



# *for the* **RECORD**

December 2019 Vol. 6 No. 12

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### Social Media!

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## Holiday Greetings to OACRAO!



December has arrived and we are quickly working our way to the end of 2019! Where has the year gone? Winter weather has arrived, and I hope you are staying warm and safe in your travels!

The Board met in mid-November to discuss the coming year of OACRAO. The board retreat gave us time to review the conference survey (thank you to all who submitted!), talk about upcoming workshops and the annual conference, our operational committees, as well as

time for us to get to know each other a little better. I speak for the entire Board when I say we are so excited to serve you over the next year.

On a personal note, I hope you all have a wonderful holiday season. Might you find lots of time to spend with your family and friends and get rested up for an exciting new year!

Wishing you a wonderful holiday season and a Happy New Year!

By Chris Dorsten  
OACRAO President

## IT'S BEGINNING TO LOOK LIKE WINTER!



Marietta College



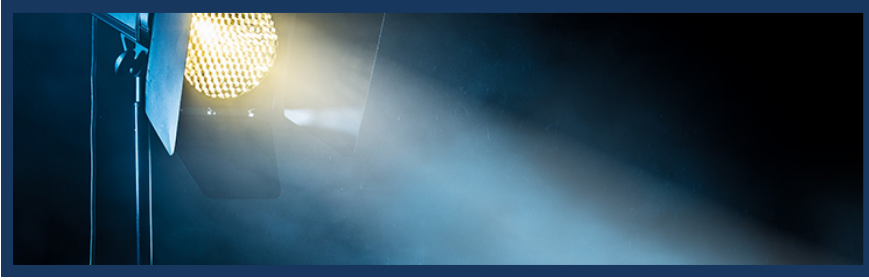
Muskingum University

### Newsletter Editors:

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**Call for UPDATES!** Submit news to Heather Pritchard ([heatherp@muskingum.edu](mailto:heatherp@muskingum.edu)) by the end of the first week of the month for that month's publication

## Program Committee Spotlight



**Tamara Sheets, Shawnee State University**



### **Tell us a little about yourself:**

I began my career in higher education in 1996 as the secretary for the School of Business at the University of Rio Grande/Rio Grande Community College. I later moved to secretary for the Dean of the College of Professional Studies, administrative assistant to the Provost, and then became Registrar in 2015. I accepted the University Registrar position at Shawnee State University this past June.

### **How and why did you decide to volunteer to be a part of the Planning Committee for the 2019 OACRAO conference?**

My first OACRAO conference was in 2015. Since then I have been taking part in a few of the committees. I decided to volunteer to be part of the Planning Committee for 2019 because I know that the only way an organization can run efficiently is with the help of its members. I also felt it would be a good way to get to know what is involved with organizing such a huge event, and let me tell you...it is a lot!

### **How did participating in this committee help you professionally and personally?**

Participation has provided me with a greater opportunity for networking with fellow Registrars. I have also gained valuable knowledge from other members, which helps me to be a better Registrar. The personal benefit has been getting to know the other members on a more personal level.

### **What would you tell someone that is hesitant to join a committee and/or be involved with OACRAO?**

Get involved and join a committee! There was a fellow OACRAO member, David Schneider, who kept suggesting that I get more involved, so I did. I had been on the Membership and Mentoring Committee for a year when I decided to try out one of the programming committees. I chose the Information Systems and Data Management Committee because of my interest in technology. This year was my first serving on the Local Arrangements Committee (LAC). Being a part of LAC has really opened my eyes to how much work goes into getting everything ready to pull off such a great conference every year.

You can start easy like I did with the Membership and Mentoring committee. The programming committees are more involved when it is time to start developing the conference sessions, but the time requirement is still very manageable. Even the time requirement for LAC was manageable for me during my transition to Shawnee State University.

## SAVE THE DATE!



AACRAO 2020  
CONFERENCE  
APRIL 5 - 8  
NEW ORLEANS



# OACRAO Committees

Still on the fence about signing up for a committee with OACRAO? Here's an "OACRAO 101" of Committees that you can volunteer for in the coming year and the benefits you receive!

1. Feeling connected to and having a sense of ownership in the conference
2. Having a great way to meet other OACRAO members
3. Learning how other institutions address issues similar to those you face
4. Helping foster future growth in our organization



The **Program Committees** are responsible for the development of sessions at the annual conference. Desired committee size of each is 8 to 10 members. Program Committee members are asked to fulfill a three-year term. During any one year, the time commitment consists of attending a one-day planning meeting at a Columbus area locations (you will be reimbursed for mileage) and then arranging within a few weeks thereafter to find a presenter for one of the sessions proposed by your committee. The arranging consists of email and phone contacts that can be accomplished from your office. You can even network to secure presenters. It is not necessary to have in-depth knowledge of the session's topic, and you will not be expected to be a presenter yourself. The four Program Committees and their individual responsibilities follow.

**Admissions and International Education:** The scope of topics shall be generally defined to include admission; recruiting; post-secondary enrollment options; equal educational opportunity; financial aid; international student issues; study abroad programs; and information on education in other countries.

**Information Systems and Data Management:** The scope of topics shall be generally defined to include information systems; data collection; analysis and reporting; admission enrollment reports and institutional studies; and current and future technologies.

**Professional Development:** The scope of topics are generally defined to include office management; office organization; and member professional development.

**Records and Registration:** The scope of topics are generally defined to include academic calendars; grading policies and practices; records management; registration techniques; and scheduling.

The **Operational Committees** are responsible for the governance and basic operations of the organization. The term of office and time commitment will vary with each committee. Please see the OACRAO website or contact any Board member for additional information. The seven operating committees and their individual functions follow.

**Bylaws:** Prepare and revise the OACRAO Bylaws for review and amendment by voting members.

**Fiscal:** Review the President-Elect's proposed budget for the ensuing year as requested; Audit the Treasurer's books for the preceding year.

**Local Arrangements:** Plan and make annual conference arrangements.

**Membership and Mentoring:** Association membership development; identify prospective new members and disseminate information regarding OACRAO and AACRAO to them; develop and coordinate new member recruitment, orientation and mentoring activities, including the New Member Handbook.

**Communication:** Coordinate information flow to members via website, newsletter and printed materials.

**Scholarship:** Seek nominations, review applications, and select recipients for OACRAO's scholarships.

**Government Relations:** Alert membership to local, state, and federal initiatives that could impact higher education and our professions; coordinate OACRAO's relationship with state agencies as well as elected and appointed government officials; provide communication and education, but may not engage in lobbying activities.

If you are interested in signing up for a committee, please visit the following link: to complete a quick form!

[Committee Membership Signup](#)



## News from the Scholarship Committee

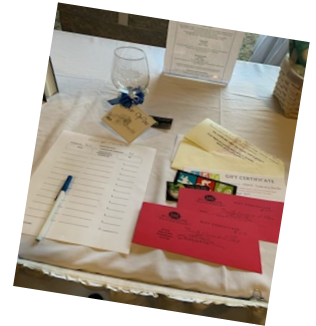
**The OACRAO Scholarship Application closed on November 1st at 5:00 PM. We received a total of 83 applications!**

We are super excited that we are currently in the process of reviewing applications. Every student is exceptional and dedicated to their education. It is a wonderful feeling to be able to play a role in their educational goals. Students will be notified that we are in the review process. We hope to be able to finalize the decision during the first week of December.

The OACRAO Scholarship Committee did an awesome job obtaining auction items, monetary donations, and preparing for the day of the auction. We are grateful for the generous donations and participation of OACRAO members, to help raise funds for the scholarships to be awarded. **We raised \$1813.**

**Let's not stop there!** We still have time to collect additional funds for this worthwhile endeavor. We would love to raise at least \$3000 each year.

**Checks can be mailed to:** OACRAO, P.O. Box 651, Columbus, OH 43216



## Scholarship Committee Spotlight



**Christine Casarez, Cuyahoga Community College**

Christine Casarez is the Assistant Registrar of Operations at Cuyahoga Community College, serving in this role since 2017. She has spent over 8 years in higher education, joining Cuyahoga Community College in December 2013 first as a Records Specialist II and then as a Technical Enrollment Specialist in the Office of the Registrar.

Christine earned a Master in Science in Higher Education— College Administration and Leadership in 2014 from Kaplan University and a Bachelor of Fine Arts in Three-Dimensional Studies with Teaching Licensure in 2002 from Bowling Green State University. Christine has been a member of OACRAO since 2016, currently serving on the Scholarship and Membership and Mentoring Committees. In past years, she has participated on the Local Arrangements Committee and has presented at the annual conference.

In her spare time, Christine enjoys making arts and crafts and spending time with her husband Chris and children Adam, Alex, and Rivers.

**We are thrilled to have Christine on our team!**

Kimberly L. Edge  
Co-Chair OACRAO Scholarship Committee

