

I thought it might be of interest to you to know the history of Diane's 43 year journey at UNI. She started on **January 17, 1978** in the Business Office (now called Office of Business Operations). Her primary job was to type event checks and data reports. **By early 1979** she was hired in a Secretary II position shared with the Admissions Office and the Office of the Registrar but housed in Admissions. She primarily worked with Veterans Educational benefits. There were approximately 500 veterans receiving VA education benefits compared to around 250 today.

In **1981 she physically moved** into the Office of the Registrar and her responsibilities with VA Educational Benefits moved with her. Her workstation was in the receptionist area which added reception duties. At that time every student needed to pick up registration materials each term. She did transcript processing, key-entry and verification of faculty grades (all grades were entered and then verified by another staff person). The legacy computer system was implemented in **1982**, which included a lengthy process of converting student records from hard copy transcripts into this new homegrown computer system.

In **1990**, Diane moved into a new position in the Office of the Registrar, of which part of her responsibilities were NCAA athletic eligibility certification, support for information technology and reporting, and the University catalog. Up to that point the Office of the Provost created, edited and published the university catalog. With the clerical support retiring in the Office of the Provost, they found it was an ideal time to move the catalog function to the Office of the Registrar. Every two years a catalog was published. The process was for faculty to get curriculum packets, they called them abstracts, approved by faculty, Department Head, College Senate, College Dean and to the Provost by June 1st. Once approved by UCC and GCC Diane would type everything into the catalog template. For accuracy a staff member would read out loud the entire catalog

while Diane would listen for inconsistencies. Once perfected it was sent to University Relations for typesetting. Then when ready to publish, it would come back to Diane to index. Typically 20,000 catalogs were printed each year. A few years later University Relations helped to get the catalog on the web, lowering the volume of printed catalogs to 5,000 per year. **In 2011**, UNI purchased a Leepfrog Technologies product called CourseLeaf. CourseLeaf could manage our Academic Catalog online, which took University Relations out of the picture. Faculty enter curriculum information directly into Leepfrog which eliminated the abstract. Diane's role changed from typing to formatting, double checking for correct information between departments, checking hours, etc. She approves each page by page, then notifies Leepfrog we are ready to publish. Leepfrog then checks to make sure there are no broken website links and creates the PDFs for the web. By 2016, the catalog was changed from a two year cycle to annually. Currently we print only 10 copies of the Academic Catalog for internal processing and archival purposes.

In 2015, Diane was promoted to Assistant Registrar. She manages the Records and Certification area which includes oversight of the record analysts, curriculum and catalog, Veterans benefits, teacher credentialing, curriculum building, and grade change processing. She is also UNI's NCAA Certifying Official and NCAA CAI Lead, which is software used by athletics.

Diane has been one of the best employees anyone could ask for. She fully embodies the mission of the Office of the Registrar, which is, "With academic integrity, Diane provides invaluable guidance, record-keeping, and customer service in support of student success." Her co-workers describe Diane's strong character, integrity, work ethic, passion for excellent, and unsurpassed dedication to the university as phenomenal. I fully agree. She will be missed not only by the Office of the Registrar but by the entire university community.