



# National Network *of* Law School Officers

*Educating and developing law school professionals*

MARCH 24, 2017

NNLSO NEWSLETTER

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## Message from the NNLSO Executive Director



Judith Calvert  
*Executive Director*  
NNLSO

Welcome to 2017: The Year of Transition

Governance is on our minds this year. We are watching with fascination, and trepidation, the transition from the Obama Administration to the Trump Administration. And our spirits were buoyed by the extraordinary Women's March on DC, carried out around the world – a demonstration that showed how people from all walks of life can come together to share and contrast ideas in a peaceful way.

I would like to reflect briefly on my four years as Executive Director. When I came back on the Board in 2013, legal education was facing some of its most daunting challenges. Administrators at law schools were charged with managing these challenges and helping to keep their schools on an even keel. With those challenges in mind, the NNLSO Board has launched a number of new initiatives in the past four years to facilitate our collaborative spirit. In 2013, we opened a NNLSO Facebook™ page and the following year we redesigned the NNLSO web site, an ongoing project. We put together an excellent document on Records Retention for Law Schools, which you can refer to regularly on the web site. We revamped the committee of regional representatives to become the Membership and Outreach Committee, which plans the Welcome reception at the Annual Meeting and works together with the treasurer to keep the membership list and list serve access up to date. Most recently, we have begun discussions on our communications strategy and how that should change to reflect practices in the twenty-first century. In this issue of the NNLSO newsletter you will find details related to the proposed changes to our bylaws which are now available on the website for your review and will be voted upon at the annual business meeting.

In this issue, you will find details about the sessions that are planned for Minneapolis, which I think you will find informative and valuable, as well as details about the social and annual business meeting. We are experimenting this year with having the annual business meeting at the early morning session on the first day of the conference – light breakfast fare and coffee and tea will be available – in order to keep your evening time open for the NNLSO Social and all those vendor-sponsored evening events that everyone enjoys. In addition to giving the annual business report, announcing the newly elected officers and board members, greeting first-time attendees, and voting on By-Laws revisions that morning, we will also present the recipient of the 2017 Vanguard Prize.

I have been quite privileged to serve all of you over the past four years and I thank you for responding to my requests to serve on committees and participate in the governance of NNLSO. Your energetic use of the NNLSO list serve demonstrates your generous collegiality in welcoming those new to law school positions and helping each other navigate the often churning waters of law school administration.

I look forward to seeing as many of you as possible in Minneapolis.

Judith Calvert  
Executive Director  
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NNLSO has many sessions planned for the AACRAO meeting that we hope will empower and motivate you to be an agent of positive change within your institution. You do make a difference! We want to help you be the best at whatever you do! Please join NNLSO at the following sessions:

**Sunday, April 2, 2017**

- **NNLSO Welcome Reception**

**Monday, April 3, 2017**

- **National Network of Law School Officers Breakfast and Business Meeting**
- **The New York Bar and California Bar Requirements and Procedures**
- **Best Practices: Statistics and Reporting**

**Tuesday, April 4, 2017**

- **Effective Communication in the Workplace**
- **Roundtable: Law School Registrars and Admissions**
- **National Network of Law Schools Networking and Social Event**

**Wednesday, April 5, 2017**

- **How to Remain Sane While Pulling Together an Academic Schedule**
- **Finding Your Happy Place by Hiring & Training Efficient & Motivated Employees**

For Session Descriptions and Meeting Times  
**CLICK HERE!**

## Early Bird Registration Deadline

Haven't registered to attend AACRAO 2017? Register by March 3<sup>rd</sup> to receive the early bird rate! Click the Early Bird Registration image below for more information.



## Changes To The By-Laws Are Now Posted For Your Review

Summary of Changes to NNLSO Bylaws:

The proposed changes to the National Network of Law School Officers bylaws were approved by the Executive Committee at the February 22, 2017 meeting and will be presented to the NNLSO membership at the Annual Meeting on Monday, April 3, 2017. The NNLSO bylaws were last updated in April 2012 and are being updated at this time to address the specific interest in changing the position of Journal Editor to Communications Officer. The responsibilities of the Communications Officer and the standing Communications Committee, for which the Communications Officer takes the lead role, are detailed in the bylaws. Additionally, change was made to move the oversight of the membership list from the Treasurer to the Secretary. And finally, the duties and responsibilities of the standing Membership and Outreach Committee, previously found on the NNLSO website, have been incorporated into the bylaws. We include for your review both a redline and final copy of the proposed bylaw revisions.



## First-Time Attendee Grant Recipients

The National Network of Law School Officers (NNLSO) is committed to the professional development of its members. NNLSO First-Time Attendee grants are available to encourage attendance at the annual NNLSO meeting held in conjunction with the AACRAO annual conference. We are pleased to introduce the First-time Attendee Grant Recipients for AACRAO's 103<sup>rd</sup> Annual Meeting in Minneapolis.

Tracy Jackson has been with Mercer University for five years and recently became the Assistant Registrar. Tracy has been learning the processes, regulations and daily functions of her new role under the guidance of Registrar, Patsy Crammer and Registrar Specialist, Marsha Griffin. The team at Mercer School of Law supports Tracy and her attendance and participation at the upcoming annual meeting. Tracy looks forward to connecting with colleagues, attending workshops, roundtables and further developing her knowledge and continued education in the field.



**Tracy Jackson**  
Assistant Registrar  
**Mercer University**  
School of Law



Carrie Kazyaka  
*Law School Registrar*  
*Thomas Jefferson*  
*School of Law*

Ms. Carrie Kasyaka has been with Thomas Jefferson School of Law for 17 years and has served as Registrar since December 2013. Carrie is looking forward to attending the AACRAO Annual Meeting for the first time. She hopes to meet colleagues, discuss the challenges we are all faced with as law school officers, learning from other Registrars and making valuable connections. Dean Linda Keller reports that Carrie has been a tremendous asset to Thomas Jefferson School of Law and believes the AACRAO/NNLSO Annual Meeting will be an excellent opportunity for Carrie to gain valuable information.

Mr. Douglas Peterson has spent many years in the Registrar's Office, and a few short months ago became the Law School Registrar and Director of Finance at Roger Williams University School of Law. Dean Michael Yelnosky reports that while Douglas has been a quick study and has made a smooth transition to the law school environment, an opportunity to connect with other law school professionals at AACRAO would offer great benefits. Mr. Peterson is glad to have the support of his colleagues and administration while he has been acclimating to his new position. He is looking forward to attending the AACRAO Annual Meeting, the opportunity to network, and get up-to-speed on best methods and practices which he looks forward to bringing back to his law school.



Douglas Peterson  
Registrar and Director of Finance  
Roger Williams University  
School of Law

## Quick Survey

The results of our Student Information Survey will be released soon! If you did not have an opportunity to participate in this quick, three question survey, please do so now! It will take less than 3 minutes to complete. The results of this quick survey will help us connect you to the schools that use the same SIS as your school! Survey results will be shared among those who participate in the survey.

**TAKE THE SURVEY NOW!**

## Would you like to be part of the discussion on Facebook?



NNLSO has a Facebook group to help NNLSO members connect with one another! If you would like to connect with NNLSO members who might be attending an upcoming conference, or if you'd like to post a general question for discussion, the Facebook group is a great resource! If you would like to be invited to the private NNLSO Facebook group, please click the Facebook icon.