



# Newsletter

Volume 21  
Number 30

July, 2011  
Heather Langdon, Editor

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## President's Corner

July, 2011

Dear Colleagues,

I enjoyed seeing many of you at our annual conference in April in Boone. Though we held the conference a little later than usual due to the mountain location, we still got a brief glimpse of snow, as we received about an inch on Tuesday morning. It was not only a novelty to see snow in April for some of you, but the fact that Monday had been a beautiful spring day at close to seventy degrees was the real shocker. Overall, we had another great conference with much shared and learned.

If you missed the conference but would like to renew your membership, a membership form with instructions for submission is available at <http://www.ncair.net>.

We will hold our NCAIR Summer Drive-in this year in Cary, NC, at the SAS Institute. This year's Drive-In has been coordinated by Sandra Nicks Baker of Belmont Abbey College, and we have a great line-up of choices for you. Details for the 2011 NCAIR Summer Drive-in are included in this newsletter. This is a **free** workshop day for all NCAIR members, so I encourage you to come enjoy a day with your NCAIR colleagues while honing your skills or learning something new. Registration information will be loaded onto the website soon, as well: <http://www.ncair.net>.

If you did not attend the annual conference, or if you have not renewed your NCAIR membership, the Summer Drive-In will only cost you the NCAIR annual membership fee of \$25.00.

Finally, mark your calendars for the 2012 conference! Our next annual conference will be held: March 12-14, 2012 at the Graylyn International Conference Center in Winston-Salem, NC. Our newly elected President-elect and Conference Chair, Scott Jenkins, will coordinate the event, so please contact him if you would like to be involved!

I hope to see you later this month in Cary at the Summer Drive-in.

Sincerely,

Heather Langdon  
NCAIR President

## **2011 Summer Drive-In Conference**

**Thursday, July 28, 2011**

**10:00 a.m. – 3:00 p.m.**

**SAS® Institute Campus, Cary, NC**

### **Morning workshops: 10:00 a.m. – noon**

#### **Morning Option 1: Introduction to SAS Enterprise Guide®**

This beginner's workshop is for users who have little or no SAS programming experience but need to access, manage, and summarize data from different sources and present results in tables and graphs. The workshop focuses on using the menu-driven tasks in SAS Enterprise Guide, the point-and-click interface to SAS, to create: 1) queries filter and summarize data; 2) frequency and tabular reports; and 3) interactive graphs.

#### **Morning Option 2: Documenting SACS Compliance with Microsoft Excel®**

This workshop will demonstrate ways of using Microsoft Excel® to document compliance with SACS core requirements and comprehensive standards. For example, participants will use Microsoft Query® to join sample data sets in Microsoft Excel® to create tables that records the percentages of full-time (CR 2.8) and terminally-degreed faculty (CS 2.54). These tables are easily updatable at the beginning of each semester. Presented by Sandra Nicks Baker and Karen Price, Belmont Abbey College.

*Lunch held on SAS campus*

### **Afternoon workshops: 1:00 p.m. – 3:00 p.m.**

#### **Afternoon Option 1: SAS® Certification Review: Base Programming for SAS®9**

Are you interested in becoming a SAS® Certified Professional? As a SAS® programmer or technical manager working in industry or academia you are probably aware of the available educational tools which would increase your SAS® knowledge and enhance the career of your employees. SAS® certification is one such qualification which is available to users today. Since its original inception the certified professional program has undergone several transformations. The SAS® certified professional program currently offers five globally recognized certification tracks which are designed to test the skill set and knowledge base of SAS® users across a number of specific areas. There are two SAS® programming certifications (Base and Advanced) and three specialty tracks which focus on Web Development and Warehouse Technology. This presentation will begin to elucidate the “What”, “Why” and most importantly the “How” of the SAS® Certification Process.

#### **Afternoon Option 2: Using Google Sites and Documents to Simplify an IR Office**

During this workshop participants will learn how Google Sites® and Google Documents® can simplify and organize an IR Office. Presenters will demonstrate their own use of these resources and assist participants in setting up their own office Google Site®. Presented by Karen Price, **Mary Heuser** and Sandra Nicks Baker, Belmont Abbey College.

*See Next Page For Registration Information*

**NCAIR 2011 REGISTRATION FORM**  
**2011 NCAIR SUMMER DRIVE-IN - July 28, 2011**  
**SAS Institute Campus, Cary, NC**  
**Registration Deadline: July 21, 2011**

*\*\* Specific workshop location information and maps will be emailed  
the week of the Drive-In to those who register \*\**

For a Word document of this form, send an email request to:

[langdonhh@appstate.edu](mailto:langdonhh@appstate.edu) or [sandrabaker@bac.edu](mailto:sandrabaker@bac.edu)

Name:	Badge Name:
Title:	Institution:
Address:	City, State, Zip
Telephone:	Email:

Registration Fees	COST
2011 NCAIR Member	\$0
Non NCAIR Member (Includes 2011 membership)	\$25
Total Due*	

**Workshop Choices :**

**Please indicate the workshop you plan to attend**

<b>Choose ONE for morning and ONE for afternoon:</b>	<b>Attending? Y or X the Box</b>
<b>Morning:</b> Introduction to SAS® Enterprise Guide®	
<b>Morning:</b> Documenting SACS Compliance with Microsoft Excel®	
<b>Afternoon:</b> SAS® Certification Review: Base Programming for SAS®9	
<b>Afternoon:</b> Using Google Sites and Documents to Simplify an IR Office	

*Please note that you can mix and match workshops (SAS workshops are not continuous from morning to afternoon).*

**\*\$25 Checks are payable to NCAIR** (Tax ID 90-0640615).

*You only need to pay if you have not renewed your membership for 2011. April 2011 conference attendees had their membership renewed through conference registration.*

**\*Send Drive-In registration to:**

**Mail:** Laverne Macon, Livingstone College, Salisbury, NC 28144.

**Or Email** as attachment to: [lmacon@livingstone.edu](mailto:lmacon@livingstone.edu)

If you have any questions, please contact Laverne Macon, *Treasurer*, at [lmacon@livingstone.edu](mailto:lmacon@livingstone.edu) or Heather Langdon, *President*, [langdonhh@appstate.edu](mailto:langdonhh@appstate.edu) (828-262-2093).