



# OACRAO News

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Happy New Year! The holidays are such a busy time of year at home and at work that I hope you all had an opportunity to relax and enjoy time with your families and friends.

In starting my first newsletter article, I'd like to take a moment to reflect back on the 2001 OACRAO Conference in Columbus. The November conference was full of insightful

sessions and presenters, generous vendor participation, networking with colleagues – and of course, great food, fun, and laughter! From the Wednesday morning pre-conference workshops all the way through to the Friday afternoon post-conference workshop, the feedback throughout was very positive. One last HUGE thanks to LAC chairs Connie Goodman and Cheryl Gloege and their committee, for a job well done. Please be sure to read related articles in this newsletter about conference happenings.

OACRAO is ringing in the New Year with a number of priorities already in the works.

Your vote of approval for the new position of VP for Membership Development in November is a sign of our organization's commitment to membership maintenance, growth, and mentoring opportunities between veteran and new members. This position will be pivotal to the organization's future as our institutions are faced with budgetary constraints and professional development dollars continue to shrink. I look forward to the work of Bob Myers and the Membership and Mentoring Committee to establish a long-term membership plan for the organization,



and in particular I hope to help them address a component for a stronger admissions presence.

Plans for incorporation of our organization this year are also under way. While OACRAO has always run itself as a non-profit organization, we have yet to consider incorporating our organization until just recently. As one of Dick Carpenter's last acts as president, he appointed a task force that has already

started working on the steps to incorporation. Chaired by Dick, the task force also includes Brad Myers, Dave Sauter, Louise Ditchey, Allen Cole and Lorinda Bishop. Watch for more information on this effort in the next newsletter.

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We also welcomed a renewal of our first corporate-sponsored scholarship for the second year! While the fundraising efforts of the Scholarship Committee and membership donations have been overwhelming, how exciting it is to accept corporate sponsorships! The Scholarship Committee will be working this year on a marketing plan to attract additional corporate sponsorships as well as a plan for it's own self-sufficiency.

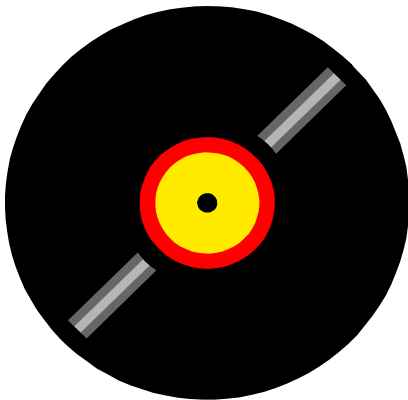
From just the few initiatives I have shared above (and there are many more too numerous to mention) it is clear to see that our organization is full of wonderfully committed volunteers. And that commitment is evident not just within our state organization, but at the national level as well, with a number of our members in AACRAO committee and presenter roles. All of you have multiple tasks and responsibilities in your "day jobs" yet you still have time to volunteer for a committee, presentation, or as a resource for a specific project. I encourage you to stay connected with OACRAO in the next year. If

you are a new member to the group, take that small first step and call a fellow-colleague to see how you can get involved. It truly opens the door to a whole new world of professional growth and development!

I can't end this note without mention of the 2002 OACRAO Conference. Have you heard that it's in downtown Cleveland this year? My hometown! And that the dates are November 6-8? Mark it on your calendar if you haven't done so already. Stay tuned for more details in the next newsletter from our three Co-Chairs: Laura Finson, Frank Salak, and Sammie Tyree-Cox. This year's conference is sure to ROCK!!!

Best wishes to all of you as you start the New Year at your respective institutions. I look forward to meeting up with many of you at events in the months to come. Take care for now.

Matha Hicks  
OACRAO President



## Mark Your Calendars Now For OACRAO 2002 in Cleveland!

The 2002 OACRAO Conference will be held November 6-8 at the Sheraton Cleveland City Centre located at 777 St. Clair Avenue, which is located within walking distance of the Rock and Roll Hall of Fame and Museum and the Great Lakes Science Center. It is also within close proximity to the Flats entertainment district. Cleveland has been awarded the "All America City" designation a record five times. We can promise you a good time at next year's conference. Please plan to attend and encourage others at your institution to attend as well.

Laura Finson, Frank Salak  
& Sammie Tyree-Cox  
OACRAO 2002 LAC Co-Chairs



## Scholarship Committee Sets New Record for Donations

The Scholarship Committee is pleased to announce that applications for the OACRAO 2002 Leadership and Service Scholarship have been distributed to more than 900 Ohio high schools. The committee will begin its review of this year's applicants immediately after the February 16 application deadline, and the winners will be announced in May 2002.

Thanks to the continuing commitment of the Executive Committee and the generous support of the OACRAO membership, the Scholarship Committee will again be able to offer five, \$500.00 scholarships to a select group of outstanding Ohio high school seniors. Anyone who has served on the Scholarship Committee will confirm that reading the scholarship applications is an affirming experience. There is no question that there are some absolutely terrific kids in our state, who make a difference in their schools and their communities, everyday!

Fund raising continues to be a top priority for the Scholarship Committee, and I want to thank the committee members who gathered items for a very successful silent auction and sold all those Split-the-Pot tickets. At the 2001 Conference in Columbus,

the committee raised \$1,367.00. This includes \$465.00 in donations from the OACRAO membership. We also received a \$500.00 donation from Script-Safe, our first corporate sponsor. Script-Safe has already pledged to support the Leadership and Service Scholarship with another \$500.00 donation in 2002. The challenge facing the Scholarship Committee is to identify and implement strategies that will expand the corporate sponsorship base and guarantee the future of the OACRAO Leadership and Service Scholarship. I know I speak for the committee is saying that we would welcome and suggestions that you might have for corporate sponsors.

Thank you for your continued support of the OACRAO Leadership and Service Scholarship program.

Mary Southards  
Chair, OACRAO Scholarship Committee



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### Lorinda Bishop Receives Linus B. Ryland Award

Congratulations to Lorinda Bishop, this year's recipient of the Linus B. Ryland Award. Lorinda's dedication to OACRAO through both her personal and professional commitments were recognized at the Conference Business Lunch. Lorinda has been Registrar at Owens Community college since 1988. She was President of OACRAO in 1999 and has served on various committees throughout her membership years. At AACRAO, her presentations include a workshop on Records Fraud and several sessions on Systems conversions and Academic Policy. She has also served on the AACRAO membership committee.

Well deserved, Lorinda!



### Election Results for 2001-2002

Elections were held at the annual conference for positions becoming vacant due to term expirations. Here's the results:

New members to the Executive Committee include President-Elect, Allen Cole, Secretary, Ray Elash, Vice-President, Programs, Don Foster and Vice-President of Membership Development: Bob Myers.

The Nominations and Elections Committee will include Past-Presidents, Brad Myers and Dave Sauter. At-Large members are Cindy Davis and Stu Terrass.

Congratulations to each of you!





## Historian's Corner

### SOS: Send OACRAO Stuff!

It was my privilege at OACRAO in November to present a “high-touch” (certainly not high-tech) session involving our seventy-five year history. The eighteen notebooks represented the combined resources of boxes, notebooks, and file folders of information dating back to 1926...gathered together for perhaps the first time in our history. As one attendee at the session commented, “This is awesome!”

It was remarkable to see the migration over the years:

- We’ve become much less formal over the years...particularly in the structure of what we say in our communications.
- We’ve changed entirely the way we communicate, from “snail mail” to the Internet, from one general office phone number to individually published phone numbers and voice mail.
- We’ve migrated from onionskin to electronic...no longer utilizing the “secretary” sitting outside our office door, and in many cases no longer even a “secretary” position!
- We’ve evolved from “Normal Schools” to colleges...and in most cases, to universities. Community colleges have emerged as well!

Upon returning from the conference, all the materials have found a more appropriate home than in boxes in basements or attics...the notebooks reside on a shelf in our office hallway, awaiting some additional work. Toward that end, I’m sending out an “SOS”

for you to consider forwarding to me your OACRAO information you no longer need. You don’t even have to sort it out...I’ll take ANYTHING and search the existing files for duplicates. As you “dig” through your hard copy materials, don’t forget to peruse your e-files for items that might be appropriate.

Contact me via any of these methods:

Dave Sauter  
Registrar, Wright State University  
3640 Colonel Glenn Hwy  
Dayton, Ohio 45435-0001

937-775-5595 (5597 fax)  
dave.sauter@wright.edu

Dave Sauter  
OACRAO Historian



*Editor’s Note:* How times have changed! To get a glimpse of how OACRAO has evolved into the organization it is today, see what our historian, Dave Sauter dug out of those boxes of OACRAO history. At this year’s conference, Dave shared some of his findings in a session and provided a picture of OACRAO’s first conference via a handout at one of our meals. [Click here](#)

<http://www.oacrao.ohiou.edu/historian/announcement.jpg>  
to view the 1926 conference.

## AACRAO Reaches Out to State and Regionals

Shortly after our November conference, President-Elect Allen Cole and I were off to Washington DC, for a weekend meeting sponsored by AACRAO for state and regional officers. The AACRAO staff spent much time planning and then facilitating what turned out to be a great weekend full of networking, idea-sharing, and helpful perspectives on issues we struggle with in our local organization related to cost-effective conference planning, AACRAO's financial future, strategic planning, and more.

As the AACRAO staff were our hosts, Allen and I and the other 20 or so state/regional officers attending the meeting had an opportunity to talk with Jerry Sullivan (AACRAO Exec Director), Barmak Nassirian (Assoc Exec Director/Govt Relations) throughout the weekend. The AACRAO Executive Committee members also in attendance included President Gene Schuster, Pres-Elect Heather Smith, VP for Assoc and Institutional Issues Tom Bilger, VP for Finance Joe Roof, and Past-President Louise Lonabocker. Planned sessions with those folks were very productive because AACRAO was most anxious to learn about our needs and how they can assist the state/regional AACRAO organizations and our respective goals and initiatives.

The weekend also included sessions with outside consultants speaking on very relevant topics. First, James Dalton, a consultant for strategic planning, shared some of his work with AACRAO's strategic issues, and he was able to weave those issues into a great conversation about our own overlapping state/regional strategic issues. We also met with presenters on Risk Management, Conference Planning, and Audit/Accounting Services.

I just can't say enough about the success of this annual AACRAO weekend meeting. I hope AACRAO will continue to send representation from our executive committee every year it is offered. Many thanks to our AACRAO Headquarters staff and the AACRAO Executive Committee for such a worthwhile weekend.

Our AACRAO Executive Committee is planning their second annual retreat the weekend of February 3-5. Allen and I plan to share more details about certain topics from the AACRAO meeting at the upcoming retreat related to strategic planning and the organization's financial future.

Matha Hicks  
AACRAO President



### **..UPDATES...UPDATES...UPDATES...UPDATES...UPDATES..**

#### **Bowling Green State University**

- Dr. John Clark joined the Office of Registration and Records at BGSU this past September. John is serving as Assistant Registrar and manages the service staff of the office, is responsible for the preparation of the Undergraduate Catalog, and maintains course inventory information.
- Congratulations to Sue Lau, Director of Graduation and Degree Audit, on the birth of a baby daughter. The baby, Emma Margaret, was born on November 27th to Sue and her husband, Ted.

#### **Cleveland State University**

- Dr. Jerry Kiel was named Vice President of Enrollment Management at Cleveland State University this

past fall, 2001. Jerry returns to his home state of Ohio after working in a similar position at Edinboro University of Pennsylvania.

#### **College of Wooster**

- Stacey T. Jones, has joined the office staff as Assistant Registrar. She is a May 2001 graduate of Muskinham College.
- Chemeli Kipkorir, Wooster Class of 2000, joined the Admissions Staff as an Admissions Counselor. A native of Kenya, Chemeli most recently worked as Program Assistant at McDonough School of Business in Georgetown. Her duties will include the planning and implementation of on-campus programs, overnight visits and class visits for prospective students;

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## 2001 Annual Conference is a Success!!

The 76th annual conference was held in Worthington, Ohio, on November 7th-9th. Over 150 persons were registered to attend.

Our plenary speaker, Dennis Hicks, Associate Registrar at Indiana University East, shared with attendees the significance of humor in the workplace. His unique style and extensive collection of props, reminded each of us about the importance of keeping things in perspective. By appropriately interjecting humor, situations often become less stressful for all parties involved. After all, it's pretty difficult not to smile at someone wearing oversized sunglasses and "Billy Bob" teeth!

In addition to many stimulating sessions, the group had several opportunities to socialize. Game night proved to be a great deal of fun with Jerry Vance being the best euchre player of the evening in our first-ever euchre tournament. Runners up were Shari Nogrady (second place) and Jackie Quigley (third place). Many others participated in interactive games facilitated by Dr. Teri Walter of Otterbein University's Health and Physical Education department. Thursday evening's Mystery Dinner Theatre was very interesting, with our own Brad Myers getting the most votes for being the perpetrator! No, he didn't do it, it was the football player.

This year's program committee changed Friday a bit

by adding a closing speaker. Dr. Richard Hollingsworth, Associate Vice Provost for Student Affairs at the Ohio State University, spoke to the group about "The Zesty Administrator: Cooking Up the Recipe for a Delicious Worklife". No doubt, the interactive presentation gave many some new ideas about how to approach their work situations. Overall, program sessions were well-attended with the compliments to the committee for providing a well-rounded program.

For the first time ever, the commuter room also provided a technology center, allowing attendees to access their e-mail. Also available was a copier to accommodate sessions with above anticipated attendance. Special thanks go to Jack Miner and Rob Singer from Ohio State for coordinating this.

The charity selected for donations this year was Choices, a group dedicated to eliminating domestic violence. Lots of items were collected from our attendees. For more details about this, see the article below.

Thanks to those of you who attended for helping to make this year's conference a success. We hope to see many of you in Northeast Ohio next year!

Cheryl Gloege & Connie Goodman  
OACRAO LAC Co-Chairs 


## Choices Donations Provide Needed Assistance

The charity selected for our annual conference was Choices, a Central Ohio group dedicated to eliminating domestic violence. The generosity of our attendees was very much appreciated, as noted in the letter from Gail M. Heller, Executive Director of Choices. The following are excerpts from her thank you letter.

"Thank you so much for your generous donation. It is greatly appreciated by the women and children residing at the shelter. It is important that we can provide these essentials when our clients and their children must flee their homes. Thank you for making that possible."

Ohio women, children and families continue to receive emergency hotline, shelter, counseling, advocacy, outreach and education services over the next year. It's the best way we know to interrupt the cycle of family violence in our community and to help increase the odds of children living without abuse as adults."

"Thank you for the understanding and hope your contribution brings to the future of families affected by domestic violence."

As you can see by Ms. Heller's letter, the generosity of OACRAO members is sincerely appreciated. Thanks to all who donated. 

"CHOICES will help more than 10,000 central

## Workshop Update

Happy New Year! Hard to believe that it is 2002 already! For those of you who were unable to attend OACRAO 2001 in November, you missed a great conference filled with interesting sessions and fun entertainment. Kudos to Cheryl Gloege, Connie Goodman and their Local Arrangements Committee for the fine job they did in organizing the conference. There were three conference workshops at OACRAO 2001: two pre-conference and one post-conference. Below is a brief synopsis of the workshops:

### *Workshop #1 - The FISH! Philosophy of Customer Service*



27 people attended this enjoyable presentation led by Jeff Allen, Director of Organizational Development at The Ohio State University. Inspired by a unique fish market in Seattle, the FISH! Philosophy of Customer Service embraces the idea that people must decide for themselves whether or not an organization's vision is worth committing to. Attendees enjoyed watching the ChartHouse Learning video about the employees at Pike Place Fish Market and their unique customer service approach. Jeff also led the group in a number of activities that illustrated how you can empower your employees to choose their attitude and bring a new level of satisfaction to their work.

### *Workshop #2 – Records Retention and Recent OBR Audits*

25 people attended the Wednesday morning workshop on Records Retention and OBR Audits. The workshop was facilitated by Lorinda Bishop, Registrar at Owens Community College and included a panel discussion with Registrars who have recently undergone an Ohio Board of Regents Audit. In addition, staff from the Ohio Board of Regents were on hand to discuss how to best prepare for an audit. Special thanks to Joe DeCristoforo, University Registrar at the University of Toledo; Ray Elash, Director of Registration and Student Records at Sinclair Community College; and Sharon Purvis, Registrar at Southern State Community College for sharing their experiences with the group.



### *Workshop #3 – IPEDS Triplets...Look What They Want Us To Do Now!*



21 people attended OACRAO's first post conference workshop sponsored by AACRAO, in collaboration with the Association for Institutional Research (AIR) and the U.S. Department of Education. The workshop was facilitated by Jim Noe, Dean of Student Affairs at Mount Carmel College of Nursing; and Stu Terrass, Registrar at Mount Union College. Jim and Stu discussed the final two of the three reporting sequences (the IPEDS Triplets), presented information on the new IPEDS winter collection components and provided an overview of the spring components. Thanks to all who stuck around after the conference for this informative workshop!

### *What's Coming Up...*

There are a lot of workshop activities already in the planning stages. Keep your eyes peeled for information about another Support Staff Day in mid-March. Although I don't have the entire day planned yet, Paul Taylor, our AACRAO representative for the 2001 conference, has agreed to present half a day on Dealing with Difficult Students. Late June will be the time for the 6<sup>th</sup> Annual Residency Officers Update, which will again include representatives from the Ohio Board of Regents and the Immigration and Naturalization Services. A Professional Development Workshop is currently being planned for sometime in July and a potential Registrar 201 workshop sometime in August (the Registrar 201 is in the "brainchild" stage right now so not a lot of definite information on content for this one). In addition, I am also working closely with our OACRAO President, Martha Hicks, on planning a workshop for our colleagues on the Admissions side of the "shop" sometime in the coming year. More information on that later!

As you can tell, we have a busy year coming up! As always, I would appreciate any comments/suggestions on workshops...give me a call at 614/292-5872 or email me at [starcher.9@osu.edu](mailto:starcher.9@osu.edu) and let me know what you think!

Mindy Starcher  
Vice President Workshops



## 2001-2002 Committee Assignments

The following committees have been established for the Year 2002. Terms end November of the year indicated. Thanks to each of you for volunteering. Your commitment of time and resources is what makes OACRAO great!

### Executive Committee

Martha Hicks, President	2003
Allen Cole, President-Elect	2004
Dick Carpenter, Past-President	2002
Ray Elash, Secretary	2003
Don Foster, Vice-President, Programs	2003
Bob Myers, Vice-President of Membership Development	2003
Sharon Purvis, Treasurer	2002
Mindy Starcher, Vice-President, Workshops	2002

### Admissions and International Education Committee

Jean Lewis, Chair	2002
Gary Schickler, Vice Chair	2003

### Data Management and Research Committee

Steve Midkiff, Chair	2002
Sue Lindsay, Vice Chair	2003
Debra Benton	2003
Marge Mowery	2003
Jerry Vance	2002
Wendy Welday	2003
Stuart Terrass	2004
DouglasTorrance	2004

### Professional Development Committee

Amy Adams, Chair	2002
Beth Egan, Vice Chair	2003
Dave Sauter	2003
Sammie Tyree-Cox	2002
Brad Myers	2004
Jackie Quigley	2004
Joyce Hail	2004
Shari Nogrady	2004
Michael Shearer	2004
Naomi Theye	2004
Becky Jolly	2004
B.J. Hobler	2004
Heather Hoppe	2004

### Records and Registration Committee

Mel Severns, Chair	2003
Pam Faber, Vice Chair	2004
Fran Campbell	2003
Michael George	2003
Bill Jones	2002
Wendy Lambing	2003
Carol Jones	2002
Alisa McGregor	2003
Joe DeCristoforo	2004
Lucille Hautau	2004

### Audit Committee

Allen Cole, Exec Liaison	2002
Ray Elash	2003
Stephen Midkiff	2002
Laurie Mayhew	2004
Sally Sikorski	2004

### Budget Committee

Allen Cole, Chair	2002
Martha Hicks	2002
Sharon Purvis	2002

### Constitution Committee

Dick Carpenter, Chair	2002
Frank Salak	2002

### Membership and Mentoring Committee

Bob Myers, Chair	2004
Angela Fuerst	2002
Melanie Caugherty	2003
Brad Myers	2002
Mary Alyce Orahood	2003
Jill Russell	2002
Laura Ruwe	2003
Dave Sauter	2003
B. J. Surovjak	2002
Lorinda Bishop	2004
Wendy Fahrnbach-Lambing	2004

### 2002 Nominating Committee

Dick Carpenter, Chair	2002
Dave Sauter	2002
Brad Myers	2002
Cindy Davis	2002
Stuart Terrass	2002

**Communication Committee**

Ray Elash, Exec Liaison	2003
Cheryl Gloege, Chair	2004
Debra Benton	2002
Connie Goodman	2002
Sue Lau	2003
Cindy Davis	2004
David McGinnis	2004
Ron Bowman	2004

**Resolutions Committee**

Dick Carpenter, Chair	2002
David Axsom	2002

**Scholarship Committee****Central Region**

Jackie Stewart, Leader	2002
Michael George	2002
Krista Pfeifer	2004
Michael Shearer	2004
Karen Green	2004

**Northeast Region**

Mary Southards, Chair and Leader	2002
Tracey Cooper	2002
Debra Hayes	2003
Denise Walters Dobson	2003
Diane Hoffman	2004

**Northwest Region**

Pam Curavo	2002
Kathy DiFranco	2003
Daniel Kall	2004
B.J. Surovjak	2004

**Southeast Region**

Jane Pidcock, Leader	2002
Sylvia Cunningham	2003
Michael Whitnable	2004

**Southwest Region**

Treva Hanseman, Leader	2003
Sam Carter	2003
Gail Fredensborg	2002
Carol Jones	2002
David McGinnis	2004

**Historian**

Dave Sauter

**Government Relations Liaison**

Brad Myers

**Local Arrangements Committee**

Laura Finson, Co-Chair  
 Sammie Tyree-Cox, Co-Chair  
 Frank Salak, Co-Chair  
 Iris Brooks  
 Tracey Cooper  
 Glenn Davis  
 Janet Duber  
 Beth Egan  
 Mark Frys  
 Kelly Gienger  
 Anne Jorgensen  
 Jerry Kiel  
 Sue Lindsey  
 Julia Ruane  
 Ann Marie Siclare  
 Tom Steffan  
 BJ Surovjak  
 Stu Terrass  
 Rena Waghani-Mason  
 Linda Young

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## OACRAO Plans Second Annual Retreat

The OACRAO Executive Committee will hold it's second annual retreat on February 3-5 at the Ohio Northern University Nature Center in Stone Creek, Ohio. We have been very fortunate that Past-President Dick Carpenter has been able to reserve the retreat facility for a second year at a very, very nominal cost.

The first retreat last year served as a way to discuss issues and make plans for projects that were difficult to cover at any length in the regularly scheduled exec meetings through the year. Most of the time spent at last year's retreat was devoted to team-building activities, reworking of the OACRAO constitution and bylaws, and development of the new VP for Membership idea. Be sure to watch for feedback on the Feb 3-5 retreat in the next OACRAO newsletter.



## AACRAO's 88th Annual Meeting Coming Soon!



The Annual Meeting of the American Association of Collegiate Registrars and Admissions Officers will be held in Minneapolis, Minnesota, April 14-17, 2002. Over 200 interesting and informative sessions, workshops and roundtables are planned. In addition to numerous social activities, the North Star State has many recreational activities to offer and for you shoppers - The Mall of America! See

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recruiting and training of tour guides; travel territory.

- Joining the Staff as Assistant Director is Catherine Finks. Cathy received her B.S. from Miami University of Ohio and her Certificate of major in Biology from the University of North Carolina Asheville. In addition to recruiting and travel territories, she will have significant responsibilities in planning strategy and tactics and implementing policy and procedures. Previously, Cathy was the Management Associates Program/Officer at bank of America in Charlotte, North Carolina.

### **Miami University**

- Amanda Euen joined Miami University as a new Assistant Registrar on September 24th. She is responsible for the Processing Team.

### **Mount Vernon Nazarene College**

- Effective August 1, 2002, Mount Vernon Nazarene College will become Mount Vernon Nazarene University. The anticipation is for more globalization in recruiting international students and the addition of more degree programs.

### **Ohio State University**

- Congratulations to Marie Taris, Director of Graduate, International and Professional Admissions and to James Mager, Associate Vice President for Enrollment Services. Both Marie and Jim were recognized

why Money Magazine named Minneapolis the "Best City to Live In".

An educational program designed by the Program Committee and other AACRAO Professional Activities Committees will address the important topics affecting the educational administrators today. The opening reception will offer entertainment and delicious local fare - true hometown flavors of the Upper Midwest. Exhibitors will be available to discuss how your institution can reach its maximum potential.

President-elect, Allen Cole, will be coordinating a get-together for Ohio AACRAO members. He will be sending information about this event as plans are confirmed.

Visit the AACRAO website at [www.aacrao.org](http://www.aacrao.org) for more information and updates about the conference.

for their respective 30-year anniversaries of employment at Ohio State.

### **Ohio University**

- Raymie McKerrow was named interim Associate Provost for Graduate Studies in July, after Gary Schumacher, Associate Provost for Graduate Studies, was named Interim Provost for Ohio University.
- Janice Blower retired in August after 25 years as a records maintenance clerk in Graduate Student Services. Betty Kincade has joined the staff of Graduate Student Services as a records maintenance clerk.
- Anne Walker has joined the staff of Graduate Appointments as a Records Management Assistant.

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