TACRAO NEWSLETTER

Clarksville  Knoxvile
Jackson  Chattanooga  Athens  Gallatin
Martin  Collegedale  Tusculum  Cookeville  Crump
Murfreesboro  Henderson  Bristol  Johnson City
Nashville  Franklin  Powell  Lebanon  Cordova
Cleveland  Madisonville  Maryville  Sewanee
Lynchburg  McKenzie  Harrogate  Jefferson City
Covington  Ripley  Shelbyville  Whiteville
Hohenwald  Newbern  Oneida  Paris  Pulaski
Jacksboro  Blountville  Harriman  Dyersburg
McMinnville  Hartsville  Elizabethton
Morristown  Columbia  Livingston  Dickson
Franklin  Memphis  McKenzie

SUMMER 2017

ISSUE NO. 02  ·  SUMMER  ·  2017
Greetings, TACRAO members!

On behalf of the TACRAO Board of Directors, I would like to extend greetings and acknowledge all of the contributions you make to advance higher education in our great state. Our association is so fortunate to have great members like you who embody the spirit of hard work, volunteerism, and collaboration.

As we kick off summer, a couple of reminders:

- Admissions Counselors: Scanner ordering is now open! Please be reminded that the entire TACRAO calendar will be automated this year. Visit the ordering page to determine which rental option is right for you.
- The 2017-18 TACRAO membership dues invoice was sent to the designated voting member at your institution last week. Make sure to pay your dues by July 15!
- Save the date for the 2017 TACRAO Annual Meeting on November 15-17 in Franklin, TN. It’s never too early to submit a session proposal for the annual meeting!
- Know someone (maybe even yourself!) who would be a great fit for the TACRAO Board of Directors? Submit a Board of Directors nomination form for consideration.

I hope that you have an opportunity to take part in some of the upcoming events sponsored by TACRAO. A few of these events will include the Summer Admissions Workshop, Registrar’s Roundtable, and Support Staff Workshops. As we prepare for another fall semester and welcome a new crop of students onto our campuses, I hope that you will find time to take care of yourself personally, emotionally, and spiritually along the way. Wishing you a great summer filled with sunshine and goodness!

Best,
Avery Swinson
TACRAO President
Tennessee Association of Collegiate Registrars and Admissions Officers  
TACRAO 2017-2018

ANNUAL DUES INVOICE

Dues below are based on your institution's Fall 2016 Enrollment Headcount and are due no later than July 1, 2017

<table>
<thead>
<tr>
<th>Fall 2016 Enrollment Headcount</th>
<th>Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-999</td>
<td>$75.00</td>
</tr>
<tr>
<td>1,000-4,999</td>
<td>$100.00</td>
</tr>
<tr>
<td>5,000-9,999</td>
<td>$125.00</td>
</tr>
<tr>
<td>10,000 and above</td>
<td>$150.00</td>
</tr>
<tr>
<td>Assoc/Affiliate</td>
<td>$175.00</td>
</tr>
</tbody>
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Institutions can include an unlimited number of members on the official TACRAO membership roster. Simply update your membership records online by clicking here.

Be sure to indicate the member who should be considered the primary contact and/or voting member. This will ensure your institution receives the calendar when available.

If you wish to pay by PayPal or credit card, click here or you can make a check payable to TACRAO mail it to:

Tracy Comer, TACRAO Treasurer  
Austin Peay State University  
P.O. Box 4548 Clarksville, TN 37044

Please direct questions or concerns regarding payments to tncraotreasurer@gmail.com and questions regarding the calendar to ljhnsn35@memphis.edu.

Thank you!
SACRAO IS COMING TO TENNESSEE!

From February 11 - 14, 2018, SACRAO will convene at the Murfreesboro Embassy Suites. Mark your calendars to attend! The 2018 LAC chair, Megan Mitchell, would like to lead the charge and show off why Tennessee is called the Volunteer State.

Look for information coming soon with ways you can get involved in SACRAO 2018. If you have any questions, reach out to Megan Mitchell the SACRAO LAC Chair at mitchellm@apsu.edu.

Meet you in Music City!
At the invitation of Avery Swinson, TACRAO president, I had the opportunity to attend “The 103rd AACRAO Annual Conference in Minneapolis, MN this past April. Minneapolis, MN was a beautiful backdrop setting for the conference that was packed full with rich and informative sessions. The conference also featured some pretty dynamic and diverse speakers as well. Garrison Keillor, master storyteller and is best known for his radio show was our opening speaker and actors Danny Glover and Felix Justice were our closing speakers. I was able to attend a variety of sessions and gain some new ideas and concepts to help the growth of our state organization as a whole as well as some valuable “take a ways” to help me with the planning of our annual meeting that will be November 15-17 at the Cool Springs Marriott. Tennessee is very well known for its state organization and it was such an honor to represent and attend the conference on behalf of TACRAO. My biggest highlight and one I was not expecting was being able to witness one of our TACRAO members as well as a former TACRAO past president, Tim Amyx, College Registrar and Admissions at Volunteer State Community College receive the “Thomas A. Bilger Award” in recognition for his consistent vision, leadership, and valuable service that he has given to AACRAO for more than seven years.

Kerry Hines
President-Elect
CALL FOR PROPOSALS

CALL FOR PROPOSALS IS OPEN FOR THE 2017 TACRAO ANNUAL CONFERENCE

Submission deadline is September 11, 2017

TACRAO is searching for the “best of the best” presenters to engage attendees in conversations around cutting edge trends, issues and solutions in higher education among Admission and Registrar offices.

The value of sharing what you know through a workshop or professional development intensive can have a far-reaching impact. Because of the collaborative nature of TACRAO conferences, presenters often find that through the process of sharing their expertise they often gain new insights themselves.

In doing so, TACRAO, along with those selected presenters, will create a community of learning that will help our members improve quality of service to students at our institutions. The sessions, attendees and presenters alike will leave the conference rejuvenated and inspired to delve deeper into their practices.

The TACRAO Board of Directors hopes you’ll come and help fulfill our mission to provide the exchange of ideas and information on and about higher education in the State of Tennessee and the nation as a whole.

QUESTIONS?
For any questions regarding the Call for Proposals process, please contact:
Kerry A. Hines
President-Elect
Khines5@utk.edu
PHOTOS NEEDED

Have great pictures from Committee meetings, Summer Workshop, or Support Staff Workshops?

Send them to: tacraonewsletter@gmail.com
Come forward and become a contributor to your state professional organization. Much of our organization's strength is due to the diversity that we all bring to TACRAO.

As TACRAO continues to serve in many ways, volunteers - like you - are needed to help accomplish the organizational goals. As we prepare for the upcoming year, please sign up to serve on a committee or as an officer.

Please visit the link below to complete the volunteer interest form:

http://www.tnacrao.org/?page_id=942
**MEMBER SPOTLIGHT**

**ERIC FARMER**

**Institution/Affiliation:**
Tennessee Student Assistance Corporation

**Title:**
Outreach Specialist

**How long have you worked in higher education?**
17.5 years in Higher Ed.

**What is the most rewarding part of your job?**
Knowing I am helping students achieve their dream

**What motivates you professionally?**
The fact that I truly enjoy helping students who want to be helped.

**What is your favorite part of TACRAO?**
The friendships I have forged over the years.

**Fun Fact:**
I’m a DJ and I have 6 Dogs.
The TACRAO Board of Directors is receiving nominations for the following board positions this year:

President Elect

Treasurer

Vice President for Administrative Support Services & Outreach

Vice President for Admissions

Vice President for Communications

NOMINATE NOW!

Contact Michele Priddy, Past-President
priddym@aquinascollege.edu
BE A CONTRIBUTING AUTHOR

Fill out this form to submit your interest! https://goo.gl/forms/yZczUMJ4bUrWlhRZ2
Save the Date!

TACRAO 2017
ANNUAL MEETING

FRANKLIN, TN

NOVEMBER 15-17
FRANKLIN COOL SPRINGS MARriott

FOR SPONSORSHIP INFORMATION CONTACT:
MICHELE PRIDDY, TACRAO IMMEDIATE PAST-PRESIDENT
PRIDDYM@AQUINASCOLLEGE.EDU
Admissions Counselors

Scanner ordering is now open!

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order your scanner
From the Editor’s Desk

Happy summer!

The first official day of summer is right around the corner, and it only seems appropriate that I start this letter with thoughts of sunshine, pools, beaches and flip flops in mind. Many of you are on vacation or making plans to head out of the office very soon. As summer begins, we are reminded of our favorite question from students and faculty, “How did you spend your summer out of the office”? Many of us may love our jobs. However, this question makes us want to go CRAZY!

The majority of us are 12 months employees and summer is a time to work on those projects that get put off until the summer. When we think we will have lots of extra free time because we have fewer students and fewer faculty on campus. With a subtle quietness that permeates the campus, it quickly escapes when we realize, that in reality there is no such thing as “free time.” Many of us are experiencing budget constraints, which means short-staffing, and it is almost impossible to get everything done that we want to accomplish!

Summer time for many administrative offices means handling the workload on a skeleton staff as we plan projects and job duties around vacation request; while others work to close up the year-end functions for the campus. With employees in the summer time blues, it’s tough to keep the motivation levels up among our staff. What are some ways to maintain productivity during these typically “down” months? Here are a few ideas.

• Visible office calendar
I have found it helpful several years ago to have a visible office calendar for all my employees’ to review before requesting time off. The calendar serves as a visual reminder for both me and my team as to who will be out of the office on a given day. My team and I can rearrange job duties to make sure everything gets completed. My staff can check the calendar and see if the requested day is available. A visible calendar helps me manage last minute request that may come up.

• Pre-plan vacations
Planning vacation ahead of time means everyone knows what days and weeks are available for time off and can plan accordingly. I started reminding my team to turn in vacation request before the end of spring semester.

• Provide flex time
Summer is short, and for staff in our offices, it is hard to maintain moral when the faculty is sending emails while sitting at the beach. Therefore, to help build moral with your employees', offer flex time. Last summer I used flex time with my team, and it helped maintain morale tremendously. My team alternated Fridays off if...  [continued on the next page]
they work extra time during the week to make up for the time. My staff was able to plan long weekend trips with family, leave early for a vacation, or simply spend the day at the pool with their family. The key is to ensure it is consistently applied and that there is enough staff on Friday afternoons to cover the work. Others on campus don’t realize how beaten down our staff can get. It takes the smallest bit of change to show our staff appreciation for all they do.

- **Professional Development**
  Offer your employees the opportunity to catch up on their professional development and use the slower months to participate in webinars, e-courses, and read interesting articles helpful to their jobs.

- **Build in FUN!**

If you are unable to offer any of the above to your staff, think about bringing in some summer fun into the office. Maybe your employees can’t go to a picnic, so bring the picnic to them by hosting a picnic lunch on campus. Offer an afternoon ice cream social with other administrative offices. Our campus did this one summer, and it was a great opportunity for employees to relax and get to know others on campus. We all know ice cream is a great stress reliever. Perhaps you can have one of your team meetings outside versus in the office. There are many creative ways of enjoying the summer while being productive.

My team and I are enjoying a ‘Day at the Lake’ this summer. Not during business hours of course! We are planning Saturday full of sun, games, food, and lots of laughter while enjoying the beautiful view of the South Holston Lake. Not only is this a time for me to get to know my team better, but it is a time for me to show the family of my employees’ how much they mean to the institution for which they work for and me.

Whether you are going to the beach, on a cruise, camping, getting married, or simply planning a staycation, I hope you take the time to relax and recuperate before the next academic year.

Jessica W. Swiney
VP for Communication
JOIN US ON SOCIAL MEDIA

Visit our website: www.tnacrao.org

Join the TACRAO ListServe by sending an email to:
listserv-subscribe@tnacrao.org
**upcoming EVENTS**

**TACRAO EVENTS:**
Summer Admissions Workshop:
July 27th at Montgomery Bell Academy in Nashville, TN

East and West Support Staff Workshops:
Dates Coming Soon

Registrar Roundtable:
There will be two dates in early Fall for the Registrar Roundtable. There will be a session held in East and West, TN.

**AACRAO EVENTS:**
AACRAO Summer Institute for International Admissions
June 26-30, 2017 (Monday-Friday)
The Hyatt Arlington
Arlington, VA

2017 AACRAO Technology & Transfer Conference
July 9-11, 2017 (Sunday-Tuesday)
Sheraton New Orleans
New Orleans, LA

2 Day Intensive: International Transfer Credit Workshop
(co-located with AACRAO Technology & Transfer Conference)
July 7-8, 2017 (Friday-Saturday)
Sheraton New Orleans
New Orleans, LA

27th Annual Strategic Enrollment Management Conference
October 29 - November 1, 2017 (Sunday-Wednesday)
JW Marriott Phoenix Desert Ridge
Phoenix, AZ