



**Fall 2018**



Virginia Association of Collegiate Registrars and Admissions Officers

**Special points of interest:**

- Volunteer to help with SACRAO '20
- Nominate your peers for a 2018 VACRAO award!
- 2018 ANNUAL CONFERENCE DECEMBER 12-14!!

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**PRESIDENT'S MESSAGE**

**Sarah Boswell, President**



Hello Fall!

Travel season and classes have begun! The VACRAO Executive Committee had a very busy summer!

I would like to thank everyone who came out to one of our summer workshops and a special thank you to Sarah Lindberg, Vice President for Professional Development and her committees for planning the events!

We were excited that we were able to offer the first annual Registrar Workshop. A big thank you to Beth Shively, Susan Hines, and Roxanne Martin for all their help organizing this endeavor! We look forward to offering another one this Winter or Spring. Stay tuned for more information!

Alphonso Garrett, President Elect is hard at work planning the annual conference. **The 2018 VACRAO Annual Conference will be held December 13-14 at Hilton Virginia Beach Oceanfront.** The Annual Conference is always a great professional development and networking opportunity for admissions and registrar representatives from across the state (and outside of Virginia, too!). This year's theme is "Riding the Waves of Change."

Finally, I realize that this will be my last President's section of the VACRAO newsletter. Thank you for allowing me to serve you and this wonderful organization!

See you in December!

**Sarah**

**JOIN US!**

VACRAO 2018 Annual Conference

**Wednesday, December 12 - Friday, December 14**

Hilton Virginia Beach Oceanfront

## IMMEDIATE PAST PRESIDENT'S MESSAGE

### Ashley Browning, Immediate Past President

Hello, VACRAO! Mark your calendars for VACRAO's 2020 annual conference in partnership with SACRAO on **Sunday, February 2<sup>nd</sup>** at the **Hilton Alexandria Mark Center**. Attendance at the VACRAO event will be provided to our members as a complimentary part of your membership fee; we encourage all VACRAO members to stay and enjoy the SACRAO conference immediately following. Traditional registration fees will apply for that program. Look out for more information as the event nears!

#### Nominations

With the 2018 annual conference coming just around the corner, I hope you will consider **nominating one of your colleagues** for one of the following awards. Send your nominations to me directly at [abrowning@hollins.edu](mailto:abrowning@hollins.edu). Nominate a peer for:

**HONORARY MEMBERSHIP** Reserved for individuals who have been long-term and valued members of VACRAO and who are no longer eligible for voting or associate membership in the association. They should have a significant record of contributions to the admissions and records profession or must have taken a leadership role in VACRAO

**NEW PROFESSIONAL AWARD** Reserved for individuals with one to five years of experience in the profession. Nominees must exhibit professionalism and expertise in their field at their institution. Their interest in and significant contributions to VACRAO are key considerations, along with their potential for leadership in VACRAO and other related professional associations.

**DISTINGUISHED SERVICE AWARD** The highly selective, "lifetime achievement" award is reserved for individuals whose service to VACRAO has been so extraordinary as to warrant special consideration while still active or for individuals retiring.

#### Professional Development

The VACRAO Annual Professional Development Scholarship offers financial support to VACRAO members for two professional scholarships given annually. One individual member will be selected to attend SACRAO, and one individual member will be selected to attend AACRAO, allowing VACRAO members greater exposure to regional and national conferences, as well as, significant opportunity for professional development. Conference dates and locations for 2019 are:

**SACRAO – February 3 – 6, 2019; Baton Rouge, Louisiana**

**AACRAO – March 31 – April 3, 2019; Los Angeles, California**

Upon returning from the selected conference, VACRAO will require the scholarship award winners to bring forth a session idea/presentation for VACRAO's annual conference, allowing our membership to be more aware of pertinent issues that exist both regionally, as well as nationally. To be eligible, applicants must be employed by an institution who holds a current VACRAO membership, be a current full-time employee with their fellow institution in either the Admissions or Registrar's Office and have been employed in their respective office for at least 1 year.

Awards will not exceed \$1500.00; and must be used only for registration fees, travel and/or lodging reimbursements. **Contact me at [abrowning@hollins.edu](mailto:abrowning@hollins.edu)** to access the scholarship application.

**Ashley**



## PRESIDENT ELECT'S MESSAGE

### Alphonso Garret, President Elect

#### Conference 2018 – Riding the Waves of Change

VACRAO – I hope you all are well and are getting excited for this year's conference. We will be **Riding the Waves of Change** this year as we gather at the Hilton Virginia Beach Ocean front December 12 – 14. Registration information will be released very soon. Also, we are actively seeking conference proposals. Please share your expertise and submit a proposal to be a presenter. Virginia has so much talent and our conference will be a great place for us to gather, socialize, learn and grow together.

**Alphonso**



## VIRGINIA TOUR UPDATE

### Kim McDaniel, VP for Admissions and Enrollment

Hello VACRAO! I hope everyone is having a great travel season and the college fairs are going well. Due to Hurricane Florence we did have to cancel some fairs, but we have been in the process of getting those fairs rescheduled and will have everything posted to our website once it is confirmed.

Planning for VACRAO Fair 2019 will be underway soon as we would like to have the tour planned earlier. I have some vacant positions on my committee and would love the help! If you are interested in helping to reach out to various locations to get the tour planned please reach out and let me know. I need three people for the high school portion of the tour and then another person to help reach out to sites for the Transfer tour. I look forward to seeing everyone at the conference in December in Virginia Beach!

**Kim**



## VP FOR MEMBERSHIP & COMMUNICATION'S MESSAGE

### Christopher Carl

Thank you to all members for their patience and cooperation as we moved the membership renewal completely online. Now that at least the majority of our members have a central email address associated with their account, it is imperative to stress to the admins of the accounts to please disseminate information they receive from VACRAO to the correct parties. In an effort to continue to take VACRAO and the Fall Tour to the next level, beginning next year we are going to have fair payment go through the website instead of to the individual fair chairperson. This should streamline the process even more and ensure maximum participation at all fairs. I again thank you and as always, if you have any suggestions or questions please don't hesitate to reach out at [ccarl@umw.edu](mailto:ccarl@umw.edu).

**Chris**



## VP FOR RECORDS & REGISTRATION'S MESSAGE

### Dana Cook

#### Fall Tour

The Fall Tour is in full swing! We had 186 registrations this year. Chris has done a wonderful job of streamlining this process and helping to collect dues at the same time by sending out the registration link to members who have paid. This has eliminated all of the back-and-forth that previously took place, and encouraged those schools eager to receive the registration link to pay their membership dues!

#### CVENT

I have created the proposal site and will next begin the conference registration site. As of August 31, we have used 67% (532/800) of our registrations through C-Vent. If we need to purchase additional registrations, the rate is \$2.00 per registration if purchased before we exhaust ours; it is \$3.00 each if we go over our allotted registrations.

Note: Our current C-vent cycle is May 1- April 30 and runs through April 30, 2019.

**Dana**



## TREASURER MESSAGE

### Travis Carter

Happy travel season to everyone! I hope you are speaking with thousands upon thousands of students that are excited about your college or university and the information you are presenting to them.

In VACRAO Treasurer news, our taxes are about to be sent over to Scott Werthman for completion of our 2017 returns. We filed for an extension again this year per Scott's recommendation. All invoices are paid as of September 28<sup>th</sup>.

Please remember, if you have an item that you need to report or you need to be reimbursed for please contact me to make sure you have the proper paperwork for submission. Typically, only one form is needed for most expenses but there can always be extenuation circumstances.

I am looking forward to the annual conference this year and hope to see everyone there. If you need anything or have any questions about VACRAO finances or expenditures, please don't hesitate to contact me.

Safe travels to everyone on the road and I hope every day allows you to see or experience something new while you're on the road!

**Travis**



## VP FOR PROFESSIONAL DEVELOPMENT'S MESSAGE

### Sarah Lindberg

Happy Fall Ya'll. Professional development was in full swing this summer with a number of opportunities for our membership.

We had 3 successful Domicile Workshops hosted in various locations across the state with new attendees at each. Thank you to Lee Andes at SCHEV and the panel of experts he brought in to share updates and talk through scenarios with our participants. I would also like to thank our host schools University of Mary Washington, Hollins University and Thomas Nelson Community College.

This summer we hosted our first annual Registrar's Roundtable Workshop! We had Registrar's from across the state join us at Longwood University to talk about new laws and policies. Thank you to Beth Shively and her committee for putting together such a great workshop! Thank you Longwood for being our host!

The annual New Counselor Workshop was hosted by Randolph Macon College for the second year in a row. Offering our workshop an amazing location for our new admissions professionals to learn about admissions and higher education. Thank you to my committee for all of your support and great presentations!

Thank you everyone who came together to make this summer's workshops great! If you are interested in participating on a workshop committee, please feel free to contact me.

**Sarah**



## EDITOR'S NOTE

### Taylor Flynt

Hello, VACRAO!

I hope that everyone is having a safe and fruitful travel season.

In my last editor's note, I would just like to take a second and encourage you to get involved! We would love to have you on a VACRAO committee. Volunteering within VACRAO is a wonderful way to connect with all of the amazing people in this profession.

**We want to hear from you!** If you have any questions, comments or suggestions for future articles, you are more than welcome to email me at: [FlyntTW@hollins.edu](mailto:FlyntTW@hollins.edu).

It has been a real joy serving as the Newsletter Editor. I hope to see you at the annual conference in December!

**Taylor**





# SACRAO 2020

Greetings from the near future! I am currently working on planning the festivities surrounding SACRAO 2020 in historic Alexandria, Virginia and would like to introduce my Conference Planning Dream Team!!!

They are:



Ashley Browning, Hollins University, Corporate Partners Chair

Ashley will be working to attract partners to exhibit and present exhibitor track presentations at the annual meeting.



Whitney Pitschke, William & Mary, Social and Catered Events Chair

Whitney will work to provide a variety of social events and enrichment opportunities for the non-program meeting times throughout the annual meeting.



Jason Ferguson, Hampden-Sydney College, Hotel & Hospitality Chair

Jason will serve as the hotel contact at the Annual Meeting and will coordinate all aspects of the Hospitality Suite during the annual meeting.



Sarah Boswell, Jefferson College of Health Sciences, Physical Arrangements Chair

Sarah will provide room, seating arrangements, audio/visual equipment and signs for workshops, program sessions, special events and committee meetings prior to and during the meeting.



Mallory Griffith, Radford University, Publicity & Publications Chair

Mallory will promote the annual meeting through utilization of exhibitor space, distribution of door prizes, and presentations at the annual meeting one year out. She will also make announcements to the membership through the SACRAO newsletter and email distribution list.



Alana Davis, Randolph Macon College, Registration Chair

Alana will be in charge of providing an orderly process for registering members attending the annual meeting and help generate reports during and after the meeting.



Barbara Rowe, Washington and Lee University, Transportation and Outings Chair

Last but not least, Barbara will be responsible for ensuring that adequate air and ground transportation is available for the annual meeting. In addition she will find tours to local education, historical or entertainment attractions available for conference attendees.

As you can see, planning the 2020 conference has **A LOT** of moving parts, and every chairperson listed is in need of additional volunteers to help assist them fulfill their conference role. If you work closely with any of the 2020 chairs, please take a moment to thank them for their commitment to VACRAO & SACRAO!

VACRAO is extremely excited to be hosting SACRAO here in the beautiful state of Virginia, and I am asking that our membership work together to build and promote an extraordinary conference experience for our regional members.

Please take a look back through all of the chair positions and find a role in which you can add some talent and enrichment. Once you have found your area of expertise, please send me an email and I will connect you with that chair person. We have already started planning the conference, but will soon be gearing up to finalize plans as the 2019 conference nears.

I am also looking for volunteers to assist me at SACRAO's 2019 conference in Baton Rouge in February. I will have a booth among the corporate partners advertising the 2020 location - creating buzz and excitement for the year to come. If you already know that you will be attending the 2019 conference and feel that you can spare some time, please contact me, and I can meet you at the conference and you can be at the booth encouraging attendees to consider traveling to Virginia in 2020.

Thank you all in advance for willingness to help!!! My contact information is listed below – please email me @ [hvreynolds@vt.edu](mailto:hvreynolds@vt.edu).

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