses.

### **Guidelines**

1. The Annual Conference budget, based upon five-year trends, will be determined by the UACRAO Executive Board.
2. All conference attendees will be assessed a registration fee to help cover the expenses of the conference. The refund policy requires that a written request for reimbursement be received by the Conference Chair at least ten (10) days prior to the conference. Another member may attend in place of the registered individual.
3. The Annual Conference registration fee has been \$100 per member attendee, \$120 per non-member attendee. One day registration has been \$50 per member attendee, \$60 per non-member attendee.
4. Registration fees received after the deadline will be assessed an additional \$35, including registrations received at the conference.
5. Affiliate members pay the standard dues and conference fees.
6. Fees for nonmember guests to attend the dinner or breakfast are determined by the Executive Board.



### Appendix K: Institutional Fees

Institution	Current Fee
Brigham Young University	\$ 225
BYU – Idaho	\$ 225
College of Eastern Utah	\$ 125
Columbia College	\$ 225
Davis Applied Technology College	\$ 175
Dixie State College of Utah	\$ 175
LDS Business College	\$ 125
Salt Lake Community College	\$ 225
Snow College	\$ 125
Southern Utah University	\$ 175
University of Phoenix	\$ 225
University of Utah	\$ 225
Utah State University	\$ 225
Utah Valley University	\$ 225
Weber State University	\$ 225
Webster University	\$ 225
Western Governors	\$ 225
Westminster College	\$ 175

## Appendix L: **Sample** Conducting Notes / UACRAO Conference

### Pre-Conference

- ❑ Pre-Conference Board Meeting (to be determined by the board)
- ❑ Golf Tournament: 4:00 –6:30 PM
- ❑ Dinner on your own: 6:30 PM

### Day One

- ❑ Continental Breakfast/Registration: 9:00 – 10:00 AM
- ❑ Welcome and Introductions: President: 10:00 – 10:15 AM
  - Introduce Chair of Professional Development Board who will introduce pre-conference speaker
- ❑ Pre-Conference Workshop: 10:15 – 12:00 PM
- ❑ President’s Luncheon: 12:00 – 1:30 PM
  - Welcome and Introductions: President
  - Introduce AACRAO Guest: President
  - Questions from conference chair, co-chair and track chairs
  - Last minute business/instructions
  - Special thanks to all track chairs and conference chairs
- ❑ Opening General Session: 1:30 – 2:15 PM
  - Welcome: UACRAO President
  - Introduce guest speaker
  - Guest speaker
  - Introduction of Executive Board – Ask them to stand when introduced: President
    - Past President
    - President Elect
    - Vice-President
    - Secretary
    - Treasurer

Others working with the Board

Conference Chair

Conference Co-Chair

Web Editor

Newsletter Editor

Introduction of AACRAO Guest: President or President Elect

Report of Board activities for the year: President

Conference business / housekeeping: Conference Chair

- ❑ Session 1: 2:15 – 3:15 PM
- ❑ Break: 3:15 – 3:30 PM
- ❑ Session 2: 3:30 – 4:30 PM
- ❑ Session 3 Focus Groups/Cracker Barrels: 4:30 – 5:30 PM
- ❑ Hors D'oeuvres: 6:00 – 7:00 PM
- ❑ Dinner and Entertainment: 7:00 PM

Welcome: UACRAO President

Buffet instructions / introduces entertainment: Conference Chair

Dinner

Introduce Vice-President to present awards: President

Vice-President presents awards

Retirement

Presidential

Thank guests and entertainment group / dismiss until 8 AM Friday: President

## **Day Two**

- ❑ Breakfast and Business Meeting: 8:00 – 9:30 AM

Welcome: President

Breakfast instruction / conference housekeeping: Conference Chair

Breakfast



Motion Announcement: *“It has been proposed and seconded that we close nominations and accept by acclamation those nominated by the Elections Board.”*

Discussion – (Maker of motion has first right to speak during discussion.)

Call for the Question: (Call for vote on the motion) *“All in favor say aye, Opposed, nay.”*

Decision Announced

- ❑ The new Executive Board for the coming year will be: Past President
  - Past President
  - President
  - President Elect
  - Vice President
  - Secretary
  - Treasurer
- ❑ Other Ex-Officio Members of the Board will include:
  - Conference Chair
  - Professional Development
  - Web Master
  - Newsletter Editor
- ❑ Recognize and thank Local Arrangements Board: Conference Chair
- ❑ Introduce UACRAO 200\_: Conference Co-Chair
- ❑ Distribute gifts / other conference instructions: Conference Chair
- ❑ Turn the gavel and Presidency over to President Elect: Current UACRAO President
- ❑ New President: *“This Annual Business Meeting stands adjourned until next year.”*
- ❑ A general session for all featuring a specific topic: 9:30 – 10:30 AM
- ❑ Session 4: 10:45 – 11:45 AM