



February 2011

NNLSO Journal Spring 2011

## Executive Director's Report

Happy 2011 to all NNLSOans!!!!

It seems like just yesterday that I submitted my first "State of NNLSO" Executive Director's report in 2007, yet here we are four years later and I am writing my final "State of NNLSO" Executive Director's report.

Your NNLSO Executive Committee (EC) has been very busy and productive over the past four years. I have been honored to serve such a great organization. I have been blessed to always have had a tremendous, hard-working EC to help conduct the necessary business for the organization.

I will leave NNLSO in a strong position. We have new leadership waiting in the wings, ready to take over at the end of the 2011 annual business meeting. We will have a smooth transition and shift of officers and you, the membership, will be in excellent hands with an EC that will conduct NNLSO business with your interests and needs always at the forefront.

At this writing, I would like to take a walk down memory lane and highlight some of the major accomplishments that have taken place over the past four years.

### 2007

- held a summer planning meeting in Seattle
- held a fall planning meeting in Chicago

### 2008

- began distributing the NNLSO *Journal* electronically – no more hard copies.
- saw some hard economic times for not only our nation but also for our member institutions. The NNLSO EC reacted immediately with regard to our 2009 membership drive by authorizing law schools to apply for a waiver of dues in order to stay as an active member or to become a member.
- contacted AACRAO to have our NNLSO annual business luncheon listed as an option at the time of registration. This was implemented for the first time for the 2009 annual meeting. This was very successful and is a practice that we continue each year.

### 2009

- presented, for the first time, NNLSO members with a proposed budget for adoption at our annual business meeting.
- received approval to incorporate NNLSO (we discovered in 2008 we were not incorporated), received a Federal Tax Number, and received tax exempt status.
- offered five (5) \$500 travel stipends to offset the cost for a NNLSO member to attend the annual meeting for the first time



Lylene Pilkenton

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## Executive Director's Report, Continued

### 2010

- approved the first \$500 First Time Attendee Grants
- adopted a new, modern logo
- rolled out the new website
- facilitated ability for members to pay membership dues electronically via PayPal

I am sure I have missed something but as you can see, your EC has stayed busy and productive. We have just completed our 2011 NNLSO membership drive. I hope all of you have renewed your membership. If your school is unable to pay membership dues at this time, please contact either Roberto Koch, Treasurer, [rkoch@uchicago.edu](mailto:rkoch@uchicago.edu), or visit the NNLSO website, [www.nnlso.org](http://www.nnlso.org) under the membership tab **or** contact your regional representative, [www.nnlso.org](http://www.nnlso.org) under the membership tab to request a waiver. **It is not too late to become a member or renew your membership.**

How can we assist you in doing your job better? Please contact any member of the NNLSO EC or your Regional Representative with any suggestions or ideas. Become involved in NNLSO.

Thanks again for electing me to serve as your Executive Director. I have so many wonderful memories and have made so many wonderful friends because of my involvement with NNLSO.

**See you in Seattle!!!**

Lylene Pilkenton, NNLSO Executive Director  
Registrar Emerita and Development Officer

## National Network of Law School Officers 2010-11 Budget

### Income

Membership Dues	\$14,600.00
Annual Meeting Luncheon	\$2,000.00
CD Interest	\$400.00
	<b>\$17,000.00</b>



### Expenses

Annual Meeting Luncheon	\$3,500.00
Annual Meeting Gifts	\$2,000.00
Annual Meeting Honoraria	\$500.00
Annual Meeting Other Expenses	\$500.00
Banking Fees	\$50.00
Postage	\$250.00
Printing	\$500.00
Software	\$1,000.00
Tax Filing Services	\$700.00
Auditor	\$500.00
Travel Grants	\$2,000.00
Web Maintenance	\$2,000.00
Regional Meetings Allowance	\$2,500.00
Board Meetings	\$1,000.00
	<b>\$17,000.00</b>

## AACRAO & NNLSO Annual Meeting Seattle, Washington March 14-16, 2011

Come join your NNLSO colleagues for our annual professional development opportunity! We are pleased to offer a slate of sessions that we hope you will enjoy, along with the many session topics offered by AACRAO.

### Monday, March 14

#### Session 204

8:00 a.m. – 9:15 a.m.

#### NNLSO Opening Session

The Executive Director of the National Network of Law School Officers will welcome attendees and discuss the current meeting. Plans for the 2012 AACRAO Annual Meeting will be discussed as well. A panel will discuss the results of the recent Law School Salary/Staff Survey.

#### Session 208

10:45 a.m. – 11:45 a.m.

#### Discussion of Law School Ranking Procedures

A survey of law schools will be conducted prior to the Annual Meeting to gather information about student ranking procedures at law schools. A panel will discuss student and graduate ranking procedures at law schools, as well as how rankings are used and perceived by career counselors and employers.

#### Session 209

1:15 p.m. – 2:15 p.m.

#### Law Registrar and University Records: Unlikely Bedfellows. How these two diverse communities have come together and survived in a single system.

We depend on others for much of what we do each day. A common challenge for law school professionals is dealing with and working within a university community, as well as working with departments other than our own. This session will address issues and potential solutions to problems.

#### Session 206

4:00 p.m. – 5:00 p.m.

#### Law School Admissions Roundtable

Roundtable discussion for Law School admissions professionals.

#### Session 222

4:00 p.m. – 5:00 p.m.

#### Law School Registrars Roundtable

Roundtable discussion for Law School registration and records professionals.

7:30 p.m.

#### National Network of Law School Officers Social

Location TBA

Join your NNLSO colleagues for a relaxing time of fellowship at a Seattle restaurant.

### Tuesday, March 15

#### Session 215

8:00 a.m. – 9:15 a.m.

#### Law School Academic Records – Transitioning records from admissions to the registrar, and the use of paperless records.

A panel of experienced law school admissions and registration personnel will discuss the unique challenges of going paperless and the transition of records from one office to the other.

11:30 a.m. – 1:00 p.m.

#### National Network of Law School Officers Business Luncheon

The Executive Director will discuss business that has been conducted by the Executive Committee during the past year, and plans going forward.

#### Session 216

3:45 – 4:45 p.m.

#### Using Technology to Get the Job Done More Efficiently

We all use technology at work. But are you using it as well as you could? Creative ideas will be shared by law school professionals who use technology for processes (using reporting software, databases, etc.) rather than doing them manually.

### Wednesday, March 16

#### Session 218

8:00 a.m. – 9:00 a.m.

#### Bar Exam Requirements - Is there an efficient way to deal with getting your students certified?

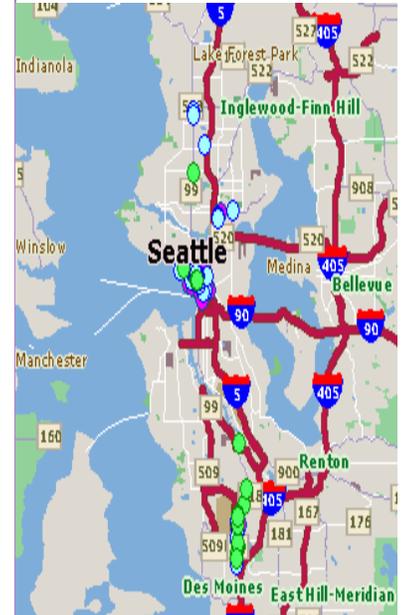
The bar certification process poses various challenges to law school personnel who are charged with helping students to meet requirements. Many law school professionals find themselves certifying individuals for bar exams in multiple states. Having trouble keeping up? This session will provide help! A director of bar services will discuss ways to make the certification process more efficient.

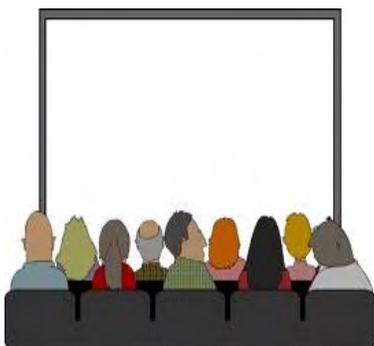
#### Session 221

9:15 a.m. -10:15 a.m.

#### Gaining a Better Understanding of this Generation of Law Students

Do you wonder what makes your students "tick"? Traits and characteristics of this generation of law students will be discussed, along with what we can glean from this information that will help us help them achieve their goals.





## NNLSO Business Meeting held on April 23, 2010 in New Orleans

Lylene Pilkenton started the business meeting at approximately 12:00 p.m. Lylene talked about the NNLSO mixer held the previous evening. This dinner event is to allow NNLSO members to get together socially. All members of NNLSO are encouraged to participate in this event.

Lylene expressed her gratitude to NNLSO Board Member, Jeri Cunningham, for all of her planning and hard work organizing the various NNLSO events and social gatherings for the group. In addition, Lylene introduced all of the board members and newcomers to the group including the recipients of the first time attendee grants.

Maryam Isles moved to accept the minutes from the 2009 NNLSO Annual Meeting in Chicago. Maureen Carver second the motion. Minutes were approved.

Roberto Koch provided the financial report stating that NNLSO is doing well despite the tough economy. Roberto discussed possible ways to spend money. For instance, support regional efforts by encouraging the Regional Reps to hold regional meetings. Roberto further reported that the current year revenue matches the previous year and that last year's savings have been moved to a CD account. Roberto tried to file taxes; however, our tax I.D. number is not yet recognized in the IRS data base. Apparently, this is common practice on newly established non-profit corporations. Otherwise, we have received approval as a non-profit corporation.

In addition, NNLSO will spend money on list serve and website upgrades this coming year. This is to include education and development to access the web. And to allow the membership to update their information and to pay fees online. \$17K per year for membership and interest and available grants for travel, research, and other business related matters. Roberto also brought up the need to establish a fiscal year possibly from July 1 through June 30 which is the typical dates to use. Everyone agreed that this would be fine. Lylene thanked Roberto for his service and for doing a great job.

Kathy Hartman provided the AACRAO Task Force update. First, the task force will look into new structure for Graduate and other divisions. Second, need more comments to set new off shoot areas to cover all. Finally, to have a stronger place at AACRAO.

Lylene reported the NNLSO EC met prior to the beginning of the annual meeting. She announced the topics being posted to be covered next year. The topics include student ranking information, bar preparation information, and other law school related topics. NNLSO invites its membership to give feedback on the topics they are interested in.

Jeri Cunningham presented the proposed changes to the By-Laws that were published in the Spring NNLSO Journal within the time frame required by the current By-Laws. The By-Laws Committee met during the fall 2009 planning meeting in Albany and agreed on the proposed changes. Upon determination that the membership did not expect us to vote on each proposal separately, Jeri moved to adopt the published By-Laws changes. The new By-Laws duly noted and adopted by membership on Friday, April 23, 2010.

Lylene reported on action by the NNLSO Officers to recognize and award life membership to Pat Trainor, past NNLSO Executive Director and former Assistant Dean and Registrar at New Mexico Law School. Lylene suggested a gift card in lieu of a plaque for Pat Trainor. Lylene also announced that Elizabeth (Betty) Fischer is retiring in June. This being Betty's last meeting as a NNLSO member, the NNLSO EC wanted to recognize her for her tremendous service to NNLSO. Life membership will be bestowed upon her retirement and a gift card will be sent to her in lieu of a plaque.

Lylene recognized the outgoing members of the NNLSO Board and introduced the new board members. Conny Parham served as a Regional Representative and Secretary. She had to leave early and was not able to attend the business meeting. Conny was given a plaque for her years of service since she is leaving the board. Lylene further recognized Courtney Hennigan who served as the NNLSO Journal editor. Courtney was awarded a plaque. Nicole Waterman accepted the plaque in Courtney's absence. The 2010-2011 NNLSO board and Regional Representatives were introduced.

In conclusion, Lylene asked if there is any old or new business to discuss and there was none. Names were drawn in order to give out NNLSO gifts. The meeting adjourned at approximately 1:10 p.m.