



Arkansas Association of Collegiate
Registrars and Admissions Officers

ArkACRAO Annual Business Meeting
Holiday Inn and Convention Center - Texarkana
Texarkana, Arkansas
October 6, 2022

Call to Order: President Zeda Wilkerson (Ozarka) called the meeting to order at 12:07 pm.

Roll Call: President Wilkerson stated: Each member institution in attendance at the annual meeting may select two people to cast votes on behalf of their institutions concerning election of officers and constitutional amendments. One voting delegate is from school relations and /or admissions administration and one voting delegate is from registration and/or records. Votes are cast according to member institution roll call. Any other business may be conducted by simple majority vote. Alexis Scrimshire, Secretary, conducted the roll call of ArkACRAO Members for 2022-23. 36 members answered the roll call, representing 26 institutions. A copy of the roll call is included in the Fall Conference folder of the ArkACRAO 2021-2023 Digital Secretary's Notebook.

Approval of Minutes from Business Meeting, February 6, 2022: President Wilkerson (Ozarka) called for the reading of the minutes of the February 6, 2022 Business Meeting. Brandi Tripp (ATU) moved to suspend the reading of the minutes and approve the minutes. Alisa Waniewski (ATU) second. Motion passed. A copy of the minutes is included in the Digital Secretary's Notebook. Brandi Tripp (ATU) moved to approve the minutes. Brandie Gibbs (ATU) seconded minutes. Motion carried.

Treasurer's Report: Linda Holland (UACCM) shared the following report:

Beginning Balance as of 2/5/22 = \$30,513.39
Revenue = \$32,953.77
Expenses = \$7,654.31
Ending Balance 9/30/2022 = \$55,812.85
Estimated CD Balance as of 9/24/22 = \$9,775.60

- Haven't received receipts from Articulation Workshops yet for reimbursement
- Bootcamp 26 registrants, only 1 outstanding payment of \$40
- Registrar's Therapy 30 paid registrants
- Fall conference had 104 registrations, 87 paid, with 17 outstanding payments for \$110 each.
- Our CD with Bank OZK will mature again on May 18, 2023
- 2018 IRS late filing payment was sent with an appeal. Our appeal was approved and refunded the amount with interest.
- Reached out to an accountant in Morrilton to get a price to e-file all future returns which will save us on penalties and keep us in good standing as a 501©4status.
- We have filed our 2020 returns and an extension for 2021.



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Financial Report
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Beginning Bank Balance February 5, 2022: \$30,513.39

Revenue:		
	2018 Refund of Penalty	\$1,802.64
	2022 Registrar Therapy	\$1,800.00
	2022 Boot Camp	\$1,000.00
	2021 Membership Dues	\$1,800.00
	2022 Membership Dues	\$10,800.00
	Interest Payments	\$11.13
	2022 Calendar Sales	\$3,000.00
	2022 Sponsors (3 GOLD, 1 BRONSE)	\$3,500.00
	2022 Conference Registrations (paid)	\$9,240.00
	Total	\$32,953.77

*note there was actually 4 Gold Sponsors for 2022 but when the report was created there was only 3 deposited.

Expense:

	2022 ArkACRAO Past President's Luncheon	\$1,049.82
	2022 SACRAO Registration (Zeda, Dillon, Jennifer)	\$750.00
	2022 SACRAO Meal Reimbursement	\$2,030.79
	2022 Registrar Therapy Hotel Fees	\$548.24
	2022 Registrar Therapy Snacks	\$120.66
	2023 Embassy Suites Deposit	\$2,000.00
	2021 Tax Extension	\$39.95
	2022 Keynote Deposit for Oct.	\$500.00
	2022 Conf Supplies - Amazon	\$135.08
	2022 MemberClicks Fees	\$479.77
	Total	\$7,654.31

Ending Bank Balance as of September 30, 2022: \$55,812.85

CD Balance as of September 24, 2022: \$9,775.60

Grand Total: \$65,588.45



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Past President Chad Cox (UA Fayetteville) made a motion to approve the treasurer's report. Alisa Waniewski (ATU) seconded the motion. Motion carried.

Annual Financial Review Committee: Brandi Tripp (ATU) shared the audit committee has reviewed the finances and found them to be in sound order.

President Wilkerson requested a motion to approve the Audit Committee findings. Motion made by Whitney Hall (SAU) to approve as presented. Caysie Martin (NPC) seconded. Motion carried.

Old Business

A. Officers and Executive Committee Reports

President:

President Zeda Wilkerson (Ozarka) gave the following report:

What a fast few months it has been. In the Fall of 2020, the Friday before the Fall semester started, and I had worked a one-billion-hour week (which hindsight had me making questionable choices), I received a call in my office and caller ID told me it was UACCM. At first, I thought, oh it must be a call about a transcript issue. Then I thought...no, that can't be, students NEVER have issues with transcripts getting where they need to go. Then it hit me. It was THAT time of year. Instantly I knew who was calling and why. It was my good friend, Rachel Mullins, and it was nomination and election time. I almost didn't pick up. Just kidding.

You see I love ArkACRAO, and despite my work load, life, etc. I decided to step out of my comfort zone and serve. This organization only works if we do. There is an I'm available form out on the ArkACRAO website. Please take a moment to fill it out, be of service to your peers, and answer "the call".

Now, little did I know what this past year had in store for me. Lots of life changes, meant I had to depend on the amazing team in my department, three of whom, McKenzie, Dylan, and Chris who are here with us today, and it also meant that I had to rely more heavily on the ArkACRAO Executive Committee, and committee chairs who stepped up in a big way this year, giving grace, guidance, and pitching in wherever and whenever needed, along with anyone who helped in a big or small way making this year's events as well as this conference happen. Thank you all!

Past Presidents, I cannot believe I am joining your ranks. Thank you for the path you paved, and future Presidents in this room, I'll ask once again, when the time comes, answer the call, and serve



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ArkACRAO. You will get back so much more than you give. Thank you all for the faith you placed in me to serve and now to business.

ArkACRAO successfully held a number of events this year. I will leave the reports on those to the officers and committee chairs. I was thrilled to see so many new comers registered for our conference this year.

The hotel staff for our conference, particularly Ms. Pam Seifert, have been wonderful to work with. Our meeting space was discounted due to meeting our meal budget. I want to particularly give a shout out to those of you in this room who are presenting sessions during the conference. Without sessions, we would not have a conference. There is a lot of talent within our organization, and I'm going to ask that you start thinking now about what you could present on next fall, and submit a session proposal when the time comes.

I'm sure Past President Cox will share more about our sponsors for this conference. I'll reiterate how much we appreciate them and I encourage you to take time during the conference to visit with them. In closing thank you again for the opportunity to serve ArkACRAO, and I hope you enjoy the rest of the conference.

President Elect:

President Elect Tyler Bittle (ASU Beebe) reported that he looks forward to faithfully executing the duties of the office to serve the members of the organization and the students in the state of Arkansas. He said he knows he has big shoes to fill, not only President Wilkerson, but all the past presidents. He is looking forward to serving and everyone else continuing to help students successful in the state of Arkansas.

Past President:

Past President Chad Cox (UA Fayetteville) recognized our corporate partners, Parchment, Smart Resume, Paradigm, Centennial Bank and Encoura. \$4,500 from partners helped make the conference possible. He encouraged everyone to visit with the partners.

As Past President, it has been a long three years to roll off. It is sad, but very rewarding. He is thankful for those that paved the way and congratulated President Wilkerson on how she did all the planning at light speed.

Secretary: Alexis Scrimshire (ATU), indicated there was no report.



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Vice President for Admission Administration:

VP Kyanna Beard (UA Pulaski Technical College) gave the following report:

ArkACRAO Bootcamp

On August 8, 2022, ArkACRAO boot camp was held at the University of Arkansas Pulaski Technical College we had had 25 attendees.

Thank you for UA-PTC catering department and to all of our presenters.

ALL PRESENTERS:

Zeda Wilkerson – Ozarka College

Ashley Henry – Saorrono – UA-Pulaski Technical College

Charity Smith- Program Specialist – Arkansas Division of Higher Education

Alisa Waniewski – Arkansas Tech University

Meredith Lawson – Arkansas Tech University

Monica Watson – Head Counselor at Parkview High School

THANK YOU, BRANDIE GIBBS, in assisting with Bootcamp!

So excited to bring Articulation Workshops back face to face. Had successful workshops.

September 6th – 9th:

Articulation Workshop: Mark Pruitt (Harding University) – Chair

UA-Texarkana – Hope - 91

Ozarka College- 120

John Brown University -95

Philander Smith College – 225

Huge Thank You to Mary Whiting on her hard work and dedication to our calendar.

Gave report from Dr. Proctor on College Fair Automation and the communication with scanners.

Vice President for Records:

VP Lozanne Calhoun (SEARK) gave the following report:

The Support Staff Workshop was held virtually on May 10, 2022, due to the ongoing restrictions with gathering and budget constraints. There were 23 plus persons in attendance. Presentations were from ADHE on "The Value and Context of Student Information in Arkansas & the Consequences of Bad Data" and from Arkansas Rural Health Partnership on " What has COVID don for/to your mental



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health?". The feedback on the presentations and timing and format of the workshop were positive. There were no costs associated with the workshop since it was virtual.

On a personal note, I want to thank you for the opportunity to serve on the ArkACRAO Executive Committee. It has been a positive experience for me.

Vice President for Registration:

VP Sarah Philpot (JBU) gave the following report:

Registrar's Therapy was held at the Hampton Inn and Suites in Conway, AR on July 20 and 21. Registration for the event was \$60, and I believe we had 31 members in attendance. The room rate at Hampton Inn and Suites, for those who chose to book a room, was \$99 per night. Sessions included Common Course Numbering, Customer Service, ADHE updates, a self-care session, and birds of a feather session. The hotel meeting room was a little too small for the number of attendees. I will look for a hotel with a bigger meeting room for next year. Hampton Inn and Suites offered the lowest room rate and also included a hot breakfast. I'm not sure I'll be able to keep the room rate as low next year if we get a bigger meeting room. Any suggestions are certainly welcome. I received positive feedback after the event and I'm looking forward to planning next year's Registrar's Therapy event.

Hotel Meeting Room Charge = \$548.56

Sam's Club Snacks/Water Charge = \$81.38

Walmart Speaker Gifts and Supplies = \$39.28

Vice President for School Relations: VP Brandi Gibbs (ATU) indicated that she did not have a formal report, but thanked and congratulated Zeda and Kyanna on their great work and leadership.

She stated this was likely her last meeting in ArkACRAO due to a position change. She shared sentiments and encouraged members to get involved.

Vice President for Information Technology: VP Heath Riddle Sims (Hendrix) reported that we have continued to improve MemberClicks. Informed that they look at all feedback and encourage feedback about MemberClicks to resolve issues. Looking to launching an online tech support site.

Legislative Liaison – Scott Post (NPC) reported he has no report at this time, but there will be a new legislative session so stay tuned.



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Publicity/Publications – VP Heath Riddle Sims (Hendrix) reported a successful year of collecting data for Quick Book.

General Standing Committee Reports

Constitutional Review – Connie Herring (ATU), Constitutional Review Committee chair reported there was no report.

Nomination and Election Committee:

Past President Chad Cox (UA Fayetteville), presented the following slate of officers for consideration:

- **President Elect** – Whitney Hall, Southern Arkansas University
- **Vice President for Records** – Casey Bromley, University of Arkansas Community College at Batesville
- **Vice President for School Relations** – Ashley Berry, University of Central Arkansas
- **Treasurer** – Samantha Huggins, Arkansas Tech University

President Wilkerson asked if there were any nominations from the floor or a motion to approve the slate of officers. Brandi Tripp (ATU) made a motion to approve the slate as presented. Chris Riggins (UCA) seconded.

Tyler Bittle (UA Beebe) moved to suspend the roll call vote. Seconded by Brandie Gibbs (ATU). Membership voted anonymously to approve. Motion carried.

Publications/Publicity Committee – No Report.

Annual Meeting Program Committee – No Report.

Historian – No Report.

Hospitality Subcommittee – No Report.



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Site Selection – Dylan Herekamp (Ozarka), site selection committee chair presented the following report:

The Site-Selection Committee announces the proposed sites for the 2024 Conference:

- Central AR: Wyndham Riverfront (North Little Rock)
- Central AR: Hotel Hot Springs (Hot Springs)
- Northwest AR: Embassy Suites (Rogers)

Information has been gathered on all three of these locations. A site visit was made for both the Wyndham Riverfront, and Hotel Hot Springs. I was not able to visit the Embassy Suites (Rogers) due to time constraints.

Wyndham Riverfront, North Little Rock:

The Wyndham Riverfront North Little Rock is located in North Little Rock nearby the popular river market area. It is easily within walking distance to the river market and there are a number of great restaurants, bars, and shops within walking distance. The Wyndham has an onsite restaurant, Benihana. The hotel also includes a bar. They offer complimentary on-site parking and a free continental breakfast with their rooms. The Wyndham is able to offer rooms at the Government rate of \$98 for our conference. The meeting room cost can be waived if we meet the food and beverage minimum of \$10,000. If the minimum is not met, then the difference will be assessed as room rental. The ballroom rents for \$895.00 per section, per day. The breakout rooms and hospitality suites rent for \$595.00 per room, per day. A sales packet was provided showing menu costs and more. Menu pricing includes linen, dinnerware, glassware, tables and chairs within the hotel's inventory. Outside food and beverage is allowed to be brought into the hospitality suites, ice and trashcans are complimentary with the suite.

Hotel Hot Springs, Hot Springs:

The Hotel Hot Springs is located in downtown Hot Springs. It is within walking distance to a number of shops, restaurants and more. Hotel Hot Springs includes an on-site restaurant that can be used by hotel guests. Hotel Hot Springs has indicated that they are willing to offer a group rate of \$125 for single occupancy and \$135 for double occupancy rooms. The meeting room cost associated with holding the conference in the meeting space is \$1,000. I have been told that we are not required to meet any kind of food & beverage minimum. We can pay for the meeting space and then pay for as much or as little food & beverage as necessary. Additionally, there was no mention of the possibility of having the meeting space cost waived if a food & beverage minimum is met. Though, this could likely be negotiated if necessary. The hotel will provide one complimentary room for each 50 that are booked. The hospitality suite is complimentary and located away from sleeping rooms. The hotel operates with a 30-day cut-off date for the room block. Parking is complimentary and is located in the parking deck near the hotel.

Embassy Suites, Rogers:



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I have tried to contact the Embassy to receive information from them regarding their hotel but have so far not been successful in reaching anyone who can help me to gather information.

Pros & Cons:

Wyndham Riverfront

- Cheaper room rate of \$98.
- Free, on-site parking.
- Benihana restaurant located within hotel.
- Must meet \$10,000 food and beverage minimum or pay for meeting room rental.

Hotel Hot Springs

- More expensive room rate of \$125 or \$135.
- Parking is complimentary, but located off site in parking deck.
- The meeting space cost is \$1,000, no food and beverage minimum.
- The hotel provides one complimentary room for every 50 booked.

Contact Info

Wyndham Riverfront – Emily D’Alessio (edalessio@wyndhamlr.com)

Hotel Hot Springs – Barrie Kiger Nagy (barriek@thehotelhotsprings.com)

Whitney Hall (SAU) asked for the committee’s recommendation. Mr. Herekamp indicated his recommendation was the Wyndham due to the pricing and for the central location. Also due to the contact at the Wyndham.

President Wilkerson called for a vote of aye or nay from the membership on choosing Wyndham Riverfront then on Hotel Hot Springs. The membership anonymously voted in favor of having the 2024 conference at the Wyndham in Little Rock.

Membership – Brandi Duvall (ATU), membership committee chair reported that three requests were made for Associate Membership:

- Missouri Southern State University; Joplin, MO.
 - Regionally Accredited by the North Central Associate/Higher Learning Commission (HLC)
- Wichita State University; Wichita, KS
 - Regionally Accredited by the North Central Association of Colleges and Schools
- University of Memphis; Memphis, TN
 - Regionally Accredited by the Southern Association of College and Schools



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President Wilkerson called for a motion to approve for the new membership. Tammy Weaver (ATU) made a motion to approve all three for membership. Whitney Hall (SAU) seconded the motion. Motion carried.

Recognition Committee–

Rachel Mullins (UACCM), chair and Franke Jimenez (UACCM) purchased the following plaques to recognize six EC members, one retiree, and one in memory of a former ArkACRAO member.

- In Memory of Danita Morris | For Outstanding Service & Dedication to ArkACRAO | UA Hope-Texarkana | 28 Years of Service
- Presented to Joe Scribner | For Outstanding Service & Dedication to ArkACRAO | ArkACRAO Listserv Manager | University of Arkansas | 38 Years of Service
- Presented to Chad Cox | For Outstanding Service & Dedication to ArkACRAO | President-Elect, President, & Past President | 2019-2022
- Presented to Lozanne Calhoun | For Outstanding Service & Dedication to ArkACRAO | Vice President for Records | 2020-2022
- Presented to Brandie Gibbs | For Outstanding Service & Dedication to ArkACRAO | Vice President for School Relations | 2020-2022
- Presented to Scott Post | For Outstanding Service & Dedication to ArkACRAO | Legislative Liaison | 2021-2022
- Presented to Samantha Huggins | For Outstanding Service & Dedication to ArkACRAO | Treasurer | 2021-2022
- Presented to Linda Holland | For Outstanding Service & Dedication to ArkACRAO | Assistant Treasurer | 2021-2022

The plaques were ordered from Central Arkansas Trophy in Conway. At \$25 each, the plaques cost \$218.50 (including tax).

The Recognition Committee printed the following 12 Certificates of Appreciation at no cost.

- Brandi Tripp | Annual Financial Review Committee Chair
- Zeda Wilkerson | Annual Meeting Committee Chair
- Mark Pruitt | Articulation Workshops Committee Chair
- Dr. John Proctor | College Fair Automation Committee Chair
- Mary Whiting | College Planning Program – Clearinghouse Chair
- Connie Herring | Constitutional Review Committee Chair
- Luke Kordsmeier | Hospitality and Charity Chair
- Brandi Duvall | Membership Committee Chair
- Chad Cox | Nominations & Election Committee Chair



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- Chris Riggins | Professional Access & Equity Committee Chair
- Rachel Mullins | Recognition Committee Chair
- Dylan Herekamp | Site Selection Committee Chair

Professional Access and Equity Committee –

Chris Riggins (UCA), chair of the professional access and equity committee gave the following report:

Committee Purpose: Provide recommendations for Annual Meeting program topics, monitors ArkACRAO committees and activities for representation of minority interests, and help the Association think about issues concerning the recruitment and retention of minority students in higher education.

Committee Members:

- Chris Riggins – Chair (UCA)
- Vilma Espinoza (SAU)
- Lillian Cruz (UAHT)

The committee met, and finds that the association are in compliant with the PAE Committee.

**Admission Administration and School Relations Oriented Standing Committees:
Articulation Workshop –**

College Planning Program Clearinghouse – The following report was given by Mary Whiting (UAMONT):

Clearinghouse Calendar 22—23

The clearinghouse calendar was dispersed to all eligible to receive it, including those who purchased it independently, starting in early April.

When scheduling programs, the following thing have to be considered and arranged:

Buses and transportation if hosting for more than one school;

Cost if host agrees to have refreshments;

Location;

Tables, chairs;

Student schedules;

Negotiating time frame of event;

Any health concerns.

Complaints received:



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Too hot to be outside;
Refreshments were not always adequate;
Fairs are too long;
Students don't visit all tables;
Too many rogue fairs;
Everyone not using scanners;
Give-aways happening everywhere and hosts not stopping it;
Military going around grabbing students;
Leaving fairs early, especially if hosting 9—12 grade;
Gossip at events.

Positive comments received:

Students asking more questions;
Counselors appreciative of recruiters.

Concerns:

Rogue fairs are out of control;
Attitudes of some high school counselors, career coaches, principals about scheduling properly;
Statement of Good Practice not being followed;
Many more high schools wanting/demanding their own school event.

Motion by Past President Chad Cox to approve all Officers and Executive Committee Reports.
Seconded by Whitney Hall (SAU). Motion carried.

B. SACRAO SCHOLARSHIP RECIPIENTS

Dylan Herekamp, Ozarka College, and Jennifer Cunningham, UA Hope Texarkana, are the recipients of the SACRAO Scholarship.

C. OTHER

A donation was made to the UA HT Scholarship Fund in the amount of \$272.80 in honor of our colleague Danita Morris.

D. Future ArkACRAO Meetings

Next year's meeting will be in the Embassy Suites in Jonesboro, October 4 – 6, 2023.



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New Business:

President Wilkerson informed the organization that we have a constitution and by-laws, but there are circumstances that come up occasionally that are more policy or procedures but nothing is in place to guide the officers. The EC will work and explore a policy and procedures manual to accompany constitution and by-laws.

Other Business: none

Adjournment: Brandi Tripp (ATU) made a motion to adjourn. Seconded by Brandie Gibbs (ATU). Meeting was adjourned at 2:02 p.m.

Respectfully submitted,

Alexis Scrimshire, Secretary 2021-2023

Zeda Wilkerson, President 2021-2022