[Draft Copy - Approval Pending 2026 Annual Meeting]

Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO)

Annual 2025 Business Meeting

In-Person Conference | Spokane, WA

November 9- 12, 2025

November 09, 2025

President, Tina Miller

Meeting called to order at 5:32 PM

Parliamentarian: Marc Booker Sunday, November 9th – Wednesday, November 12th

President Tina Miller welcomed attendees to the conference and made land acknowledgement for the conference site, Traditional Land of the Spokane Tribal People, and recognized the dispossession and displacement of indigenous people. President Miller also introduced the conference theme, "Bloom," and its meaning, the Executive Board member, conference chairs, and AACRAO representative.

We have a total of 160 attendees, no one-day registrants, 56 first-time attendees, members from 12 different states and two territories, including Guam.

Tina Miller introduced the 2024-25 Board, Program and Local Arrangements Committee Chairs, and AACRAO representatives. Additionally, past-presidents in attendance were introduced.

Business Partner Liaison, Chelsea Peoples @ 5:43 PM

Chelsea presented and introduced the vendors and exhibitors. She explained the QR code scavenger hunt procedures, as well as the raffle prizes available to win.

She introduced conference sponsors and partners:

- Platinum Sponsors: Parchment
- Gold Sponsors: Coursedog, Courseleaf, College Source, Mongoose, Kuali, and National Student Clearinghouse
- SIlver Sponsors: KTech Products LLC, College Net, Paradigm, Postal Source, Infosilem, and Stellic

Vice-Chair Diversity Development Committee, Jerrell Townswend @ 5:46 PM

Jarrell, Vice Chair of the Diversity Development Committee, introduced **Partners Inland Northwest** as this year's PACRAO Gives Back organization. He shared that the committee selected the nonprofit after researching organizations in the Spokane area. Partners Inland Northwest has served the community for more than 75 years as Spokane County's largest free food, clothing, and diaper bank, supporting more than 15,000 neighbors each month through essential services and statewide food assistance programs. Jarrell encouraged attendees to support the

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organization through monetary donations and by contributing nonperishable food items, travel-sized toiletries, and gently used clothing. He also invited attendees to learn more about Partners Inland Northwest at the Diversity Luncheon and through the PACRAO Gives Back link on the conference website, where additional information and a donation link are available.

Nominations and Elections Committee - Past-President, Alex Underwood @ 5:49 PM

Alex Underwood introduced the Slate of Candidates for 2025

- President-Elect: Steve Downing - Bellevue College
- Vice President for Communications and Information Technology: Michael Davenport - The University of Arizona
- Vice-President for Professional Development: Helena Babiski - Coconino Community College
- Treasurer-Elect: Steven P. Stubbs - North Idaho College

Additionally, Alex introduced the 2025 Nominations and Elections Committee

- Alex Underwood - Chair, University of Arizona
- Gaby Asamsama-Acuna - Vice-Chair, Ventura College
- Chantel Black - Spokane Community College
- Bracken Dailey - University of California, Riverside
- Maxwell Kwenda - Gonzaga University
- Maggie Ramirez - The University of Arizona
- Ronald Venegas - La Sierra University
- Peyton Coronas - Vice Chair-Elect, University of Nevada, Las Vegas

Moreover, Alex announced the positions for nominations for 2026-27:

- 2026 Nominations and Elections Committee
- President-Elect
- Vice President for Membership
- Vice President for Diversity Development
- Secretary
- Business Partner Liaison-Elect
- Audit Committee

No other nominations received from the floor. Final vote to confirm this slate of nominees will be held during the closing portion of the Business Meeting on Wednesday, November 12th.

2025 Program Chair Introduction - 2024 Spokane Program Chair Arturo Torres @ 5:54 PM

Arturo explained the work of the committee has done over the last 10 months, mostly remote and introduced the Program Committee members:

- Arturo Torres - University of Washington
- Michael Haydon - Ventura College
- Peyton Coronas - University of Nevada, Las Vegas
- Jenny Diaz - Fresno State University (unable to be in attendance)
- Andrew McNeill - Western Seminary
- Val Nordin - National University

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- Sean Pattison - University of California, Los Angeles
- Jennifer Russell - University of Fraser Valley
- Sarah Strickler - University of Oregon
- Kelly Acuna - University of Arizona
- Elizabeth Johnson - University of Utah
- Laura Schonberger - Current VP for Diversity Development, from University of Phoenix.

Arturo also acknowledged Chelsea Peoples, Mchael Davenport, and Tina Miller. Additionally, he shared details about conference logistics such as Guidebook, room locations, and conference events.

2025 Local Arrangements Committee Introduction - 2025 Spokane Local Arrangements Chair Michael Pastore @ 5:59 PM

Michael introduced the Local Arrangements Committee:

- Eli Gandour-Rood - University of Puget Sound
- Steve Downing - Bellevue College
- Kristen Labrecque - University of Washington, Bothell
- Kara Simon - Digipen Institute of Technology (not in attendance)
- Megan Banford - University of Washington
- Jan Jaraysi Alvarez - Eastern Washington University
- JIll Freuden - Washington State University
- Chantel Black - Spokane Community College
- Maggie Ramirez - University of Arizona
- Steven Stubbs - North Idaho College
- Eduardo Leon Garcia - Loyola Marymount College
- Les Apouchtine - Vancouver Community College (not in attendance)

Michael shared information on how to get involved, including a session hosted by Eduardo Leon Garcia and Sean Pattison happening Monday. Also indicated how the LAC Committee can be identified with the lilac flower pins on the leonard.

Opening Speaker - Jenna Heath @ 6:07 P.M.

Arturo Torres introduced Jeanna Heath

Jenna Heath presentation's title, "Head, Heart, and Backbone: Leading with Emotional Regulation." She started with a powerful statement she heard from a past boss, "You are not social enough!" Also posed the question, "have you ever made a subordinate feel bad about themselves."

Transitioned to "01: About Me" and shared a more in-depth story about herself and all the credentials she has acquired. Next, she introduced "02: What Are We Doing?" and presented different questions about emotions. Slide "03: What Is This?"

Also introduced "S.M.A.R.M."

- **S** - Situation Selection
    - Boundaries: Where and what do we want to be part of?
- **M** - Situation Modification

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    - Adaptation: You're here, now change or set the tone
- **A** - Attention Deployment
    - What we focus on matters
- **R** - Cognitive Change (Reappraisal)
    - Secret Sauce of Regulation!
    - Be curious, what's happening?
- **M** - Response Modulation
    - Express or Suppress
    - The emotion is there - what do we do with it?

Tina Miller and Arturo Torres presented Jenna Heath with an appreciation gift.

President Tina Miller

Meeting recessed at 7:03 P.M.

November 10, 2025

President, Tina Miller

Meeting reconvened at 8:28 A.M.

Tina Miller welcomed everyone to day two of the conference and introduced the voting procedures today.

Secretary, Omar Saucedo @ 8:30 AM

The minutes for the 2024 annual meeting were made available on the PACRAO website and Guidebook app. No questions or comments were received on the floor. A motion to approve the minutes was made by Julia Pomerenk from the University of Oregon, and seconded by Jana Jaraysi Alvarez, from Eastern Washington University, and approved by the membership with no amendments, with 15 ayes, 0 nays, and 0 abstentions.

President, Tina MIller @ 8:33 AM

Voting on the minutes was approved by the membership.

Proposed By-Law Changes - Past-President, Alex Underwood @ 8:35 AM

Alex presented the proposed bylaw changes from the Executive Board. The proposed changes were sent to the membership on October 8th and have been posted on the PACRAO website. A webinar was also hosted to discuss the changes.

Summary of Bylaw Changes:

- For Article 2 - Dues: The Executive Board proposed to update the deadline for paying member dues from July 1st to July 31st to allow more flexibility for member institutions to access fiscal year funds.
- For Article 5 - Duties of Officers: The Executive Board proposed to eliminate references to outdated committees including the PACRAO Review Editorial Board, Membership Development Committee, The Publication and Information Technology Committee, and to clarify the responsibilities of the Secretary,

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modernize the description for the Vice President of Communication and Information Technology and Treasurer, along other minor adjustments for clarification.

- For Article 6 - Standing Committees and Appointed Position: The Executive Board proposed to update the article names as the BPL is now an elected board officer, make the Audit Committee non-dissolvable by the president, and remove outdated committees, and renumber the components of the article along with removing gendered language.

Motion to approve the bylaws by Chantal Black from Spokane Community College and seconded by Lindsay Stadler from Pomona College.

Votes: 57 Ayes, 0 Nays, 0 Abstentions.

President, TIna Miller @ 8:42 A.M.

Tina acknowledged conference presenters and asked them to stand to be recognized

Meeting recessed @ 9:02 A.M.

Wednesday, November 12, 2025

Beth Warner, AACRAO Board of Directors @ 9:44 A.M

Provided national updates about AACRAO - finished her presentation @ 10:13 A.M

Helen Garrett, Featured Speaker @ 10:15 A.M.

Presented about FERPA, provided guidelines, and took questions fro

Meeting reconvened at 10:53 A.M

Vice-President of Professional Development, Helena Babiski @ 10:54 A.M.

Helena Babiski presented a Professional Development report to attendees. No questions were asked. She introduced Shelly Hsu.

VIce-President of Membership, Shelly Hsu @ 10:56 A.M.

Shelly Hsu presented a Membership report to attendees. No questions were asked. She introduced Michael Davenport.

VIce-President of Communication and Technology, MIchael Davenport @ 11:02 A.M.

Michael Davenport presented the Communication and Information Technology report. No questions were asked. He introduced Joshua Reinhold.

Treasurer, Joshua Reinhold @ 11:04 A.M.

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Joshua Reinhold presented the Treasury report. Announced that although the organization is not in financial distress, we must make decisions that will help our finances grow and sustain the organization. No questions were asked. He introduced Joe Tate.

Audit Committee Chair, Joe Tate @ 11:09 A.M.

Joe Tate presented the Audit report. No questions were asked. He introduces Alex Underwood.

Nominations and Elections Committee - Past-President, Alex Underwood @ 11:13 A.M.

Alex thanked the 2024-25 Nominations and Elections Committee. Alex presented the slate of nominees for 2025.

- President-elect - Steve Downing
- VIce-President for Communications & Information - Michael Davenport
- VIce-President for Profession Development - Helene Babiski
- Treasurer-elect - Steven Stubbs

Motion to approve the slate was made by Julia Pomereck, seconded by Eli Gandour-Rood, and approved by the membership with no amendments. All ayes, No nays, and zero abstentions.

Closing Comments, Tina Miller @ 11:17 A.M.

Tina thanked the membership for their trust and support. Gave shout-out to Alex Underwood as he transitioned out of the executive board.

2025-2026 President, Erin Michelle Collins @ 11:19 A.M.

Erin thanked the Local Arrangement Committee for this arduous work to set up the conference. She thanked Tina and the membership for entrusting her with the organization for the upcoming year. Erin introduced herself and gave background information about her military upbringing, family dynamics, career, and personal professional development.

She introduced the 2025-2026 Executive Board Members and 2026 Conference Chairs:

- Past-President - Tina Miller
- President-elect - Steve Downing
- Vice President for Membership - Shelly Hsu
- Vice President for Professional Development - Helena Babiski
- Vice President for Communication and Information Technology - Micahel Davenport
- VIce President for Diversity Development - Laura Schonberger
- Secretary - Omar Saucedo
- Treasurer - Joshua Reinhold
- Treasurer-elect - Steven Stubbs
- Business Partner Liaison - Chelsea Peoples
- Local Arrangements Committee - Eduardo Leon Garcia
- Program Chair - Sean Pattison

2026 LAC and Program Chairs, Eduardo Leon Garcia and Sean Pattison @ 11:39 A.M.

Eduardo and Sean share information about next year's conference in Hollywood, CA: "Among the Stars," November 8-11, 2026. The Chairs showed a promotional video about Los Angeles to encourage members to attend, as well as an invitation for membership to join one of the two committees.

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President, Erin Collins @ 11:45 A.M.

Erin thanked all attendees once again and banged the gavel for the first time.

Meeting adjourned at 11:45 A.M.

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