



The Journal

National Network of Law School Officers

www.NNLSO.org

Executive Director's Report

Spring 2010
Newsletter



Happy 2010 to all NNLSOans!!!! I know at this reading we ushered in 2010 several weeks ago, but this is my first opportunity to say to all, **Happy New Year.**

As you will see in this report, your NNLSO Executive Committee (EC) had another very successful year. Before you know it, we will be meeting in New Orleans for our annual meeting. I hope all of you have made your arrangements to attend AACRAO's 96th Annual Meeting, April 21-24, 2010 (Wednesday-Saturday) at the Ernest N. Morial Convention Center; New Orleans, LA.

The EC is so energized after our fall planning meeting in Albany this past September and we are so excited about the membership services we plan to roll out this year.

We realize that many of our colleagues are still facing economic hardships. At the fall planning meeting, the EC decided to offer five (5) \$500 travel stipends to offset the cost for a NNLSO member to attend the annual meeting for the first time. At this writing I don't have the information on the number of requests we received but will report on this at the annual meeting.

We had two extremely productive ad hoc committees that took on major NNLSO concerns: technology-web and by-laws. These officers came in a day early to meet and formulate recommendations to present to the EC for consideration.

With recommendations from the Technology Ad Hoc Committee, co-chaired by Oral Hope and Roberto Koch, the EC decided it was time to move to a user-friendly data base. The Committee has been hard at work finding a web designer to update our website that will allow us to provide better membership

services. We hope to offer more services to the membership by providing an interactive, centralized, self-service, and current repository for our membership information. We hope to implement a user-friendly message board system. We also hope to put in place a credit card payment system for members to pay membership dues. We hope you are as excited about these projects as we are. We plan to have an "unveiling" at our opening session on Thursday, April 22. I want to thank the other Committee members that served with Oral and Roberto, Nicole Waterman, Denise Boessen, and Ben Hoffman.

As you may recall, we were scheduled to vote on some proposed By-Laws amendments last year. Unfortunately, we did not get the *Journal* out to the membership by the 60 day advance notice so we were not able to hold the vote at the annual meeting in Chicago. We were informed that we had to add a Conflict of Interest Policy for our non-profit status to our By-Laws, and since we had not voted on the By-Laws proposals last year, I formed another By-Laws Ad Hoc Committee to review original proposals, and make any other amendments the Committee felt were needed. This Committee was chaired by Jerri Cunningham. She will be presenting these proposed amendments at our luncheon business meeting in New Orleans, for approval by the membership (**please see article in this *Journal***). I want to thank the Committee members that served with Jerri, Pam Forcum, Maryam Isles, and Valerie Harper.

I want to once again thank Courtney Hennigan for her service to NNLSO as the *Journal* editor. She put together a tremendous issue in fall 2009. Courtney stepped down after that edition. I want to thank Maureen Carver, Villanova University Law School, for accepting the position of NNLSO *Journal* editor. She did a tremendous job putting this spring *Journal* together.

The EC once again has budgeted money for regional meetings. Don't be surprised if your regional representative calls you and asks you to meet for lunch with her and several other representatives from area law schools. In fact, if she doesn't set something up, give her a call and start the ball rolling. Regional meetings are a wonderful membership networking

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"I like nonsense,
it wakes up the
brain cells."

Dean's Corner - Being a Registrar: Life's Great Balancing Act

By: Connie Mayer

Associate Dean for Academic Affairs, Albany Law School

Dr. Suess must have been talking to a Registrar when he wrote the following in *Oh, the Places You'll Go*:

You'll get mixed up, of course, as you already know. You'll get mixed up with many strange birds as you go. So be sure when you step. Step with care and great tact and remember that Life's a Great Balancing Act. Just never forget to be dexterous and deft. And never mix up your right foot with your left.

The Registrar knows better than anyone else in law school administration how to perform the "Great Balancing Act". The Registrar has the difficult job of accommodating faculty preferences while navigating student needs. As Associate Dean for Academic Affairs, I oversee the Registrar's Office. What I have learned over the course of a few years is that the key to a happy Associate Dean is happy faculty and happy students . . . and the key to happy faculty and students is a good Registrar! And it takes a great Registrar to walk the fine line of meeting the needs of both constituencies.

You regularly deal with faculty who only want to teach on certain days at certain hours in specific rooms. You remain patient while you explain the residency credit requirements (for the thousandth time!) to a student who doesn't understand or care to read the academic rules. "Why," they say, "can't I graduate in three semesters – I have enough credits?!"

Without any real software that works, you create unique ways to plot out the scheduling of courses: white poster boards with multiple colored post-its, colored construction paper covering your dining room tables to make sure that Business Organizations (blue paper) does NOT conflict with Trusts & Estates (yellow paper), dart boards, Ouija boards, and on and on – there is nothing that you haven't tried in order to put together the one, true, perfect schedule that draws no complaint from either faculty or students. ARGH, it can't be done, but you have to try!

You run interference for us and fix the problems before we even hear about them.

The Associate Dean's role is easy – we do our best to be sympathetic and supportive, while YOU do all the work! When the Registrar calls to say, "I'm pulling my hair out! Professor Smith will only teach on Tuesday and Thursday at 10:00, but the students need his class to be

offered at 9:00," a good Associate Dean remains appropriately concerned and offers to bring the Registrar coffee, knowing that within 24 hours an e-mail from the Registrar will arrive that says, "I fixed it!" Of course she did, because she always does.

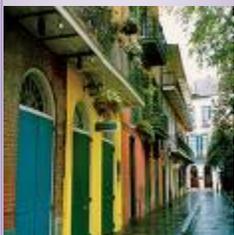
If it weren't for those of you who work in the Registrar's Office, the law school couldn't function. You are central and critical to every aspect of the law school operation: Scheduling classes, overseeing exams, making sure students meet their graduation requirements, producing the transcripts that will help them get jobs, functioning as FERPA officials and Homeland Security aces – is there anything you can't do??

The answer is easy – you do it all and I hope that you all know how much we appreciate what you do to make the law school run smoothly and make your Associate Dean happy!

"I like nonsense, it wakes up the brain cells. This mess is too big and too deep and too tall. We can't clean it up! We can't clean it up at all!"



There are many times a Registrar feels like the Cat in the Hat...more to balance than seems possible!



NNLSO Sessions at AACRAO

The AACRAO Annual Meeting will be held in New Orleans, Louisiana, April 22 through 24, 2010. In addition to the many sessions being offered by AACRAO, NNLSO is pleased to offer the following slate of sessions.

Thursday, April 22, 8:00 a.m.

National Network of Law School Officers Opening Session

Welcome and overview of sessions that are being offered at this year's meeting. Additionally, two experienced law school professionals will present a look at the evolution of the admissions and registrar's office in law schools: including survival, advancement, and the future.

Presenters: Lylene Pilkenton, Registrar Emerita and Development Officer, South Texas College of Law; Alicia Cramer, Assistant Dean for Admissions, South Texas College of Law; and Ken Pokrowski, Assistant Dean of Academic Records & Research

Thursday, April 22, 10:45 a.m.

Strategies for Running a More Efficient Office

As administrators, we are charged with running an efficient office no matter what the economic climate. This session will provide tips for running your office more efficiently.

Presenters: Felisha McCaster, Registrar, St. Louis University School of Law; Jay Ruffner, Director, Academic Services, Case Western Reserve University School of Law; and Colleen Timmons, Assistant Dean for Academic Services, Tulane Law School

Thursday, April 22, 1:15 p.m.

Law School Academic Support Programs for at Risk Students

Law Schools are doing more now than ever to help students succeed. This session will provide information on a sample of academic support programs that have been put into place at various law schools.

Presenter: Prof. Michael H. Schwartz, Associate Dean for Faculty & Academic Development, Washburn University School of Law

Thursday, April 22, 4:00 p.m.

Roundtable: Law School Registrars

Thursday, April 22, 4:00 p.m.

Roundtable: Law School Admissions

Thursday, April 22, 7:30 p.m.

National Network of Law School Officers Social

Friday, April 23, 11:30 a.m.

National Network of Law School Officers Business Meeting & Luncheon

Friday, April 23, 5:00 p.m.

A-Z Social Networking - Admissions to Alumni

Social networking is all the rage. Take a walk though the world of social networking, from admissions to alumni.

Presenter: Ben Hoffman, Director of Admissions & Records, University of North Dakota



By-Laws Amendment Proposals

By Jerri Cunningham, Chair, Ad-hoc Committee on By-Laws (2009)

An Ad-hoc Committee charged with a complete review of the NNLSO By-Laws met on September 25, 2009 in Albany, New York prior to the Executive Committee Fall Planning Session. Other members of the committee were Pam Forcum, Valerie Harper and Maryam Isles. As you may recall, NNLSO was scheduled to vote on proposed amendments to the By-Laws last year at our Annual Meeting. Unfortunately, the *Journal* was not distributed to the membership by the 60 day advance notice (required by the By-Laws). This year, as a result of the need to add a conflict of interest policy, Executive Director Lylene Pilkenton called on us to review all proposals made by the committee in 2008, as well as the current By-Laws as a whole.

After careful review of the changes proposed by the Ad-hoc committee that met in 2008, and after a complete review of the current By-Laws, the following recommendations are made on behalf of this committee to the NNLSO membership. The proposed changes are for the sections listed below. You may review the current By-Laws on the web at <http://www.nnlso.org/>.

IV. Membership

We propose removing the first sentence currently in section IV, and moving membership information currently under Article XI Membership to this section. The committee believes our members, the organization, and the legal education community will benefit from allowing professionals at non-ABA approved law schools to participate in NNLSO. Additionally, there were two sections that touched on the membership topic. We recommend that section IV address issues related to traditional memberships, and section XI become "XII. Life and Honorary Membership."

Article XI. IV. Membership.

Section 1. Classifications of membership. Members of the Association shall consist of:

Individual active members. Any professional officially affiliated with an ABA accredited law school may become an individual active member upon payment of annual dues. Such membership cannot be transferred or assigned.

Institutional members. Any ABA accredited law school may become an institutional member upon payment of annual dues. Persons designated under an institutional membership shall be in all respects the equivalent of individual active members.

Individual associate members. A professional not connected with a law school **or who is affiliated with a non-ABA approved law school** may become an associate member upon approval by the Executive Committee and the payment of annual dues. An individual active member or a member who has been designated under an institutional membership may become an individual associate member when no longer officially affiliated with a law school.

Institutional associate member. Any company or institution **or non-ABA approved law school** other than a law school may become an associate member upon approval of the Executive Committee and payment of annual dues.

~~• **Life members.** Any Association member may make nominations for life membership to the Executive Committee. The Executive Committee shall certify that those nominated have been members in good standing with the Association for five or more years, and have retired from active law school administrative work, or are no longer eligible for active membership in NNLSO. Life membership shall be based on repeated and significant contributions to the association as reflected by service as a board member or officer of NNLSO, active committee membership, an active presenter, and in regular attendance at the annual meetings over a period of five or more years. Length of membership or regular attendance at annual meetings do not of themselves constitute grounds for the awarding of life membership. The Executive Committee shall vote on the nominees. Announcement of Life Membership will be at the annual meeting.~~

~~• **Honorary members.** Any Association member may make nominations for honorary membership to the Executive Committee. The Association may, at any annual meeting, by a vote of two thirds of those present, elect non-members who have contributed to the support of NNLSO as honorary members.~~

Section 2. Dues, rights, and privileges. The Executive Committee shall determine annual dues for all membership classifications. Rights of voting shall be restricted to individual active members and to designated members under an institutional

membership. All members shall receive ~~The Journal~~, and have the ability to participate in the NNLSO list serve as part of their membership. **access to all member services.**

Section 3. Elections. Both the nomination process and the election process are to be handled by the joint Nominations and Elections Committee. The committee shall have charge of the conduct of the annual election and the counting of all votes cast.

V. Meetings and Procedures

We recommend changing the number of days necessary to notify the membership of proposed changes to the bylaws, as well as the way in which the membership may be notified. Modern technology allows for faster delivery of information to the membership. We believe that thirty days is sufficient time to notify the membership of recommendations to change the By-Laws.

Section 4. Amendments. The Bylaws may be amended by a two-thirds vote of the membership present at the Association's Annual Business Meeting provided that any proposed amendment has been submitted to the Executive Committee at one of their regular meetings **or via electronic means** preceding the annual meeting and provided that there is a ~~sixty (60)~~ **thirty (30)** day notification period to the membership. Proposed amendments will be published in an issue of the Journal for membership consideration prior to the Annual Business Meeting, or will be distributed to the membership, whether electronically or by mail, at least ~~60~~ **30** days in advance of the annual meeting. Proposed amendments to the Bylaws may be submitted to the Executive Committee by any **individual active member or institutional** member in good standing.

VI. Elections

This proposed change provides for the option of using regular mail or electronic notification for NNLSO elections.

Section 3. Election Procedures. The Nominations and Election Committee shall call for nominations from the general membership at least three months prior to the Annual Business Meeting. The call for nominations must be conducted by mail or by electronic means. Nominees must be contacted for permission to run for office. A ballot, that includes biographical information on each candidate, will be ~~mailed~~ **provided** to the general membership **by mail and/or electronic means**. The votes may be collected by mail or electronically, and counted by the Nominations and Election Committee. The results of the election will be announced at the Annual Business Meeting. At the conclusion of the annual meeting, the new officers will assume their positions on the Executive Committee.

VII. Officers

Adding in a section on Appointment of Officers allows vacant spots to be filled by the Executive Director, making it less likely that a position will go unfilled. Allowing for current officers or board members to fill a position regardless of term limits or hiatus period provides an opportunity to allow the Executive Director to have a larger pool from which to fill openings.

Section 3. Appointment of officers.

In the event that no one is nominated for a vacant office, an officer has to vacate an office before the end of the term, or in the event of an officer or board member having been removed for failure to meet the responsibilities of the office, the Executive Director shall appoint an interim acting officer; an outgoing officer will be eligible to be appointed as an interim acting officer without regard to term limits or hiatus period. The interim acting officer shall remain in the appointed position until the original term expires.

VIII. Board of Directors

Adding the language "individual active or institutional" clarifies who is eligible to serve on the Board.

Section 1. The Board shall consist of seven members elected from the general membership of the Association (**individual active or institutional**), and serve a term of two years. The election of board members will be staggered; four members shall be elected in the same year as the Executive Director and *Journal* Editor; three members shall be elected in the same year as the Assistant Executive Director, the Secretary, and the Treasurer.

X. Removal from Office

Adding this section to the By-Laws provides a provision for the Executive Committee and Officers to address circumstances when and if an officer or board member is not performing the duties and responsibilities of office. It is hoped that this provision would not need to be used, but we believe it is appropriate to have such a provision in case the need should arise.

Article X. Removal from Office

If an officer or Board member is not fulfilling the responsibilities defined under Articles VII and VIII, the Board (the Executive Committee excluding the Officers) shall first serve notice to the individual through a written warning. If no improvement results from the written warning, the Board shall recommend removal from office to the Officers. A majority vote of the Board is required to remove an individual from office. If such recommendation is approved, the individual may appeal the decision to the Officers within 15 days from the date of notification of the removal. The decision of the Officers will be final.

XI. Committees and Representatives

Due to the addition of Article X (above) this article is changed to XI. We propose adding a statement at the bottom of the section on standing committees addressing the importance of area representatives to the organization.

Standing Committees shall investigate and study continuing or recurring matters that relate to the business or interest of the Association. Standing Committees serve until the Executive Committee determines that their mission has been fulfilled. **Area representatives are considered a part of a standing committee. Area representatives are an important part of the organization and are encouraged to attend at least one Executive Committee meeting per year.**

Article XII. Life and Honorary Membership

Due to the addition of Article X (above) this article is changed to XII. We recommend moving the parts of this section that discuss individual active members, institutional members, individual associate members, and institutional associate members to Article IV. This section will discuss the special membership designations of life membership and honorary membership.

Article XII. Life and Honorary Membership.

Individual active members and designated members under an institutional membership may nominate individuals as life members and honorary members as specified below:

Life members. Any Association member may nominate to the Executive Committee an individual for life membership. The Executive Committee shall certify that those nominated have been members in good standing with the Association for five or more years, and have retired from active law school administrative work, or are no longer eligible for active membership in NNLSO. Life membership shall be based on repeated and significant contributions to the association as reflected by service as a board member or officer of NNLSO, active committee membership, an active presenter, and in regular attendance at the annual meetings over a period of five or more years. Length of membership or regular attendance at annual meetings do not of themselves constitute grounds for the awarding of life membership. The Executive Committee shall vote on the nominees. Announcement of life membership will be at the annual meeting.

Honorary members. Any Association member may make nominations for honorary membership to the Executive Committee. The Association may, at any annual meeting, by a vote of two-thirds of those present, elect non-members who have contributed to the support of NNLSO as honorary members.

Article XIII. Conflict of Interest Avoidance Policy

We propose adding a conflict of interest avoidance policy so that there are clear expectations and policies with regard to avoiding and dealing with potential conflicts of interest.

Article XIII. Conflict of Interest Avoidance Policy.

Section 1. A Duty to Disclose. In connections with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Section 2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Section 3. Procedures for Addressing the Conflicts of Interest. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Section 4. Violations of the Conflict of Interest. If governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose actual or possible conflicts of interest, it shall take appropriate disciplinary or corrective action.

Article XIV. Anti-discrimination

Due to the addition of Article XIII (above) this article is changed to XIV. We believe that adding the language proposed below will enhance NNLSO's statement on anti-discrimination.

Article XIV. Anti-discrimination.

Membership in the Association or participation in any activity of the Association shall not be denied to any individual, or abridged on account of race, color, religion, sex, age, national **or ethnic** origin, sexual **orientation, gender identity or gender expression** preference, disability, **or veteran status**.



Working hard to amend the by-laws.

NNLSO REGIONAL REPRESENTATIVES AND MEMBERSHIP INFORMATION

NNLSO currently includes some 550 members from 140 plus law schools. Please check the list of active member law schools at <http://nnlso.org/activeschools/nnlsoactive.pdf>. If your school is not listed, it is not too late to renew your membership for 2010. Please contact Roberto Koch, NNLSO Treasurer, at rkoch@hamline.edu.

Meet Your Regional Representative



Mountain West Region

Nancy Hamberlin
Law School Registrar
hamberlinn@lawgate.byu.edu

My name is Nancy Hamberlin and I currently represent NNLSO as the Regional Representative to the Mountain West Region. For the past 32 years I have been the Law School Registrar at Brigham Young University, J. Reuben Clark Law School and have had the privilege of being involved with NNLSO as a member of the board, secretary/treasurer, and various other capacities. In March, 2009 I was asked to be a regional representative and accepted readily as I feel the NNLSO is a network of colleagues who care about improving student services and making the law school experience as easy as possible for students.

The Mountain West Region is comprised of 11 schools from the top of Idaho to New Mexico and as the representative, I extend a sincere invitation to fellow colleagues within this region to be active participants in NNLSO where you will find others who understand and share the pressures of deadlines and enforcing school policy and procedure.

We welcome you to share in our journey of learning and growing.

Southeast Region

Bridgette Waines
Registrar
Florida Coastal School of Law
Jacksonville, Fl

From Transcript Clerk to Enrollment Services Counselor to Program Administrator to Registrar, my experience in higher education spans over 16 years. I hold a Master's Degree in Management with a concentration in Higher Education from Carnegie Mellon University in Pittsburgh, PA. I have been the Registrar at Florida Coastal for over 6 years now.

My life right now is my teenager who is 15 years old and my wonderful husband. I love amusement parks, especially roller coasters.

I am honored to be a part of such a wonderful group of professionals and will do whatever it takes to be an effective area representative.



Midwest Region

Felisha McCaster, Law School Registrar
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Hello Best in the Midwest!

My name is Felisha McCaster and I am the School of Law Registrar for Saint Louis University. I have been in this position for eight years and I'm lovin' every minute of it! Before I was Registrar for Saint Louis University School of Law, I was the Executive Assistant for the Dean of Institutional Advancement at Henderson State University for seven years. This position entailed minority recruiting as well as working with the University Development Office.

I am a mother of three, I have a 23 year old daughter who teaches at one of the area high schools, my oldest son (18) just graduated high school and will be attending college this fall, and my youngest son (17) will be graduating from high school this year. In my spare time I enjoy spending time with my "mini-me" 2 year old grand-daughter.

Being a Regional Representative is something I am proud of, when I accepted this position last year along with that came this horrific economic crisis and just like many of you, our university started looking for ways to cut costs...I don't know about you but for some reason my work-load doubled. I know it has been hard for many to ask for travel money to attend NNLSO meetings, trust me, I understand, I had to cancel some of my meetings.

But please take the time to read what NNLSO and what we stand for and what we are about if you are unfamiliar with the website, I am attaching the link <http://nnlso.org/>.

I will not let the economy keep me from representing you this upcoming year! I look forward to meeting each of you, hopefully at the next AACRAO meeting. We are a fun bunch but we take our role as leaders very seriously. Thank you for taking the time to read about me and I look forward to meeting you soon.



Mid-South Region

Ashley Gray

Director of Admissions | NKU Chase

P: 859.572.5841

chaselaw.nku.edu

Since 2002, Ashley has served in various admissions positions at the Northern Kentucky University Chase College of Law, but has been the Director of Admissions for the past three years. She received her B.A. in Psychology from the University of Kentucky, her J.D. from Northern Kentucky University, and a M.A. in Adult & Higher Education, with an emphasis in Counseling, from Morehead State University. Currently, I am working on a graduate certificate in Women's Studies from Western Kentucky University.

In her personal time, Ashley volunteers with the Kentuckiana Pug Rescue, reads everything that isn't glued to the table, and teaches legal research to paralegals at a local college.



NNLSO Board Members and Regional Reps at the Fall Meeting

Executive Director's Report (continued from page 1)

opportunity. We glean so much from the questions on the list, but face-to-face conversations cannot be beat.

We have just completed our 2010 NNLSO membership drive. I hope all of you received the electronic invoices from our Treasurer, Roberto Koch, and have renewed or become new members. We do not want to lose any members due to the economic hardships your institution might be experiencing. If you are unable to pay your dues this year, please contact either Roberto or your regional representative and request a fee waiver. **It is not too late to renew.**

Once again AACRAO has agreed to allow you to include your luncheon cost with your registration fee. Please make sure you mark that you plan to attend the NNLSO luncheon and a ticket will be in your registration packet. If you did not register for the NNLSO luncheon when you submitted your AACRAO registration, please contact them to make arrangements to have it added to your registration. You will need to present the ticket to be admitted to the luncheon.

One of the primary goals of the EC is to plan relevant, informative sessions for the Annual Meeting. This year we have, once again, put together sessions that will be beneficial to all – Strategies for Running a More Efficient Office; Law School Academic Support Programs for At Risk Students; Evolution of The Law School Registrar; A-Z Social Networking – Admissions to Alumni. We will also have our Admissions and Registrar Hot Topics Round Table sessions. I want to thank everyone, all the presenters and facilitators, who have given of their time to make our NNLSO sessions successful.

Please let us know if you have other expectations and/or needs from us. How can we assist you in doing your job better? Please contact any member of the Executive Committee or your Area Representative with any suggestions or ideas.

Thanks again for the opportunity to serve as your Executive Director. My email is lpilkenton@stcl.edu if you want to volunteer or discuss any issue. I hope you had a wonderful holiday season and came back rejuvenated. **See you in New Orleans!!!**

Lylene Pilkenton, NNLSO Executive Director
Registrar Emerita and Development Officer
South Texas College of Law



*NNLSO Executive Committee
Business Meeting 2009*



*NNLSO Board Members
Ben Hoffman and Roberto Koch*



Executive Director Lylene Pilkenton at the Fall Planning Meeting



*Board Meeting, Albany Law School
Fall 2009*



*NNLSO Board Members
Business Meeting 2009*

**NNLSO Annual Business Meeting
AACRAO Conference
Chicago, IL
April 15, 2009**

Executive Director Lylene Pilkenton called the meeting to order at 12:10 p.m. and welcomed NNLSO attendees. She noted that there were appreciation gifts of purple tote bags and travel cups for everyone and that there were plenty of NNLSO pens available for folks to take back to their offices. Jerri Cunningham, Assistant E.D., noted that there were some additional mugs if anyone wanted to take them back to their staff who couldn't attend.

Lylene noted outgoing Executive Board members LeAnne Steele and Michael Johnson and presented gifts and plaques honoring their service.

Lylene noted that the NNLSO Journal had gone green—distributed only in electronic version—which saves us a lot of money and is much kinder to the environment. The minutes from the 2008 Annual Meeting in Orlando were printed in the spring Journal minutes—these minutes were submitted for approval. A motion was made and seconded that the minutes be approved and they were accepted on a voice vote. We missed the 60-day deadline for publication of bylaw changes and so will defer changes until next year's meeting. An ad hoc committee will work on additional changes and present them in plenty of time next year so that the group can vote on them at the annual meeting.

It was announced that AACRAO wants topics and presenters for next year's conference by the middle of May. Our proposed topics are:

- (1) Doing More with Less
- (2) Tooting Your Own Horn
- (3) Bar Passage Rates—academic support for students who are at risk
- (4) A-Z for Social Networking
- (5) Automated Degree Audits
- (6) How to Pass the Torch to Younger Generation of Registrars
- (7) FERPA—changes and their impact

We will register for the luncheon along with the AACRAO registration for the conference—this seems to increase attendance and is more convenient for reimbursement, etc.

NNLSO has been incorporated in Texas through the South Texas College of Law. A professor at Lylene's law school has been graciously assisting with this process. The Executive Committee ratified the vote for election of officers. Lylene Pilkenton was reelected Executive Director. Courtney Hennington was elected *NNLSO Journal* editor and new Executive Board members are Pam Forcum and Valerie Harper. Ben Hoffman and Nicole Waterman will continue on the Executive Board for another term. Lylene thanked those elected for being willing to serve and the membership for voting and the Election Committee (chaired by Jerri Cunningham) for their hard work.

Lylene introduced regional representatives who were present: Debbie Gleason, Nancy Hamberlin, Maureen Carver and Pam Forcum. She asked for volunteers from the membership to serve in this capacity so that we will have a full cadre of regional reps. Lylene also introduced Executive Board members including Jerri Cunningham, who is Assistant Executive Director and responsible

for, among many other things, our NNLSO Social, Conny Parham, Secretary and Roberto Koch, our Treasurer, who works hard to manage our money and streamline our finances.

Photos were taken for the web site and the *NNLSO Journal*.

We are seeking to make our web site more attractive, appealing and useful. Betty Fisher and her assistant Martin have done a wonderful job with the site and will continue to host, but their regular job duties have increased and their time to devote to our web site is limited. An ad hoc committee of Ben Hoffman, Roberto Koch and Oral Hope were appointed to work on the web site update.

There was no old business and no new business to discuss at this time.

Lylene thanked Jody Needham and John Marshall Law School for hosting and for their help with the social.

The meeting was adjourned at 12:50 p.m.

Respectfully submitted:

Conny E. Parham
NNLSO Secretary



*A working lunch in Albany, NY
Fall Board Meeting 2009*



NNLSO's Web Committee

National Network of Law School Officers

To further the growth of NNLSO and to foster networking and information sharing, a website and electronic discussion list are available.

The NNLSO website is <http://nnlso.org>. Paid members of NNLSO may obtain the password to restricted areas of the website by contacting the [Secretary/Treasurer](#).

The NNLSO [electronic discussion lists](#) are hosted by the Washburn University School of Law.

National Network of Law School Officers email list: nnlso@lists.washlaw.edu

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