Greetings TACRAO Friends—

Summer is flying by and the TACRAO Annual Meeting and Conference is just around the corner. We are already receiving some great session proposals for this year’s conference. If you are interested in presenting a session at the conference, it is not too late. The deadline to submit a Preliminary Session Proposal is Monday, September 16, 2013 and you can download the form on the TACRAO website at www.tacrao.org/ under Resources.

We plan to offer sessions that will engage interest and benefit everyone who attends. TACRAO is the place to be if you want to share and gain knowledge, find a support system, experience a unique opportunity to network and enjoy social gatherings. This year’s Annual Meeting and Conference is being held in Memphis, TN at the Hilton Memphis November 20 – 22, 2013. It is never too early to make your hotel reservations as the deadline is October 20, 2013. You will need to use the group code “TA1119” to receive the discounted rate of $125 per night.

The Big Event will be at the Pink Palace Mansion, Museum and Planetarium, where we will enjoy an evening of fellowship, food and fun! The CTI IMAX Theater will also be an option for you to explore while visiting the mansion. So prepare to be engaged… start preparing your dancing voice – you will not want to miss this – we will have a DJ and karaoke for entertainment.

This year, our guest speaker will be Jason Wexler, the Chief Operating Officer of the NBA Memphis Grizzlies. I know that Jason’s message will be something to remember!

Plan now to join us in Memphis and get ready to tackle the “Bare Necessities of Higher Education” from Admissions thru Graduation! We look forward to seeing you there.

Best regards,

Sheryl Burnette
TACRAO President-Elect
Thanks to all who attended the TACRAO Summer Workshop in Murfreesboro. MTSU welcomed us all with open arms. A special thanks to the Admissions staff at MTSU lead by Melinda Thomas who arranged for facilities, tours of the campus, and even some presentations.

The TACRAO Summer Workshop started off with “dinner with a board member” networking dinner at three area restaurants. The next day included two main sessions and four concurrent sessions. Another special thanks to all of the presenters from across the state who spent time preparing and presenting wonderful sessions. We had the largest number of registrations & attendance in recent history with 56 and 51 respectively. The evaluations indicated that the event was well worth the time and effort and suggestions will be taken into account for ext year. Please contact Charlie Folsom, Jr. if you registered and would like to receive PowerPoint presentations from any of the sessions: cfolsom@utk.edu.

Support Staff Workshops
Volunteers Needed

Each fall, TACRAO sponsors Support Staff Workshops in East, Middle, and West Tennessee.

If you’d like to become involved or possibly assist in planning and coordinating a workshop at your institution or one being held in your area, please contact Dusty Duncan, Vice President for Administrative Support Services and Outreach at duncandj@etsu.edu or one of the committee chairs listed on the next page.

Hello TACRAO Friends—
It is that time of year again; I hope that all of you are able to find your sanity during the crazy month that August is for our profession. I appreciate the friendships I have developed through TACRAO that help keep me sane during this time, as sometimes people outside our profession just don’t get it. Why can’t I go on vacation during August!?! If they only knew!

Before August hit, I had the opportunity to dine with some of our TACRAO peeps before the Summer Admissions Workshop. The S.A.W. was held at MTSU on July 25 & 26 and there were over 50 admissions professionals in attendance. It was a fun time at dinner and it was certainly encouraging to see all of our admissions counselors come back with new ideas and suggestions for the upcoming travel season.

Upcoming events for the organization include our Registrar’s Roundtable and of course—the Annual Meeting. Hearing from the planners of those events; Brandi Hill, VP for Records and Registration and Sheryl Burnette, President Elect, I am confident that you should make it a priority to attend these events. They have some really great things planned and I know it will not only be a fun time, but a time to get some new ideas and professional development as well.

As we move on into the new fall semester, I wish you all the best in surviving the next few weeks. Labor Day is right around the bend my friends. I hope that I will be able to see many of you all soon at one of our upcoming events.

Best regards,

Megan Mitchell
TACRAO President
Moving Up in the Admissions/Records Profession

William R. Haid, Registrar and Director of Enrollment Services at the University of Colorado at Boulder, published an article in AACRAO’s College and University journal which offers several tips for both entry level and mid-level employees in our fields (‘Moving Up: Skills for Advancement Opportunities in Admissions and Records Organizations’, College and University, Summer 1995, pp. 34-38). The following information is excerpted from that article with his kind permission. For more information on this same subject, refer to the AACRAO book called Becoming a Leader in Enrollment Services: A Development Guide for the Higher Education Professional, which includes a chapter by Dr. Haid.

Dr. Haid begins the article by pointing out there are many opportunities for advancement in admissions and records, as demonstrated by the number of admission directors and registrars who came up through the ranks.

Work hard and distinguish yourself
In the context of moving up in an organization, the saying should be ‘work smarter and harder’ in order to distinguish yourself from others... There are several ways to do this: First, set an example, especially if you are a supervisor. Next, be productive at work. There is no substitute for getting work done. This doesn’t mean to be competitive, but it means striving for higher levels of output, setting an example, and distinguishing yourself from your peers.

Never stop learning while you work.
With a new procedure, a new computer program, or a new office management concept, keep an open mind about learning something new.

Learn to write and write often.
Writing is such a useful and under utilized skill that a good writer can easily be distinguished from others.

Volunteer for new things and get involved in professional activities.
You can begin with state or regional associations, but do not overlook campus opportunities, such as coordinating your building’s blood drive or giving tours to visitors on campus.

Find an area that can become your specialty.
Become the campus expert on something. Expertise on the Family Educational Rights and Privacy Act (FERPA), enrollment management, student information systems, recruiting strategies, office management, records management, or staff development are just a few of the areas that can further distinguish you and make you valuable to your employer and to the profession.

For the rest of the article, go to New Member Guide on tnacrao.org.

Watch for more tips on moving up in the Admissions/Records profession in the next newsletter.
Learn what your TACRAO Board members do on TACRAO...

**Megan Mitchell, President**  
Austin Peay University, Associate Director of Admissions

**TACRAO Responsibilities:**  
Oversee the management TACRAO and Establish goals for the the organization, as well as providing direction for TACRAO projects. Chair all Board of Directors meetings. Serve as the formal liaison for SACRAO and AACRAO and attend those conferences at the TACRAO representative.

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**Sheryl Burnette, President-Elect**  
East Tennessee State University, University Registrar

**TACRAO Responsibilities:**  
The primary responsibility of the President-Elect is planning the program for the annual meeting and selecting a theme and logo; selecting the keynote speaker and soliciting session proposals for the annual conference; printing the final conference program; serving on the Time and Site Committee for the following year; and attending the Support Staff Workshops and the Admissions Summer Workshop.

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**Kim Stephens, Past-President**  
Director of Admissions, Cumberland University

**TACRAO Responsibilities:**  
The Immediate Past-President serves as an advisor to the President and coordinates all sponsors and exhibits for the Annual Meeting. In addition, the Immediate Past-President oversees the Bylaw Revision when pertinent as well as chairing the Nominations and Elections Committee.

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**Michele Priddy, Secretary-Treasurer**  
Registrar, Aquinas College

**TACRAO Responsibilities:**  
As Secretary-Treasurer, it is my responsibility to record and maintain minutes of Board meetings and Annual meetings, file IRS documents and keep insurance policies up to date. I am also responsible for tracking all income and expenses for TACRAO and reporting the financial standing to the Board and the membership. I maintain our membership roster and directory information as well.
### Learn what your TACRAO Board members do on TACRAO...

**Charlie Folsom, Jr, VP for Admissions and Financial Aid**  
Assistant Director of Admissions, University of Tennessee, Knoxville

**TACRAO Responsibilities:**  
Coordinate Spring/Summer Admissions Workshop with appointed workshop committee.

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**Kerry Hines, VP for Recruitment Services**  
Admissions Counselor for Middle Tennessee, University of Tennessee at Martin

**TACRAO Responsibilities:**  
Coordinate the Statewide Coordinating Calendar Committee. The committee serves as a clearinghouse for college fairs and recruiting information, which assists high schools, community colleges, and other private organizations with program scheduling.

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**Brandi Hill, VP for Records and Registration**  
Associate Registrar, Tennessee Tech University

**TACRAO Responsibilities:**  
Serve on the program committee at the annual meeting and organize workshops, in-service training sessions, and projects and activities for records and registration personnel, including the Registrar’s Roundtable.

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**Carol Laney, VP for Publications and Information Technology**  
Systems Support Specialist-Admissions, University of Memphis

**TACRAO Responsibilities:**  
Gather stories and information, publish and distribute the TACRAO newsletter. Oversee updates on the [www.tnacrao.org](http://www.tnacrao.org) website. Oversee the TACRAO list serve. Serve as a liaison to TACRAO for technical issues.

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**Dusty Duncan, VP for Administrative Support Services and Outreach**  
Associate Director, East Tennessee State University

**TACRAO Responsibilities:**  
In my position, my primary duty is to coordinate volunteers to organize and plan Support Staff Workshops in East, Middle, and West Tennessee each year. These workshops are designed with professional development in mind for those often behind the scenes staff members that make our offices go.
What are some things you can do to prepare for the Fall travel season?

How can you get the most out of the 2013 Annual TACRAO conference?

Answers to the Spring 2013 trivia

1. Who was the first President of TACRAO?
   Dr. R.F. Thomason

2. How many directors comprise the TACRAO Board of Directors?
   Nine

3. Vice Presidents hold office for how many terms?
   Two years

4. Which Board member is primarily responsible for organizing the annual meeting?
   President-Elect

5. Institutional dues are calculated on a graduated scale based on FTE (True or False)
   False—Dues are based on headcount

Looking for ways to connect in TACRAO?

Visit our website
Like us on Facebook
TACRAO List-Serve
TACRAO cordially invites you to the...

ANNUAL REGISTRAR’S ROUNDTABLE

Topic: Legal Concerns within the Registrar’s Office
Speaker: Kae Carpenter, TTU University Counsel

OCTOBER 8, 2013
10 A.M. - 2 P.M.
Tennessee Tech University
10 W. 7th Street
Cookeville, TN
Registration Fee: $25.00

Lunch will be provided

Please RSVP to Brandi Hill at bhill@tntech.edu or call 931-372-3419. Checks should be made payable to TACRAO.

Mail payment to:
TACRAO VP for Records and Registration
Brandi Hill, Associate Registrar
Registrar’ Office
Tennessee Tech University
BOX 5026
Cookeville, TN 38505