



HOW NC-SARA STAFF SUPPORT SPEs

While NC-SARA staff have a myriad of job responsibilities, below is a short list of some projects, tasks, and assignments that most closely align with work done in direct service to State Portal Entity representatives.

Marianne Boeke supports the SPEs as follows:

- SPE Annual Survey
- SPE Annual Conference
- SPE Summit
- SPE Workshop
- SPE Webinars
- SPE Eblasts and announcements
- SPE Advisory Committee – member
- PMP Working Group/Team – member
- RSC Meetings - attend
- SPE Sponsored State Meetings – attend
- Answer questions/discuss issues with SPEs ad hoc

Jeannie Pauline Yockey-Fine supports the SPEs as follows:

- Serves on the SARA institutional closure working group (teach out subgroup)
- Leads the State Authorization Guide/Professional Licensure Guide
- Follows changes to professional licensure
- Tracks statutory and regulatory changes at the federal and state level
- Follows proposed modifications to federal policy impacting negotiated rulemaking
- Participates in the PIT working group and PIT team
- Analyzes PMPs with Sarah and Jared
- Participates in the Neg Reg Working Group
- Meets with regional compact directors and SPEs as needed
- Presents at webinars and events regarding implications for SARA including state meetings, national, and state conferences
- Staff member on the NC-SARA Board Policy Committee

Angela Lee supports SPEs as follows:

- Planning and implementing SPE-focused events such as the SPE Conference and Summit
- oversight of Info@
- liaising with Compact SARA staff,



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- assisting with advisory committees and working groups,
- supporting resources such as SPE onboarding, SPE communications
- contributing to the development of SPE surveys to garner SPE input and
- the development and implementation of SARA services and resources
- participating in the policy change implementation process
- evaluating and implementing operational efficiencies

Terri Taylor-Straut supports SPEs as follows:

- designing educational programming materials (including the Quick Start Guides and online courses for SPEs and institutional staff)
- key participant in SPE Welcome Call an overview of resources available from NC-SARA to support your work.
- Analyzes the data submitted by participating institutions annually and writes the Annual Data Technical Report and NC-SARA Data Reporting Handbook for Institutions.
- Partner with Rachel each year during the data collection window to answer inquiries from institutional staff and SPEs to help ensure that we receive data from all our 2,400+ institutions.

Ashley Rasmussen supports SPEs as follows:

- Answer billing questions
- Provide copies of invoices
- Track down payments
- Anything and everything involving the SARA State & Territory Grants

Sarah Levy supports SPEs as follows:

- Responding to inquiries regarding SARA policy
- Facilitating the SARA Policy Modification Process
- Help provide impact analysis from NC-SARA's point of view
- Presenting on the intersection of Negotiated Rulemaking and SARA policy
- Receiving feedback on revisions to SARA forms
- Monitor regulatory and statutory updates from states
- Receive updates from states to the State Authorization Guide and the State Authorization Agency Regulation Chart

Rachel Christeson supports SPEs as follows:



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- Provide data on participating institutions, EDEE, and OOSLP
- Answer any questions related to NC-SARA data reporting
- Collect and report on complaints data
- Research SARA-relevant topics (closures, cost savings, eligible institutions, etc.)

Emily Jacobson supports SPEs as follows:

- Serves as a facilitator and solicits feedback from SPEs through convenings such as SPE-focused events and advisory committees
- Plan SPE-focused events in collaboration with other members of the NC-SARA team
- Create and enhance tools, resources, and activities to support SPEs in their work
- Provide updates to SPEs through communications such as the SPE newsletter and eBlasts

Ray Audett supports SPEs as follows:

- Addressing issues related to the SARA Portal or the website.
- For feedback or testing coordination related to the SARA Portal UX Working Group.
- I can collaborate with the decision-makers to address your concerns regarding altering automation or Salesforce flows.

Shannon Walker supports SPEs as follows:

- Event planning, including the NC-SARA Annual SPE Conference, Spring and Fall Board meetings, and staff events
- Handle all human resource-related issues and questions for NC-SARA
- Handle business operations questions and issues for NC-SARA

Stacey Hogan supports SPEs as follows:

- Edit and send the monthly SPE Newsletter and other communications containing important information for SPEs
- Assist SPEs who aren't receiving the SPE Newsletter and/or other regular NC-SARA communications
- Manage content on the NC-SARA website, including on the SPE secure website
- Coordinate planning of various webinars on topics that are relevant to SPEs and other SARA stakeholders

Jared Abdirkin supports SPEs as follows:



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- Support the policy modification cycle, including impact analysis, implementing approved changes, and keeping stakeholders informed of developments
- Present on NC-SARA updates and resources at State SARA institution convenings
- Monitor institution status developments including accreditation, US ED financial reports, and higher ed news
- Modify the institution application and administrative forms to align with the new policy, improve overall function, and in the near future provide electronic versions
- Moving forward, focus on making the SARA portal (Salesforce) more accessible for institutions as well as further their understanding of SARA and interconnected topics

Schuyler Perry is the Board Secretary:

- Responsible for management of the board meeting and committee calendars, responsible for taking minutes and notes for board and committee meetings, board liaison
- Senior Executive Assistant: management of the NC-SARA senior staff calendar and operational management

Beverly Wade supports SPEs as follows:

- Managing info@
- Processing Administrative Forms
- Staff the SPE Onboarding Training
- Co-lead the SARA Portal UX Working Group
- Staff the SARA Portal Advisory Committee

Nick Ortiz supports SPEs as follows:

- supports the SPE Onboarding Process to include Provide SPE website and SARA Portal (Salesforce) access, SPE Portal training, maintain the SPE directory on the website
- a participant in the SARA Portal UX working group: Worked with the team to update the SPE dashboard, currently working with the team on a new Support Site for the SARA Portal (External Knowledge Base), IT Helpdesk cases – troubleshoot technical issues submitted by SPEs and provide explanations/resolutions

Austin Kelly supports SPEs as follows:



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- Building out screen flows, automation solutions, and new features for the SPE portal

Kirsten Lamensdorf supports SPEs as follows:

- Coordinates the SPE Onboarding Process
- Assists in the development and maintenance of our education programs including Quick Start Guides and online courses
- Maintains our State Portal Entity Contacts Directory NC-SARA webpage

Emma Hidalgo supports SPEs as follows:

- Monitoring and responding to Admin@ e-mails
- Answering and forwarding incoming phone calls to the correct contact who can assist
- Support in administrative duties, among various other things

[Learn more about NC-SARA's staff.](#)

Organization Chart- August 26, 2024

