



First Time Attendees Handbook

February 2019

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HISTORY OF THE ASSOCIATION

SACRAO began in 1947 when a group of registrars and admissions officers met for one and one-half days in conjunction with the annual meeting of the Southern Association of Colleges and Schools (SACS) in Louisville, Kentucky. In December 1972, the group elected to start meeting at a time and place to be fixed by its Executive Committee and held its own meeting in New Orleans. In September 1986, SACRAO was incorporated as a non-profit professional organization. The largest of the regional associations, SACRAO has since thrived. Each February, the organization holds a three-day annual meeting preceded by a day of pre-conference workshops.

Membership in SACRAO is institutionally based. The organization is made up of more than 3,000 individuals representing approximately 600 colleges and universities from a 14-state Southern area and 1 commonwealth (accepted for membership in February 2005). The 14 states and the commonwealth that make up SACRAO are:

- **Alabama**
- **Arkansas**
- **Florida**
- **Georgia**
- **Kentucky**
- **Louisiana**
- **Mississippi**
- **North Carolina**
- **Oklahoma**
- **South Carolina**
- **Tennessee**
- **Texas**
- **Virginia**
- **West Virginia**
- **Puerto Rico**

***NOTE:** Each of the above states also has a state association, except for North Carolina and South Carolina, which joined together to form one regional association.*

SACRAO'S MISSION STATEMENT

The mission of the Southern Association of Collegiate Registrars and Admissions Officers (SACRAO) is to provide for the dissemination of information, the exchange of ideas, and leadership in policy interpretation in the region. To maintain a leadership position in pursuit of this mission, SACRAO identifies and promotes standards and best practices affecting admission officers, registrars, other academic support, and student service professionals.

PURPOSE AND OBJECTIVES OF SACRAO

The purpose of the Association is to provide --- by means of annual conferences, workshops, and publications --- for the spread of information and the interchange of ideas on issues of common interest; to contribute to the advancement of higher education in its fullest and broadest implications; to foster a friendly spirit of unity and cooperation among its members; and to function as a unifying and coordinating agency among the separate state organizations.

Specifically, the Association shall promote and advance the improvement of admissions, enrollment management, registration, records, data management, international education, and financial aid management practices through study, education, and research; advance professional knowledge and techniques by fostering the exchange of experiences and information; and develop and advance standards of competence in the profession.

SACRAO MEMBER SERVICES

The Executive Committee of SACRAO, the Annual Meeting Program Committee, the Professional Development Committee, and other special groups are dedicated to the promotion of professional development of members in admissions, registration, records, and other related areas. The following services are among the benefits provided to the members.

SACRAO Website: www.sacrao.org

You will find information about the history of the association, membership, and the Executive Committee. The site also includes links to meeting information, an "I'm Available" form for volunteering your service, program and other information about the annual meeting, and online capability for members to update their SACRAO Directory information.

Member Participation

SACRAO is a completely volunteer organization. We are always in need of volunteers for standing and program committees, session presenters and coordinators, and meeting organizers. Anyone interested in participating in any of SACRAO's various volunteer opportunities should contact the **SACRAO President-Elect, Ginnifer Cie' Gee**, University of Texas San Antonio.

Meetings

Four days are set aside each February, usually a Sunday through a Wednesday, for the annual conference. Members participate in professional development sessions, strengthen interpersonal ties and professional friendships, and enhance communication channels among peers. The conference includes about 100 carefully planned sessions and business meetings. **The 72nd annual meeting will be held February 3-6, 2019 in Baton Rouge, LA.** For more information, contact the **Local Arrangements Chair, Brian Antie**, Louisiana State University, or any member of the Executive Committee.

Job Board

One of the services SACRAO provides to its members and the profession is the ability to link qualified professionals with exciting position vacancies in higher education admissions, records/registration, enrollment management, academic affairs, and student services through the Job Board, www.sacrao.org/sacrao/jobboard.

SACRAO Newsletter

The SACRAO Newsletter, published three times per year, carries announcements of meetings, survey results, critical issues, recognition and awards and more. Contact any member of the Executive Committee for details on how to submit an article.

SACRAO Journal

The SACRAO Journal is the only professional journal published by a state or regional organization within AACRAO. It provides an opportunity for sharing research and professional presentations. SACRAO members are encouraged to submit transcripts for review and consideration for publication to the Journal Editor or any member of the Journal Editorial Board.

SACRAO Directory

The Directory is maintained on-line and provides lists of institutional, individual, honorary, associate and corporate members. It also includes the most recent edition of the Constitution and By-laws, lists of individuals recognized for service to the organization, history of past meetings and a guide to future meetings. For more information, contact **Dusty Duncan, SACRAO Vice President for States/Regionals and Membership**, East Tennessee State University.

SACRAO COMMITTEES

SACRAO places a special emphasis on getting the membership involved in the association. SACRAOans serve as session presenters or coordinators and also work on standing and program committees. These provide wonderful professional development opportunities to members and also give the organization a continuous supply of experienced members from which to elect its Executive Committee. Getting involved is easy. Just submit the “I’m Available” form, found at www.sacrao.org.

The various committees of SACRAO are the means by which the association functions. The level and quality of activity of committee members directly affects the success of SACRAO. The Association has a strong tradition of active, able participation by its committee members. All committees, except the Nominations and Elections Committee and the Finance Committee, are appointed by the President. Specific activities for the year, along with the timetable for committee work, are provided to members by committee chairs upon direction by the Executive Committee.

EXECUTIVE COMMITTEE

The Executive Committee, established in the SACRAO Constitution, is composed of 13 elected officers who are voting members: President, President-Elect, Immediate Past President, Vice President for Admissions and Enrollment Management, Vice President for Information Technology, Vice President for Distinct Populations & Programs, Vice President for Professional Development, Vice President for Records and Academic Services, Vice President for States/Regionals and Membership, Secretary, and Treasurer. The Newsletter Editor and Local Arrangements Committee Chair for the next annual meeting serve as ex-officio members of the Executive Committee. The committee serves as the governing board of the Association acting for the membership and carrying out the wishes of the membership as expressed formally and informally. The Committee usually meets up to three times a year: at the SACRAO annual meeting in February; at the AACRAO annual meeting in March/April; and at the summer planning meeting in June.

AUDITING COMMITTEE

This four-member committee, established in the Bylaws, is responsible for developing the procedures and guidelines to be followed by the Treasurer in carrying out the financial affairs of SACRAO. The Committee conducts an annual review of the SACRAO financial records and submits its findings to the membership at the annual meeting.

CONSTITUTION AND BYLAWS COMMITTEE

This committee, established in the Bylaws and chaired by the Immediate Past President, is responsible for reviewing the Constitution and Bylaws and for recommending changes to the membership at the annual meeting. Suggested changes come from membership concerns or evolve from committee deliberations.

PROFESSIONAL ACCESS AND EQUITY COMMITTEE

This committee, established in the Bylaws, is responsible for encouraging and enhancing professional involvement opportunities for multicultural members within SACRAO. The committee serves as one of the program committees to sponsor program sessions dealing with access and equity issues and works closely with other program committees to ensure that underrepresented populations have the opportunity to enhance their professional development through organizational participation.

EVALUATION COMMITTEE

This committee, appointed by the President, is responsible for the development and administration of forms used to evaluate the quality of the annual meeting. The Committee tabulates the ratings by the membership and submits the data to the Executive Committee.

FINANCE COMMITTEE

This committee, established in the Bylaws and comprised of the President, President-Elect, Immediate Past President, and Treasurer with the outgoing Treasurer as ex-officio, oversees the financial activities of SACRAO. The

committee's responsibilities include development of the annual budget for approval by the Executive Committee, proposals for changes in the budget, and recommendations to the Executive Committee related to approved items of expenditures, investments, and dues.

LOCAL ARRANGEMENTS COMMITTEE

This committee, established in the Bylaws, is responsible for planning and carrying out all activities related to the annual meeting except for the program. Financing, hotel arrangements, hospitality, equipment, registration, and exhibits are included in the Committee's charge. The Committee works with the President and the President-elect, who is in charge of the program for the annual meeting. The Chair serves as an ex-officio member of the Executive Committee. The Committee usually numbers well over 20 people serving on six or more subcommittees.

MEMBERSHIP RELATIONS COMMITTEE

This committee, appointed by the President, is responsible for assisting the Vice President for States/Regionals and Membership in increasing membership in SACRAO and in planning and coordinating the activities for first-time attendees at the annual meeting.

NOMINATIONS AND ELECTIONS COMMITTEE

This committee, established in the Bylaws, is the only committee elected by the membership. The Chair-Elect is the candidate receiving the largest number of votes in the election and becomes the Chair the following year. The five committee members canvass the membership for nominees for officer and member-at-large positions. A slate of well-qualified individuals, which is as representative of the diverse membership as possible, is selected and presented for the membership's approval at the annual meeting. The Committee also submits candidates for the Nominations and Elections Committee ballot that is mailed to the membership in February after the annual meeting. This committee meets at SACRAO's expense during the summer.

PROGRAM COMMITTEE FOR ANNUAL MEETING

This committee, appointed by the President and composed of the President-Elect as Chair, the Vice Presidents for Admissions and Enrollment Management, Information Technology, Professional Access and Equity, Professional Development, and Records and Registration, and other members of SACRAO organized in a series of subcommittees, is responsible for planning and presenting the professional programs at the annual meeting. The Committee selects the program theme (*optional*), identifies topics and participants for program sessions, and schedules them for the annual meeting program. Program committees and the reporting Vice Presidents are:

Vice President for Admissions and Enrollment Management

Admissions, School Relations, Financial Aid, and International Committee

Vice President for Information Technology

Information Technology Committee

Vice President for Professional Development

Professional Development Committee

Vice President for Records and Academic Services

Academic Calendars, Scheduling and Publications Committee
Registration Techniques and Records Management Committee

Vice President for Distinct Populations & Programs

Women, Institutional Equity, Sexuality, Disability Services, Opportunities for Access, and Multicultural Awareness (WISDOM) Committee

These committees normally meet during or at the close of the previous annual meeting. The committee chairs may meet during the annual AACRAO meeting. The Chairs also meet at SACRAO's expense as a part of the summer planning meeting of the Executive Committee and Program Committee at the site of the next annual meeting.

PROFESSIONAL DEVELOPMENT COMMITTEE

This committee, appointed by the President and supervised by the Vice President for Professional Development, is charged with identifying and sponsoring pre-conference workshops and other activities that support the professional development of the membership. Further, the Committee serves on the Program Committee for the annual meeting. The Committee may engage in research related to the professional growth of SACRAO members and may deal with matters related to the work of SACRAO members.

RECOGNITIONS AND AWARDS COMMITTEE

This committee, appointed by the President, is responsible for screening candidates for formal recognition of awards and for honorary membership according to established criteria. The Committee solicits nominations from the membership in August and September, screens candidates according to the criteria, and proposes for approval by the Executive Committee the candidates for Honorary Membership, Certificates of Distinguished Service, and Certificates of Appreciation.

RESOLUTIONS COMMITTEE

This committee, appointed by the President, is responsible for preparing resolutions on issues and concerns and presenting them to the membership at the annual meeting.

SACRAO JOURNAL EDITORIAL BOARD

This Editorial Board, established in the Bylaws and appointed by the President, is responsible for publishing the official **Journal** of SACRAO. The board solicits and screens articles for the **Journal**, solicits advertisements from **Journal** sponsors, and exercises editorial control in publishing the **Journal** according to standards and procedures approved by the Executive Committee.

The editor of the **Journal**, who serves as Chair of the Editorial Board, is appointed by the President annually, for a maximum of three years. A Business Manager is appointed annually.

2018-2019 SACRAO EXECUTIVE COMMITTEE

President	Andrew Green Director of Community Engagement Jacksonville State University
President-Elect	Ginnifer Cie' Gee Director of Records and Registration University of Texas at San Antonio
Vice President for Admissions & Enrollment Management	Ronnie Chalmers Associate Director of Admissions North Carolina State University
Vice President for Information Technology	Kimberly Barber University Registrar University of Kentucky
Vice President for Distinct Populations & Programs	Tennyson Smith Director of Recruiting Shelton State Community College
Vice President for Topics in Higher Education	Kimberly Taylor University Registrar University of Kentucky
Vice President for Professional Development	Barbara Rowe Associate University Registrar Washington and Lee University
Vice President for Records & Academic Services	Jonathan Reece University Registrar University of North Carolina at Wilmington
Vice President for States/ Regionals and Membership	Dusty Duncan Associate Director of Admissions East Tennessee State University
Secretary	Brandy Piner University of Texas Health Science Center- San Antonio

Treasurer

Joseph DeCristoforo
Associate Vice President and University
Registrar
University of Texas at San Antonio

Immediate Past President

Louis Hunt
Senior Vice Provost and Registrar
North Carolina State University

Newsletter Editor
(Ex-officio)

Sheryl Gray
University Registrar
Carson-Newman University

Local Arrangements Chair
(Ex-officio)

Brian Antie
Associate Registrar
Louisiana State University

STATE PRESIDENTS

	Name/Institution	Term Through
Alabama	Laine Chapman Associate Director of Admissions The University of Alabama at Birmingham	June 2019
Arkansas	Rachel Mullins Director of Admissions University of Arkansas Community College - Morrilton	October 2019
Carolinas	Lisa Coté Assistant Director for In-State Recruitment University of South Carolina	December 2019
Florida	Mimi Robertson College Registrar Flagler College	June 2019
Georgia	Erin Chadwick Kings Ridge Christian School Coordinator of College Counseling & Academic Affairs	October 2019
Kentucky	Melissa Terry Director of Admissions BCTC	November 2019
Louisiana	Andy Cline Associate Director of Admissions Louisiana Tech University	November 2019
Mississippi	Lynn Gibson Blue Mountain College	April 2019
Oklahoma	Kwanna King Connors State College	October 2019
Puerto Rico	Ivonne Calderon	May 2019

Administración Central
University of Puerto Rico

Tennessee	Tracy Comer Associate Director of Admissions Austin Peay State University	November 2019
Texas	Sofia Montes University of Texas-Rio Grande Valley	November 2019
Virginia	Whitney Gershowitz Senior Assistant Dean of Admissions College of William and Mary	December 2019
West Virginia	Taylor Richmond Assistant Registrar, Transfer Articulation West Virginia University	October 2019

SACRAOnyms

AACRAO	American Association of Collegiate Registrars and Admissions Officers
ALACRAO	Alabama Association of Collegiate Registrars and Admissions Officers
ArkACRAO	Arkansas Association of Collegiate Registrars and Admissions Officers
CACRAO	Carolinas Association of Collegiate Registrars and Admissions Officers
FACRAO	Florida Association of Collegiate Registrars and Admissions Officers

GACRAO	Georgia Association of Collegiate Registrars and Admissions Officers
KACRAO	Kentucky Association of Collegiate Registrars and Admissions Officers
LAC	Local Arrangements Committee
LACRAO	Louisiana Association of Collegiate Registrars and Admissions Officers
MACRAO	Mississippi Association of Collegiate Registrars and Admissions Officers
MOSIS	Management of Student Information Systems, a SACRAO sponsored summer workshop that emphasizes computerized management of data.
N&E	Nominations and Elections Committee
OACRAO	Oklahoma Association of Collegiate Registrars and Admissions Officers
PAE	Professional Access and Equity
PACRAO	Puerto Rico ACRAO
SPEEDE	Standardization of Postsecondary Education Electronic Data Exchange
TACRAO	Texas Association of Collegiate Registrars and Admissions Officers
TNACRAO	Tennessee Association of Collegiate Registrars and Admissions Officers
VACRAO	Virginia Association of Collegiate Registrars and Admissions Officers

SUGGESTIONS FOR YOUR FIRST SACRAO MEETING

1. Attend as many Program Sessions as possible. Have an alternate session in mind in case your first choice is full.
2. Visit the vendors in the Exhibit Area. They have cutting-edge information to share.
3. Attend the Town Meeting and Business Meeting to learn how SACRAO operates.
4. Meet new friends in the Hospitality Room.
5. Ask if you don't know. Executive Committee and Local Arrangements Committee (LAC) members can be identified by special ribbons on their nametags. They welcome your questions.
6. Take at least one or two good ideas home with you. Share them with your supervisor.
7. Attend the Special Events. Take time to enjoy the social events.
8. Get involved in SACRAO and your state organization. You have a lot to offer.
9. Volunteer to serve:
 - a. as a presenter or a panel member for a program session at the annual meeting. The success of the session is based on preparation and delivery of each presenter or panel member. Each presenter is responsible for preparing an abstract of his or her presentation and submitting it to the Newsletter Editor for publication in the Spring/Summer.
 - b. as a coordinator, responsible for starting and stopping the session on time, introducing presenters, and being available to assist the presenters.
 - c. on a program or standing committee.
 - d. on the local arrangements committee when the annual meeting is in your area.
 - e. as an author of a **Journal** article.
10. Carry out your assignment with professionalism and responsibility. Once you volunteer, guarantee that you will complete your assignment, no matter what!

CALENDAR OF COMING EVENTS

SACRAO ANNUAL MEETINGS

February 3 - 6, 2019, Baton Rouge, LA

February 2-5, 2020, Alexandria, VA

AACRAO ANNUAL MEETINGS

AACRAO's 105th Annual Meeting
March 31 - April 3, 2019 (Sunday-Wednesday)
Los Angeles Convention Center
Los Angeles, CA

AACRAO's 106th Annual Meeting
April 5 - 8, 2020 (Sunday-Wednesday)
Ernest N. Morial Convention Center
New Orleans, LA

AACRAO's 107th Annual Meeting
March 28-31, 2021 (Sunday-Wednesday)
Gaylord National Resort & Convention Center
National Harbor, MD

AACRAO's 108th Annual Meeting
April 3-6, 2011 (Sunday-Wednesday)
Oregon Convention Center
Portland, OR

AACRAO's 109th Annual Meeting
March 26-29 (Sunday-Wednesday)
Gaylord Rockies
Aurora, CO