



# for the RECORD

June 2016 Vol. 3 No. 6

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## SUPPORT STAFF WORKSHOP

*By: Beth DaLonzo, VP of Workshops, Senior Director of Admission and Financial Aid Muskingum University.*

**Plan** to send your support staff members to the Annual Support Staff Workshop, scheduled for Friday, July 29 at The Ohio State University. This one day event is a great opportunity for those who support us and our offices every day to meet and network with others who do the same thing. Session topics include Positioning for Promotion, Staying Fit at Your Desk, (an encore of the very well received session from last year) FERPA and a discussion of Emotional Intelligence, the process of how to deliberately use emotional intelligence in your professional and personal life to make better decisions and enhance relationships. The sessions provide a variety of topics which will be of benefit to them personally and professionally. This is the only workshop for support staffers in the state, and it's FREE (to institutional members) so take advantage of this wonderful opportunity.



**Support Staff Workshop**  
The Ohio State University  
Student Academic Services Building  
**Friday, July 29, 2016**  
9:30 – 3:00  
Lunch and parking are provided

**REGISTER HERE NOW!**



**Newsletter Editors** - Mollie Miller, Union Institute & University ([mollie.miller@myunion.edu](mailto:mollie.miller@myunion.edu)) & Cindy Suter, Heidelberg University ([csuter@heidelberg.edu](mailto:csuter@heidelberg.edu))

**Call for UPDATES!** Submit news to Donna Evans ([devans@antiochcollege.org](mailto:devans@antiochcollege.org)) by the end of the first week of the month for that month's publication.

# LOCAL ARRANGEMENTS COMMITTEE

By: Shelly McMahon, Co-Chair of the Local Arrangements Committee, Registrar at Ohio Wesleyan University

**Save the Date! Celebrate 90 Years of Networking** at the OACRAO Annual Meeting October 5-7, 2016.

The Local Arrangements Committee met at Deer Creek State Park in April to tour the facility and discuss preparations for the 2016 OACRAO Conference. The committee is excited about the location and has plenty of fun in store for all of those in attendance. Save the date and make plans to join us October 5-7, 2016, to celebrate OACRAO's 90<sup>th</sup> anniversary!

For those new to OACRAO, the annual meeting is a three-day event with sessions geared towards registrar's office staff and admissions officers. Do not miss the opportunity to learn about new state and federal legislation, meet with exhibitors to learn



about the latest in products and services, explore best practices, and of course, network.

The Local Arrangement Committee is working hard to make this year's OACRAO Conference one to remember. Our scope of responsibilities include arrangement of conference physical facilities; recommendation of a conference theme, development and distribution of materials related to the conference; arranging meals and social activities; arranging for exhibits and exhibitors; arranging for equipment; coordinating registration; reserving lodging for conference; developing a conference budget and a financial report, to name a few.

## OACRAO 2016 Conference Local Arrangements Committee

Frank Yanchak (Co-Chair)

Shelly McMahon (Co-Chair)

A special thank you to our sub-committee members for all the work that they are doing this year.

### Entertainment and Meals

Stephanie Giese (Chair)  
Heather Pritchard  
Michelle Livingston  
Cindy Davis

### Hospitality

Misty Lenhart (Chair)  
Brooke Roberts  
Cindy Davis  
Justin Weimer

### Registration and Printing

Frank Yanchak (Chair)  
Angela Ford  
Shelly McMahon  
Jeannine Shambaugh  
Beth Stiles

### Technology

Angela Ford (Chair)  
Justin Weimer  
Beth Stiles

### Exhibitors

Sue Shepherd (Chair)  
Karen Greene

Please watch the website at <http://www.aacrao.org/state-regional-aacrao/ohio/conferences/registration> for more information regarding registration, schedule at a glance, and session.

***We hope to see you there!***

# OHIO SUMMER INSTITUTE

By: Deb Benton, Immediate Past-President, University Registrar at Ohio University

Can you believe it is the middle of June and Ohio Summer Institute (OSI) is less than two months away? Do you know of a new professional that could benefit from time away from the office learning about the registrar profession? Have you been wanting to get away from the office and have the time to talk with experienced registrars about leadership?

OSI is August 3 – 5, 2016, at [Mohican State Park Lodge and Conference Center](#).



The faculty have planned great sessions such as the history of the registrar, ethics and decision making, current issues and best practices, and building an effective team. Oh, and we could not have a registrar gathering without FERPA discussion!



There will be lots of opportunities for networking and getting to know your colleagues from around the state. Plus, there are some great fun activities planned. This is a casual, retreat-like event.



If you are still not convinced to register or encourage a mentee to register, here are some comments from OSI 2014:

-I thought it was an excellent event. Great job!

-I really enjoyed the small group discussions and got a lot out of those sessions.

-Please continue this in the future – it is an excellent opportunity!

*I hope to see you at OSI 2016! Feel free to go to the [website](#) for more details about [OSI 2016](#).*



## SEATS ARE LIMITED! REGISTER SOON!

What are you waiting for? Encourage a colleague or mentee to register or [register](#) yourself for OSI 2016.

Please register [here](#) and do not forget to make your lodging reservation directly at Mohican by calling 1.800.282.7275. The room rate is \$124.00 per night, plus \$2.00 technology fee and tax.

BONUS: The OSI registration fee is \$400 and includes one complimentary (non-transferable) OACRAO Conference registration for the October 5-7, 2016, conference at Deer Creek State Park.

## MEMBER SPOTLIGHT: Tammi Sheets

### **Tell us about yourself.**

I am a graduate of the University of Rio Grande with undergraduate degrees in Accounting and Administrative Office Management, along with an M.B.A. I have been working at the University of Rio Grande for 20 years this week. I have been married for seven years with a blended family of four children (two boys and two girls) and six grandchildren (four girls and two boys). We are expecting our seventh grandchild (a boy) in September.

### **What do you do at The University of Rio Grande/Rio Grande Community College?**

I am currently the Registrar and Campus Coordinator for Records Retention. I am responsible for managing the Office of the Registrar, which includes registration, degree audits, enrollment verifications, transcript processing, transfer credit evaluations, FERPA, data management, records management, grades, commencement, diploma processing, academic calendar, course catalog, and non-attendance reporting. I am sure there is something I missed mentioning. I serve on various campus committees, which include Academic Policy and Curriculum Committee. I am also a member of our institution's SSLI (Student Success Leadership Initiative) Team and SSLI Data Team.



### **How did you come to your current position?**

My employment with the University of Rio Grande began as Secretary for the Emerson E. Evans School of Business. Later I moved to Secretary to the Dean of the College of Professional Studies and then Administrative Assistant to the Provost. I held that position for thirteen years before accepting the Registrar position, which I began on September 1, 2015.

### **You attended the OACRAO conference at Maumee Bay last fall. Are you looking forward to this year's conference?**

OACRAO 2015 was my first conference ever, so I wasn't sure what to expect. I found it to be a great learning and networking experience! It was so hard to decide which session to attend because I wanted to take it all in. I learned a lot and look forward to learning and networking even more at this year's conference. I am also attending the Summer Institute in August!

### **Outside of work, what do you like to do?**

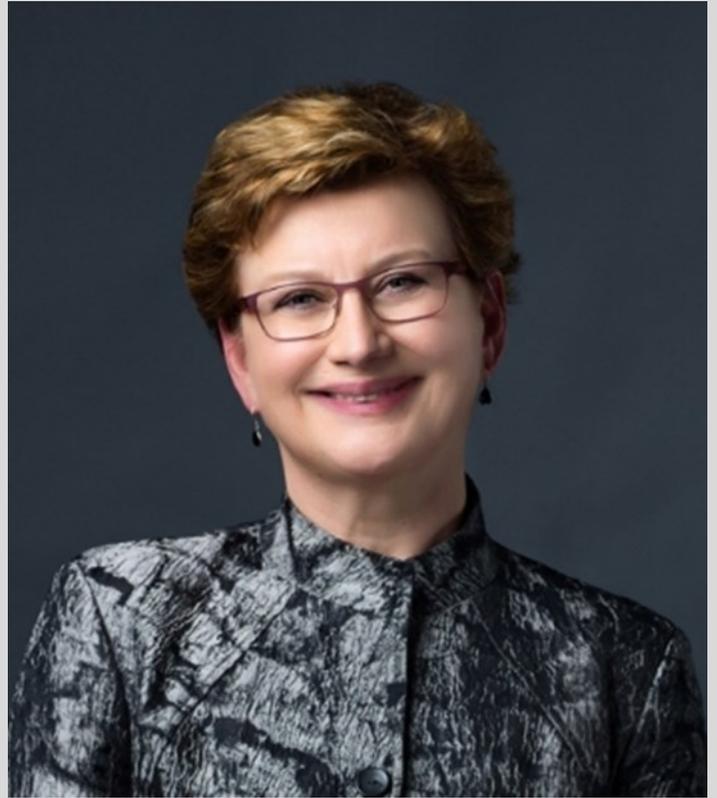
I love spending time with my grandchildren! My husband and I travel to the Gatlinburg/Pigeon Forge area about twice a year. We have been slowly completing remodeling projects in our home.

### **Are you originally from Ohio?**

I was born in Gallipolis. A few years later, my family moved to Belpre area. We lived there for about two to three years before returning to Gallipolis. I have lived in Gallia County ever since. I don't know what life would be like if I didn't live along the Ohio River. I guess you could say it's in my blood.

The Muskingum University Board of Trustees, after a unanimous vote, announced the appointment of Dr. Susan Schneider Hasseler as Muskingum's twenty-first president. Dr. Hasseler will take office on July 1, 2016. She succeeds Dr. Anne C. Steele who has served as President since January 1, 2000, leading Muskingum through 16 years of unprecedented institutional development.

Dr. Susan Hasseler is currently Senior Vice President for Academic Affairs at Augustana University in Sioux Falls, South Dakota, where she oversees a wide array of undergraduate, graduate and continuing education programs, academic support operations and cross-disciplinary centers and institutes. Dr. Hasseler is a respected academic leader, teacher and scholar, with deep commitments to inclusivity, community engagement, service building local, regional and national partnerships. Dr. Hasseler's values, experience and vision uniquely qualify her to advance Muskingum's mission and continue the University's tremendous progress into the future.



Submitted by Beth DaLonzo, VP of Workshops, Senior Director of Admission and Financial Aid Muskingum University.

## INFORMATION SYSTEMS AND DATA MANAGEMENT COMMITTEE

By: Cheryl L. Gloege, Chair, Info Systems and Data Management Committee,  
Associate Registrar, Otterbein University

The programming committees have been busy working on session ideas for the OACRAO conference in October at Deer Creek State Park. At the program planning meeting, which was held in April, we elected Tim Kuykendoll, vice-chair of Info Systems and Data Management Committee. As a committee we suggested topic ideas that fit within the scope of our committee. The ISDM Committee covers topics related to data collection, analysis and reporting, information systems and current-future technology, as well as anything else technology-related. From the ideas presented at the planning meeting, a slate of sessions is created to help support all of the preparations necessary to have a successful program. This year's ISDM sessions are a wide variety of topics from 'Birds of a Feather – Software Systems' to 'Advanced Excel' and will hopefully provide a lot of interesting choices for attendees!

[Meet your Information Systems and Data Management Committee Members– here!](#)

# OHIO BANNER USERS GROUP



By: Cheryl L. Gloege, Associate Registrar  
Otterbein University

The 2016 OBUG Conference was hosted at Otterbein University on May 24, 2016. OBUG, the Ohio Banner Users Group, is a consortium of 26 private and public colleges in Ohio working in collaboration with Ellucian to provide a network of support for Banner schools.

The annual conference offered a day of workshops, lectures and networking sessions for the over 200 attendees. The conference began with a welcome from Dr. Kathy Krendl, Otterbein University President, followed by a keynote address from Brooke Paul, CEO and co-founder of Taivara, a technology commercialization studio that works to spark innovation and create revenue generating products. In addition to selecting from a wide variety of session topics participants also had the opportunity to network with other functional users, participate in useful discussions and interact with innovative vendors.

## SCENE ON CAMPUS



Muskie Lake. Photo submitted by Beth DaLonzo, VP of Workshops, Senior Director of Admission and Financial Aid Muskingum University.

## JUNE - SAVE THE DATE

**Tuesday, June 28—Coming Soon!**

**Residency Workshop** at The Ohio State University, Columbus, Ohio

This workshop is appropriate for new and seasoned residency officers. Expect much discussion and information from Katie Tadlock (OU), Tracy So-wards (CSCC) and Michelle Chavonne (ODHE). Lunch Provided.



[Click HERE to Register.](#)

## JULY - SAVE THE DATE



**Thursday, July 7 —Registration is Open & FREE!**

**AACRAO Federal Relations Update** with Mike Reilly

at The Ohio State University, Columbus, Ohio, 10:00 am-Noon

[Click HERE to Register](#), at the door registration is not available.

Contact [David Schneider](#) with questions.

**Friday, July 29**

**OACRAO Support Staff Workshop**

at The Ohio State University, Columbus, Ohio

[Register here](#). More info on pg. 1.



## AUGUST - SAVE THE DATE



**Wednesday-Friday, August 3-5 —Registration is Open**

**OACRAO Summer Institute (OSI)** at Mohican State Park, Loudonville, Ohio

[Click HERE to Register, or for more details.](#) Also see, pg. 2.

## OCTOBER - SAVE THE DATE

**Wednesday-Friday, October 5-7**

**90th Annual OACRAO Conference** at Deer Creek State Park, Mt. Sterling, Ohio

Registration to open soon!

[Click here for conference sessions and workshop descriptions.](#)



## April 2017 - SAVE THE DATE



**Sunday-Wednesday, April 2-5, 2017**

[103rd Annual AACRAO Conference](#) Minneapolis, MN