

# ARUCC newsletter

VOL. 1. NO. 3

1981

Newsletter of the Association of Registrars of the Universities and Colleges of Canada  
Bulletin de L'Association des Registrars des Universités et Collèges du Canada

## PRESIDENT'S COLUMN

### A.R.U.C.C. OF THE FUTURE

#### Bilingual Lead

The Executive of A.R.U.C.C. met on October 16th in Montreal and pursued its earlier discussions plotting out the role of A.R.U.C.C. in the future. There is a general impression that A.R.U.C.C. is not doing enough to meet the needs and aspirations of Registrars, Admissions and Liaison Personnel. On the other hand, it is quite clear that the very low rate of funding of A.R.U.C.C. makes even the holding of Executive meetings more than twice a year difficult. The problem is to develop a program that will be more acceptable to the Universities and to determine what level of fee is appropriate. With inflation continuing at its present rate, the ability of A.R.U.C.C. to service its members is diminishing rapidly every year. Unless we modify the fee schedule we will taper off into complete torpor. On the other hand, to ask Universities to contribute more money for minimal service is to invite members to reconsider their membership.

The members of the Executive, in their efforts to expand on certain program ideas, would undoubtedly be grateful to receive the comments, suggestions and cooperation of the membership. Please do not hesitate to contact them and help them to upgrade the quality of A.R.U.C.C.

L'Exécutif s'est donné l'objectif de présenter à la prochaine réunion biennale, qui aura lieu à Montréal en juin 1982, un programme d'amélioration de l'Association. En ce moment nous espérons que ce programme contiendra trois grands axes. Premièrement il y aura quelques nouveaux services et chaque membre de l'exécutif a accepté de faire une définition d'un de ces services et c'est notre but de faire une sélection et de présenter trois ou quatre de ces services aux membres dans six mois. Deuxièmement, nous désirons créer un service permanent pour le fonctionnement de l'Association lui-même. Nous sommes entré en négociation avec l'Association des universités et collèges du Canada au sujet de la possibilité de leur donner un contrat pour ce service. Le troisième axe c'est certainement "le futur financier de l'Association". Les frais n'ont pas changé depuis quelques années et nous nous trouvons de plus en plus forcé de réduire nos activités pour manque de fonds. Nous avons discuté plusieurs possibilités pour mettre l'Association sur une base financière plus stable. Une de ces propositions sera présentée aux membres à la prochaine réunion.

Si vous avez des idées au sujet de l'A.R.U.C.C. et son futur j'aimerais recevoir vos suggestions par téléphone ou par écrit et je vous assure que vos idées seront présentées aux membres de l'Exécutif.

BRUCE SMART,  
PRESIDENT

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NEW A.R.U.C.C. SERVICE  
JOB POSTING EXCHANGE

Seeking new staff - or a new job? Read on ...

As a new service to A.R.U.C.C. members, a job posting network has been established. Reach the right people quickly! Send your job postings to:

Ainsley Towe, Associate Registrar  
and Secretary-Treasurer A.R.U.C.C.  
Brock University  
St. Catharines, Ontario  
L2S 3A1

Your job posting will be immediately distributed to the entire A.R.U.C.C. membership, reaching a qualified and sympathetic audience. Networking works - make it work for you the next time you're in search of qualified, experienced personnel.

EDITOR'S COLUMN  
DIANE MORRIS

Well, my fondest hopes as Editor have come to pass - THANK YOU - my desk is actually overflowing with contributions from A.R.U.C.C. members across the country.

Elizabeth Chard, Registrar at St. Mary's University, Halifax, responded to the Mail Strike Issue as follows:

"I have often said that the Registrar's job was challenging and certainly this was no truer than during the Canadian postal strike. At Saint Mary's we found ourselves in a particularly difficult situation in that our traditional practice called for a mail-out in July to each and every student at the University - a mail-out which contained the Calendar, time-table and information on Early Registration as well as Regular Registration. With this chief means of communicating with our students cut off, we resorted to a number of contingency plans. The first saw Murray Wilson, Assistant Registrar and I go to 4 centres in Nova Scotia and New Brunswick - Sydney, Moncton, Saint John and Yarmouth in order to carry out some of the Early Registrations. We continued the usual practice of in person registration on campus during the month of August, using the local newspapers to so advise students. Alumni carried information on our behalf to some of our students in Quebec and Ontario and we made a significant mailing through the United States postal system to our non-Canadian students. In addition, we dropped off information at Acadia University's Registrar's Office and they did likewise at Saint Mary's. Basically, from the Registrar's Office's point of view, we did not resort to the telephone as a substitute for the mail system, although many of our students chose this as the chief means of communicating with us.

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By means of utilizing the above schemes as well as several others, the mail strike did not have a serious effect on the number of students who participated in Early Registration. To be sure, there were inconveniences for all concerned, but I suspect that the bottom line is that we will be re-vamping our whole approach for providing Calendars and time-tables to our students in the future. Not only has the unreliability of the postal system led us to this conclusion, but also the recent announcement with respect to the increase in postal rates.

I suspect that we were all rather surprised that we were able to cope as well as we did with this grave inconvenience."

Another slant on the mail situation came in from Brock University. With the abrupt postal increases slated for January 1982, I'm sure all of us are exploring ways of utilizing the best available services per dollar spent available. Were you aware of the following services offered by Canada Post?

Certified Mail versus Registered Mail

Certified Mail is a new proof-of-delivery service from the Canada Post Office. With Certified Mail, you obtain a signature and date of receipt for your records. It is especially suited for important letters or documents because it provides the sender with a signed and dated proof-of-delivery. Two versions are available: The Standard Letter Kit and the Multi-purpose Kit.

The Standard Letter Kit is suitable for mailing letter-size communications up to four pages of 8½ x 11 inch paper. The Multi-purpose Kit is designed for sending anything from bulky documents to oversize envelopes. It differs from the Letter Kit in that it attaches to the object being sent by a self-adhesive backing, whereas the Letter Kit encloses the item within an inner envelope.

Each Certified Mail Kit consists of a three part form:

1. The Post Office Record Card which is kept on file for 18 months.
2. Proof-of-delivery card which is mailed to you as soon as a signature is obtained.
3. The addressee's copy in the Letter Kit is the inner envelope.

Each kit costs 90¢ plus regular postage. They can be purchased in continuous form sets and they are serially numbered so they do not need to be recorded at the Post Office. If no one is in, the Postman will return the communication to the Post Office and send the addressee a Delivery Advise Notice. Should the item be undeliverable, the Canada Post Office will return it to your address.

Registered Mail should be used where items require special security and compensation features. Registration is a system where an article may be mailed and:

- a receipt is issued to the mailer at the time of mailing
- a record is kept of the article while in the course of post
- a signature is obtained from the addressee or his representative before delivery is completed

Articles to be registered must be handed in at a Post Office where a receipt is always given to the sender for registered items (to be kept as proof of mailing). At the time of delivery, of a registered article, the addressee or (recognized representative) must sign for the article. No delivery of a registered article is permitted until a signature is obtained from the addressee or recognized representative.

Fees

Fee	Indemnity Coverage
\$1.50	up to \$100.
\$1.50 first \$100.	over \$100. and up to \$1000.
plus 25¢ each additional \$100.	
of coverage	

Acknowledgement of Receipt requested:

at the time of mailing the registered article	40¢
after mailing the registered article	50¢

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### Bulk Mailing

Where a mailing consists of at least five thousand identical pieces for delivery within one province or at least 10,000 identical pieces for delivery within more than one province, a special bulk mailing discount rate is available from Canada Post. This rate is considerably lower than regular first class mail, as outlined below:

Where the individual item is 50 grams or less, the bulk rate is 9¢ per item versus 15¢ per item third class. Where the individual item is more than 50 grams, the cost is 3.4¢ per item plus \$1.12 per kilogram or fraction thereof calculated on the total weight of the entire mailing versus 23¢ per item weighing more than 50 but up to 100 grams. In order to qualify for this discount rate, the sender must be prepared to:

- be certain that the postal code of addressee must be on at least 85% of all third class mail, mailed at one time at the bulk rate
- sort mailing by first three digits of postal code and either put them in bundles or if sufficiently large number, stuff in postal bags (this presupposes the ability to run labels or addresses in postal code sequence)

### Telepost

Telepost is the Canada Post and C.N.C.P. Telecommunications Electronic Mail Service that may be sent by telex or telephone to the Canada Post Office Telepost Centre nearest your addressee. There it is printed out individually and preferential treatment gets it delivered with the next regular mail. Delivery is next day or better; in some cases, with the time zone changes, same day delivery is possible.

Costs:

- by telex - 85¢ per message plus telex usage charges
- by telephone - \$2.40 for the first 50 words and 30¢ for each traditional 25 words

There is an additional fee for special delivery.

And here's a letter that proves an exchange of available information also encourages even more potential opportunities ...

Mr. B. Smart  
(President, A.R.U.C.C.)  
Associate Registrar  
Concordia University  
1440 St. Catherine St., Room 523  
Montreal, Quebec  
H3G 1R8

Dear Bruce:

I noted on page 5 of your September A.R.U.C.C. Newsletter there is a statement that SUAC "is the only one in Canada designed specifically to develop capable university administrators". As you are aware, CAUBO was the group responsible for obtaining the funding for this fine program and I personally would be the last to disclaim the endorsement of SUAC by your Association. In fact, if the word "senior" had been inserted before the words "university administrators", I would agree 100%.

This is a long-winded way of pointing out that there is another course available for developing capable "non-senior" university administrators. Hopefully some of the middle management personnel in a registrar's office would find our University Management Course at Banff of value and interest. At a meeting this week in Toronto of CAUBO's Professional Development Committee we discussed the 1982 session, which will be held again at the Banff Center on June 12-18 with the same format and faculty.

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Enclosed is a copy of the 1981 course brochure. Unfortunately the one major change for 1982 is an increase in the fee to \$950. This amount, however, includes room and board and also reflects the fact that we are limiting the enrolment to 40 participants. Of this number we hope to have at least 10 from non-Western universities. If you would agree, perhaps copies of the 1982 brochure, when available in a couple of months, could be distributed to the A.R.U.C.C. membership. Most of the 45 participants in 1981 were from the finance departments with a few from the administrative side of academic departments. I do not recall any personnel from a registrar's office. Based on the evaluation feedback we obtained, the course was rated quite high.

Any queries on this program would be most welcome.

Sincerely yours,

Kenneth Clements  
Executive Director  
Canadian Association of Universities  
Business Officers  
151 Slater  
Ottawa, Canada K1P 5N1

Nor is all correspondence purely factual, the following vignette appeared in The New Yorker last August:

WILLIAMSBURG, KY. - Cumberland College Academic Dean Dr. E.C. Masden recently announced the registration schedule for the Fall 1980 semester at the Kentucky Baptist College.

Sun. Aug. 24	College residences open presidents reception Boswell's Campus Center	9:30 a.m.-5 p.m. 2 p.m.-4 p.m.
Mon. Aug. 25	Orientation begins Financial arrangements may be made	
Tues. Aug. 26	Orientation continues Freshman registration begins	1 p.m.
Wed. Aug. 27	Counseling Services and Library Orientation Registration of Sophmores, juniors, and seniors	
Thurs. Aug. 28	Classes begin	

- News release from Cumberland College.

Remedial English is required.

Your information and expertise will interest other Registrars and Admissions people across the country. The next issue of CONTACT will appear in January. Send me your articles, news items and letters. I love working on a cluttered desk!

Diane Morris, Registrar & Editor, CONTACT  
Mount Saint Vincent University  
Halifax, Nova Scotia  
B3M 2J6

PROGRESS THROUGH THE RANKS

U.P.E.I. APPOINTS NEW ASSOCIATE REGISTRAR

Louise Gay is named Associate

Assistant Registrar Louise M. Gay has been promoted to the rank of Associate Registrar, University Registrar Michael F. Hennessey announced this week. Mrs. Gay has spent over 20 years in the field of admissions starting at Prince of Wales College in 1960, when Gordon L. Bennett was Registrar. Mrs. Gay joined U.P.E.I. at the time of the amalgamation of PWC and Saint Dunstan's University in 1969.

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Dr. E.G. McLeod Dies In Hospital

Dr. Edith Gordon McLeod, one of the University of New Brunswick's longest serving staff members, died Saturday at Dr. Everett Chalmers Hospital.

She was associated with UNB during the partial and full terms of office of five presidents.

Of Scottish descent, she was born at Richibucto, Kent County and received her early schooling there. A graduate of Fredericton High School, she received her Bachelor of Arts with Honors in English and Philosophy from UNB.

Upon graduation, Dr. McLeod set out to become a librarian and joined the staff of the Geological Survey of Canada in Ottawa. She returned to Fredericton as secretary to the late Dr. C. Jones, president of UNB from 1906 to 1940. She also served his successor, Dr. Norman A.M. MacKenzie, in the same position.

During the presidency of Dr. Milton F. Gregg, VC, she became university registrar, a post she held for 23 years, serving also under presidents Dr. Albert Trueman and Dr. Colin B. Mackay. In 1966, UNB conferred upon her an honorary doctor of laws degree.

Upon retirement in 1968, she was named registrar emerita, the first in UNB's history. In the spring of 1974, a women's residence was named in her honor.

Dr. McLeod was a member of the Canadian Institute of International Affairs, a past president of the UNB Alumnae Society and of the Women's Faculty Club, and served two consecutive terms as the first woman president of the Fredericton Society of St. Andrews.

She is survived by several cousins.

NOMINATIONS SOUGHT: HONOURARY  
MEMBERSHIP IN A.R.U.C.C.

Nominations are now open for honorary membership in A.R.U.C.C. We seek your nominations for people who have served in membership positions and who have made significant contributions to the profession and to the national association. Nominations should include a brief vitae and outline of significant areas of contribution. The A.R.U.C.C. executive will then select candidates for awards at the national conference in June 1982 in Montreal. Please forward your nominations to:

Ainsley Towe, Associate Registrar &  
Secretary-Treasurer A.R.U.C.C.  
Brock University  
St. Catherines, Ontario  
L2S 3A1

DEADLINE: 31 December 1981

The A.R.U.C.C. Executive will consider nominations at their January 1982 meeting.