



ArkACRAO Annual Business Meeting  
Hotel Hot Springs  
Hot Springs, Arkansas  
October 3, 2019

**Call to Order:** President Rachel Mullins (UACCM) called the meeting to order at 12:43 p.m.

**Roll Call:** President Mullins 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. Zeda Wilkerson, Secretary, conducted the roll call of ArkACRAO Members for 2019-20. 51 members answered the roll call, representing 32 institutions. A copy of the roll call is included in the Secretary's Notebook.

**Approval of Minutes from Business Meeting, October 4, 2018:** President Mullins (UACCM), called for the reading of the minutes of the October 4, 2018 Business Meeting. Tammy Weaver (ATU) moved to suspend the reading of the minutes and approve the minutes. Linda Holland (UACCM) second. Motion passed. A copy of the minutes is included in the Secretary's Notebook. Alisa Waniewski (ATU) so moved to approve. Tracy Finch (ASUJ) seconded minutes.

**Treasurer's Report:** Patti Carson (ASUB) shared the following report:

140 Registered for the conference this year. Approximately 27 pending payment.

12 Vendor sponsors.

Several of the expenses listed on the report are expenses that rolled from last year.

Blayne Stewart increase in our web services.

**Arkansas Association of Collegiate Registrars and Admissions Officers  
Financial Report  
October 3, 2019**

**Beginning Balance September 28,2018**

\$39,211.94

**Revenue**

2018 Boot Camp	\$39.71
2018 Fall Conference Registration	\$1868.84
2018 Fall Conference Vendors	\$1470.70
2018 Raffle	\$593.00
2018 Membership Dues	\$700
2018 Registrar Therapy	\$80.00
Interest Payments	\$10.05
2019 Calendar Sales	\$1,800.00
2019 Membership Dues	\$6,300.00
2019 Support Staff Workshop	\$1,118.88
2019 Boot camp	\$1,315.65
2019 Registrar's Therapy	\$955.94
2019 Fall Conference	\$10,981.73
2019 Fall Conference Vendors	\$ 9,992.95

**Total Income**

\$36,527.45

**Expenses**

273	Hendrix College	2018 Fall Conference Refund	\$110
279	Reimbursement	2018 Fall Conference door prizes	\$50.00
276	Reimbursement	2018 Fall Conference programs	\$409.22
Debit	Pay pal	2018 Fall Conference supplies	\$250.00
272	Speaker Fee	2018 Closing speaker	\$500.00
271	Speaker Fee	2018 Keynote Speaker	\$3,000.00
278	ASFP	2018 Raffle Donation Fall Conference	\$593.00
280	Mike's Trophies	2018 Fall Conference T-Shirts	\$1,095.45
281	Wyndham Retreat	2018 Fall Conference Venue	\$556.61
282	SAU	2018 Fall Conference speaker gifts	\$495.01
	Challenge		
277	Entertainment	2018 Fall Conference Hospitality	\$350.00
275	ULM	Membership over payment	\$100.00
Debit	Brandi Tripp	Treasurer supplies	\$96.71
283	Brandi Tripp	SACRAO Scholarship	\$250.00
285	Rachel Mullins	SACRAO reimbursement	\$934.15
Debit	Walmart	Supplies	\$250.00
	Lake Point		
287	Convention Center	2019 Staff Support Workshop Venue	\$627.26
290	Reimbursement	2019 Staff Support Workshop door prizes	\$45.00
288	Reimbursement	Staff Support Workshop door prizes	\$128.98

291	Arkansas Convention Center	2020 Fall Conference deposit	\$420.93
296	Great Western Dining	Central Articulation Reimbursement	\$250.00
Debit	Hotel Hot Springs	ARSCA exhibitor booth	\$250.00
Debit	American Air	SCRAO Travel Chris Riggins	\$409.99
292	Blayne Stewart	Web Services	\$175.00
293	Reimbursement	2019 Registrar Therapy supplies	\$116.37
294	Reimbursement	2019 Registrar Therapy Door Prizes	\$52.00
Debit	Walmart	2019 Boot camp Supplies	\$36.94
295	Reimbursement	2019 Boot camp supplies	\$76.83
297	Central Baptist College	2019 Boot camp hospitality	\$450.00
Debit	Ribbons Galore	2019 Fall Conference Supplies	\$150.25
302	Reimbursement	2019 Fall Conference Supplies	\$195.04
Debit	Walmart	2019 Fall Conference Hospitality	\$230.04
Debit	Walmart	2019 Fall Conference Auction Item	\$250.18
Debit	Burriss Inc	2019 Fall Conference name badges	\$58.97
Debit	Walmart	2019 Fall Conference Receipt Book	\$9.47
298	Blayne Stewart	Web Services	\$3,000
296	Great Western Dining	Central Articulation Hospitality	\$250.00
Withdrawal	Bank OZK	Check Service Fee	\$23.30
<b>Total Expenses</b>			<b>\$29,442.56</b>
<b>Balance on Hand</b>			<b>\$46,296.83</b>
			<b>CD</b>
			<b>\$9,726.50</b>

Respectfully  
Submitted

\_\_\_\_\_ Patti Carson

**Audit Committee:** Vicky Summer (UCA) shared the audit committee has reviewed the finances and found them to be in sound order.

President Mullins requested a motion to approve the Treasurer's report and the audit committee findings. Motion made by Linda Holland (UACCM). Tyler Bittle (ASUB) second Motion carried.

**Old Business:** President Mullins, requested any old business. With no old business, President Mullins began the officer and committee reports.

#### **Officers and Executive Committee Reports:**

**President:** President Mullins (UACCM) shared the following report: Serving as President of ArkACRAO has been a very rewarding experience. Over the course of the year, the Executive Committee met four times (10/5/2018, 12/6/2018, 03/07/2019, and 07/08/2019). We had several events and activities throughout the year, but I will let each of the EC members and Committee Chairs update you on those items.

I was pleased to represent ArkACRAO at SACRAO this year, and I emailed my report on that to the listserv. If you are considering attending SACRAO 2020, apply for the SACRAO Scholarship sponsored by ArkACRAO (November 15 Deadline).

Thank you to our vendors. We have 12 vendors with us this year (8 Gold, 1 Silver, and 3 Bronze). President Mullins thanked the vendors for their sponsorship and for sitting through this meeting with us.

Finally, I would like to thank the Past Presidents who have joined us for this conference. I am especially grateful to those of you who no longer work in our field, but you have taken the time to come back and visit us. Many of you have been mentors to me. The dedication and service that all of you have given to ArkACRAO is inspiring. President Mullins thanked Past President Susan Dewey for “holding her ladder”. President Mullins had the past president’s each introduce themselves, and state their institution, the role, and the date they served.

These have RSVP’d.

<u>Years:</u>	<u>Names:</u>
2018	Keesha Johnson
2017	Chris Riggins
2015	Tracy Finch
2014	Amy Mahan
2013	Susan A. Dewey Kissinger
2012	Regina Carter
2010	Sarah Jennings
2009	Robin Hayes

<u>Years:</u>	<u>Names:</u>
2008	Wayne Banks
2006	Tammy Weaver
2005	Vikita Hardwick
2001	Alisa Waniewski
2000	Sharon McDaniel
1998	Tom Gattin
1990	Anthony Sitz

**President Elect:** President Elect Brandi Tripp (ATU) thanked the membership, ATU family, Tammy Weaver, and the conference committee. Reminder, wear your ArkAcrao shirt tomorrow. Make sure that you turn in your vendor bingo card, the drawing will be at 4:00 during the vendor break. They will be leaving at 4:30 tomorrow. Brandi thanked Rachel Mullins.

President Elect Tripp also mentioned dinner would be on your own and that shuttles will be running downtown.

**Past President:** President Rachel Mullins (UACCM) recognized and thanked the Past Presidents that were in attendance. Past Presidents in attendance included, Tammy Weaver, Susan Dewey Kissinger, Tom Gattin, Regina Carter, Robyn Hayes, Vikita Bell Hardwick, Alisa Waniewski. Amy Mahan, Sharon McDaniel, Tony Sitz, Wayne Banks, Tracy Finch, Keesha Johnson, Chris Riggins. Each past president shared a few words regarding their experience with ArkAcrao.

**Secretary:** Secretary Wilkerson (OC), thanked the membership for allowing her to serve.

**Vice President for Admission Administration:** Vice President of Admissions Administration, Chad Cox (UofA), shared the following report:

It’s been an honor and a pleasure to serve as your Vice President for Admissions and Administration the past two years. This position works closely with the Articulation Workshop, College Planning Program, and College Fair Automation committees – all of which help serve students in our state.

ARTICULATION

The 2019 articulation workshops had 399 high school counselors, career coaches, Trio and Upward Bound professionals registered. ArkACRAO was able to award Professional Development Credits as approved by the Arkansas Department of Education for those that attended. The largest program was the Southern region this year. A new addition this year was a list of fall preview dates and it was well-received by the counselors. Notice of this was sent to the listserv in summer. Another list for spring events will be posted in December. Please be watching the listserv for this request. The Central and Northwest regions saw a conflict with College Board Counselor Workshops in those regions on the same day. As we are more of an “ACT state,” this is not a conflict that was anticipated but should be avoided in the future in order for all counselors to participate. As Articulation Chair, I’d like to give a special thank you to:

- Michael Kelley, Dana Bennett and the staff at Lyon College
- Rachel Pilgrim, Erin Hollingsworth and the staff at NorthWest Arkansas Community College
- Jason Hudnell, Caysie Martin and the staff at National Park College
- Robin Hayes, Patti Carson and the staff at Arkansas State University - Beebe

These events would not have been possible without their support and they did an excellent job in representing their institutions and making ArkACRAO look good as well. If your institution would like to host an articulation workshop, please reach out to the EC. We may not be able to accommodate your request immediately because, as you know, we try to rotate our locations around the state to showcase our member institutions regularly and keep the morning drive reasonable for our secondary school partners. However, your interest is noted, appreciated and helps us plan future events. The exposure these events give your campus to those who influence students is invaluable. Locations for 2020’s series of workshops are mostly finalized and will be as follows:

- Northeast - Tuesday, Sept 8 at Arkansas State University in Jonesboro
- Northwest – Wednesday, Sept 9 at University of the Ozarks in Clarksville
- Southern – Thursday, Sept 10 – TBD (hopefully UAM or SAU Tech)
- Central – Friday, Sept 11 – University of Central Arkansas in Conway

A recommendation for the future is stream the event or to record one or all of them to be posted on the ArkACRAO website.

#### NEW INITIATIVES

A new initiative this year is ArkACRAO’s partnership with the Arkansas Community Colleges’ annual conference. Our 4-year schools will be giving an articulation type workshop during a “birds of a feather” session for academic advisors at 2-year schools in the state. This will highlight resources (admission criteria, scholarship selection, course transferability, articulation agreements, etc.) they can use to aid in their student’s transition to a bachelor’s degree program. If your institution is actively recruiting transfer students, I invite you to reach out to me about being joining us for this opportunity.

We are also working on creating 4-5 regional college programs in the spring geared toward high school juniors. Be watching for more information on this.

#### COLLEGE PLANNING PROGRAM

The following was submitted by Mary Whiting, chair of the College Planning Program Clearinghouse committee.

“Thanks to those who served on the calendar committee were: Brandi Griffin, ATU, Anna Shell, UAM, Ashlee Dixon—HSU, Adam Eppes, UACC Morrilton. Calendar distribution began on March 29, with each member institution receiving an electronic copy. No mailing costs were incurred. If a college did not respond to my list serve message, the calendar was not sent until a reply was made. Calendar invoices for non-members who were requesting to purchase one began in April. All funds were mailed to the Treasurer, with an electronic copy of the calendar sent by me upon receipt of payment.

Changes to the calendar are not uncommon and have taken place as needed, with notification to all sent through the list serve. I would appreciate everyone realizing that some changes that make events close together or make extra driving necessary are because there is no other choice except to add another week to the calendar.

Assistance was provided to new high school/college representatives who were in charge of an upcoming event for high schools/transfer programs. Follow-up notes/emails of thanks have been/will be sent to hosts for scheduled programs. Suggestions/complaints/comments from members and counselors have been addressed. It's always helpful to have information sent directly to me.

Please remember not to promise a program to a school. The organization agreed that November and January were months when individual high schools want to host a program. I have discouraged many, but there are some that I will be sending my list serve soon."

That completes Mary's report, but I'd like to add that Mary has done the calendar for years and knows its history. When putting the calendar together, she considers many factors from a statewide perspective, so please defer all college fair questions and concerns to her. Together, we presented at Arkansas School Counselor Association in July. Our session, *Connecting Your Students to College and Universities*, reviewed the college planning calendar and the logic behind it, along with many of the other resources our organization provides secondary school counselors.

#### BOOT CAMP

Boot Camp was held on August 1<sup>st</sup> on the campus of Central Baptist College in Conway. Once again, Justin Moore and his staff were wonderful to work with and I appreciate how welcoming they are. This event was co-planned with Amy Foree, VP for School Relations, who honestly did most of the work in arranging the schedule and speakers. I'd like to thank you to our speakers, who gave of their time and experience, and to our high school counselor and career coaches for sharing their advice and insight from a student point of view. That was one of the most popular sessions. Based on last year's surveys, we integrated more time for networking with icebreakers and a "territory need to know" segment that allowed seasoned recruiters to share their regional experience with newcomers. These changes were well received and were mentioned as valuable sessions on surveys.

We had 39 new admissions officers register for the day-long event with a 92% attendance rate. Twenty-three (23) participants returned surveys an average rating of 9/10. Nearly 1/3 had been in the profession for less than 3 months and another 1/3 has been at it for 9-12 months. My favorite quote would be *"I found the Boot Camp highly beneficial to my upcoming job. Learning the ins and outs of Recruitment today made me feel more at ease with jumping into this new position and handling it like a champ. Thank you for the opportunity!"* That's closely followed by *"Potato salad was amazing!"* The surveys offered some helpful information like incorporating a session during lunch and collecting more information in the registration process.

This event is designed for "newer" admissions counselors, so if started recruiting after August 1st, please make plans to join us next year. Overall cost of the event was a \$563.77 and we collected \$1,315.65 in registration fees. Three (3) registration fees are still outstanding and those individuals are receiving email reminders.

#### COLLEGE FAIR AUTOMATION

Lastly, I'd like to thank John Proctor from Southeast Arkansas College for his leadership of this committee. Fairs were uploaded to CoToCollegeFairs.com in has done a wonderful job chairing the college fair automation committee this year and has been proactive in working with schools to increase sign up rates. Again, this year, Derrick Winston from Atlanta presented information during articulation workshops to help Arkansas counselors register their recruiters can engage with students during fairs and have meaningful conversations. I look forward to seeing how we can encourage further implementation of this system throughout the state.

It is you and in your interaction with students that generates new ideas, so thank you for all of your feedback on these events. Keep it coming! And thank you again for this opportunity to serve our organization in this capacity.

Respectfully submitted,

Chad Cox

**Vice President for Records:** Vice President Post, NPC, shared the following report:

The ArkACRAO Support Staff Workshop was held on March 14, 2019 at the Lake Point Conference Center in Russellville. There were 39 paid registrants in attendance, as well as VP of Records Scott Post and President Rachel Mullins, who helped with registration and welcomed the participants. This year's sessions were:

**Autism Spectrum Disorder as Explained by Sheldon Cooper**

*Presenters:*

*Ronda McLelland, Director, TRIO Student Support Services, UACC-Batesville*

*Becky Warren, Director, Workforce & Career Services, UACC-Batesville*

**Family Educational Rights & Privacy Act (FERPA) Overview**

*Presenter:*

*Thomas W. Pennington, General Counsel, Arkansas Tech University*

**Weapons on Campus- A Discussion of Concealed Carry Law and Active Shooter Preparedness**

*Presenter:*

*Kevin Davis, Asst. Dir. of Public Safety, Harding University; and co-owner of D<sup>2</sup> Security Solutions*

Lunch was served, and there were several door prizes, including Starbucks gift cards, Sonic gift cards, and ArkACRAO t-shirts.

The evaluations were positive, although several mentioned that the room was cold, and that handouts of the presentations would have been helpful. A complete tally of the evaluations is available and will be kept in the VP of Records binder along with the other workshop materials.

Costs of the workshop included:

Lake Point Conference Center charges (lunch & refreshments)	\$627.26
Speaker Gifts (Two candles, two pens)	83.98
Door prizes (gift cards)	90.00
Total	\$801.24

There were no costs associated with speakers' fees or travel, so please thank our presenters!

Registration fees collected (39 @ \$35)	\$1,365.00
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Vice President Post asked that the membership encourage staff to attend next year's workshop and to share your ideas with him for next year's support staff workshop.

**Vice President for Registration:** Malissa Mathis (UALR) thanked the membership for allowing her to serve. Malissa mentioned that we need each other, our voices matter, and our voices are so much stronger collectively, and if we join together.

Malissa thanked everyone for those who helped prepare for Registrar's therapy. Malissa mentioned that ADHE is implementing a new term file definition, data and analytics. Reflects trends across institutions. Talked about different ways the state is working to improve the data analysis and reporting. A full summary is in her July report. Jennifer Moody gave a step by step of college source. Malissa mentioned that common course numbering is still a discussion point.

**Vice President for School Relations:** Vice President for School Relations, Amy Foree (UACCB) shared that she attended the EC meetings, and assisted Chad. She will be taking lead on bootcamp for next year. If you have any topics for next year, please reach out to her.

**Vice President for Information Technology:** President Mullins shared the following report in absence of a Vice President.

Whitney Hall resigned from the position in May of 2019. Since there was a short time remaining until we would elect a new VP for technology, I assumed the responsibilities since Ms. Hall's resignation. During that time I worked with other EC members to keep the website updated.

The EC voted to renew our website contract with Blayne Stewart (BA Unlimited). This year's contract is significantly more than last year's contract; however, we had been paying Blayne the same hourly rate for the last 11 years that he has been our webmaster. We compared the cost of the revised contract to some other platforms we were aware of other state associations using, and BA Unlimited is still significantly more economical than some of the other options we researched.

Since May, I have requested 115 additions to the ArkACRAO listserv and 11 removals. A special thanks goes to Joe Scribner, UAF, for managing the listserv.

And finally, on July 10<sup>th</sup> I sent an email to the ArkACRAO listserv with the contact email for the Directory and the Treasurer asking member and associate members to confirm that we have the correct contact information. I received numerous responses to that, and I appreciate you helping us to keep our records current.

**Legislative Liaison:** email for report.

**Publicity/Publications** – President Mullins shared that Heath Sims could not be present, however he was responsible for updating the directory and we have a few of the directories left.

Thanked Chad for his work as well.

### **General Standing Committee Reports:**

#### **Constitutional Review –**

Tawana Greene (UA-Monticello, now at UAPB) shared the following report:

Committee Members:

- Tawana Greene, University of Arkansas at Monticello, Chair
- Jessica Williams, University of Arkansas
- Alexis Scrimshire, Arkansas Tech University
- Tracy Finch, Arkansas State University
- Erin Gray, UA-Pulaski Technical College



**Committee Considerations:**

Clarification of Language regarding membership

Annual Membership Fee

**BY-LAWS**

**ARTICLE I -MEMBERSHIP**

**Section 1.**

Individuals designated by each institutional member shall be eligible to conduct Association affairs, to hold elective office, and to participate in other ways. (Other individuals may be invited to serve the Association on committees and in other capacities.) The annual fee for each institution shall be \$100 — *Committee is proposing a \$50 increase for a new fee of \$150*

**Section 2.**

**Proposing to add the following membership designations and clarify Associate Membership language**

Educational Agency Membership - \$150.00 annual fee – State educational boards or agencies of higher education may apply for educational agency membership. This membership is non-voting. Educational Agency members may participate in the Association’s non-voting activities, including Articulation Workshops at the level determined by the Articulation Workshop Committee, and may participate in the Association’s listserv.

Corporate Membership - \$150.00 annual fee – Organizations that are not collegiate or state-related education boards or agencies may apply for corporate membership. This membership is non-voting. Corporate members may participate in the Association’s non-voting activities, including Articulation Workshops at the level determined by the Articulation Workshop Committee, and may participate in the Association’s listserv.

Associate Membership - \$150.00 annual fee -- Associate members shall be those individuals or representatives of Organizations who have purposes parallel with those of ArkACRAO, who are not otherwise eligible for any other membership designation. Associate Membership is non-voting. Institutions that are candidates for membership to one of the six regional accrediting agencies may apply for associate membership by providing proof of candidacy status. Candidates for associate membership must petition the Membership Committee, meet qualifications for membership, be approved by the Membership Committee, and be approved by a majority vote of the general membership. Once approved, Associate members may participate in the Association’s non-voting activities, including Articulation Workshops at the level determined by the Articulation Workshop Committee, and may participate in the Association’s listserv. There shall be an annual fee of \$100 for each institution. *Committee is proposing a \$50 increase for a new fee of \$150*

President Mullins requested a motion to approve the changes. Chad Cox (UofA) made a motion to approve collectively both at same time. Tod Martin (Harding), seconded the motion.

Secretary Wilkerson read roll call for vote. Vote carried.

**Nomination and Election Committee:** Past President Johnson (ASUTR) read the slate of officers.

Tracy Finch (ASUJ) made a motion to approve the slate as presented. Tyler Bittle (ASUB), seconded the motion. Vote suspended, yays carried, the slate was approved.

President Elect: Chad Cox, University of Arkansas

Secretary: Tawana Greene, U of Arkansas Monticello (Now at UAPB)

VP Admissions: Joey Hughes, University of the Ozarks

VP Registration: Kim Bigger, Black River Technical College

VP Technology: Ana Hunt, University of Arkansas Pulaski Technical College

**Professional Access and Equity Committee** – Kim Bigger (BRTC), thanked Vicky Summers and John Proctor for serving. She shared that they reviewed and approved the agenda and the speakers.

**Hospitality Subcommittee** – Luke Kordsmeier (UACCM)– Football and games hospitality open until 11:00 tonight. \$256 Luke is selling tickets. Apple Watch, Firepit, cooler, baggo set. Dr. Proctor will be one of the raffle items as well. He would like to double that by tomorrow. Proceeds from this year's fundraising will go towards: Project HOPE Food Bank.

**Site Selection** – The Site-Selection Committee announces the proposed sites for the 2021 conference: October 6-8.

- Northeast: Embassy Suites (Jonesboro)
- Northwest- Double Tree (Fort Smith)
- Northwest- Courtyard (Fort Smith)

We are in contact with Kimberly Short from Helms Briscoe and have gathered information on all three of these locations. Alisa and I made a visit to both Fort Smith locations on July 24, 2019. We could not visit Embassy Suites in Jonesboro because it is not finished yet.

**Courtyard Downtown Fort Smith:**

The Courtyard Downtown Fort Smith is located in the heart of Fort Smith with 138 guest rooms within walking distance to a number of restaurants and shops. The Courtyard has an onsite bistro and an indoor pool. They offer a complimentary self-parking and free continental breakfast with a rate of \$99 plus tax a night. The site is next to the Fort Smith Convention center. To have our conference here, we would have to rent out the convention center and the meeting room price for three days is \$3,850. If we choose to have the hotel cater then the meal prices will range from \$15.95 to \$18.95. The convention center provided a catering sheet of the different options in the area. If we use the hotel to cater, then we can get the Stage coach room (Hospitality Suite) for free inside the hotel. The convention center allows you to bring in your own AV to cut down on the price of AV. The convention center comes with tables and chairs, but we must purchase linens. ArkACRAO can also apply for a grant through the Fort Smith Convention and Visitors Bureau that could help cover the cost of meeting space or anything of our choice.

**Double Tree Fort Smith:**

The Double Tree Fort Smith is located in the heart of Fort Smith with 255 guest rooms, six meeting rooms, and 1 grand ballroom that can be split out into different sections for meeting space. The hotel was renovated in 2016 and has an onsite restaurant and lounge as well as a fitness center and indoor pool. The site is located within walking distance to a number of restaurants and shops. They have 38 self-parking spots around the building for free and then parking is metered around the building 50 cents per hour, and the 2<sup>nd</sup> floor of the parking garage across the street is reserved for Double Tree and is free after 5 pm. Guest room rates are \$114 plus tax and this includes free Wi-Fi. Breakfast is not included, however if we choose this location they said we may can negotiate the breakfast being included. Meals start at \$22.95 plus tax and service charge and are catered by the hotel. The meeting room fees can be waived if min. of \$12,000 food/beverage is met. This is a bit pricy. Depending on how many rooms we need to use, depends on the meeting room price. Double Tree allows you to bring in your own AV to cut down on the price of AV. ArkACRAO can also apply for a grant through the Fort Smith Convention and Visitors Bureau that could help cover the cost of meeting space or anything of our choice.

**Embassy Suites Jonesboro:**

Embassy Suites Jonesboro is located on the Arkansas State University Campus with 203 rooms set to open in November 2019. The guest room rates for the conference are \$139 single or double occupancy plus taxes and includes free breakfast, wifi, and self-parking. The meeting rooms are free with \$10,000 food and beverage min. Meals are \$18 to 34 per person with taxes and service charge included.

Pros – new

Cons – meals and sleeping rooms a little high.

As a committee we would recommended using Courtyard Downtown Fort Smith for our 2021 site location.

Tammy Weaver (ATU) asked if the committee had a recommendation, Heather said yes, and the courtyard, was the recommendation. Alisa Waniewski (ATU) provided some insight into it stating we would have plenty of room there.

Prepared by:

Heather Funk, Chair (PCCUA)

President Mullins discussed that we might want to consider if we would like to hold the annual meeting in the Fall of 2020. President Mullins sent out an email to the listserv regarding the this.

President Mullins shared the information contained within her email.

1. Budget concerns for institutions. Budget concerns for ArkAcrao.
2. If attendance is low at our meeting, it could significantly cost the organization.
3. Also, the human resource and demands of the membership trying to plan both SACRAO and the Fall Conference.

President Mullins asked for feedback from the membership. Tracy Finch (ASUJ) asked how much it would cost us if we had to break our contract. \$493. Tracy finch (ASUJ) moved we postpone it a year. Alisa Waniewski (ATU) seconded as long as there is a business meeting during the SACRAO. Tracy Finch (ASUJ) revised motion to suggest business meeting be held. Linda Holland (UACCM) seconded. Motion carried. Conference canceled, and business meeting will be held during SACRAO.

**Membership** – Ana Hunt (UAPTC) shared:

We did not receive any applications for associate membership this year. Most of the inquiries I received were from institutions who were already associate members but needed to update contact information and request a new invoice. One institution (Arkansas Colleges of Health Education) inquired about obtaining associate membership but does not qualify because they do not have proof of candidacy status with a regional accrediting body. A couple of other institutions requested access to the Clearinghouse calendar only and were not interested in associate membership.

**Historian** – No New Report.

**Recognition Committee** – Jennifer Wright shared the following report on behalf of Brandie Gibbs (ATU):

The Recognition Committee purchased the following eight plaques for the year 2019-20:

- **Robin Hayes** – Outstanding Service and Dedication to ArkACRAO (Director of Admissions for ASU-Beebe is retiring in November after 20 years.)
- **Pattie McCord** – Outstanding Service and Dedication to ArkACRAO (Associate Registrar for University of Arkansas Little Rock retired after 43 years)
- **Keith Burt** - Outstanding Service and Dedication to ArkACRAO (Assistant Registrar for UA Cossatot is retiring end of this year after 23 years)

- **Chad Cox** - Outstanding Service and Dedication to ArkACRAO - Vice President for Admissions and Administration 2017-2019
- **Malissa Mathis** - Outstanding Service and Dedication to ArkACRAO - Vice President for Registration 2017-2019
- **Whitney Hall** - Outstanding Service and Dedication to ArkACRAO - Vice President for Information Technology 2017-2019
- **Keesha Johnson** - Outstanding Service and Dedication to ArkACRAO - President-Elect, President, Past-President 2015-2019
- **Zeda Wilkerson** - Outstanding Service and Dedication to ArkACRAO - Secretary 2015-2019

Certificates of appreciation were provided at no cost to the following:

- Whitney Hall – Certificate of Honorary Membership
- Vicky Summers – Annual Financial Review Committee Chair
- Brandi Tripp – Meeting Committee Chair
- Chad Cox – Articulation Workshop Committee Chair
- John Proctor – College Fair Automation Committee Chair
- Mary Whiting – College Planning Program- Clearing House Committee Chair
- Tawana Greene – Constitutional Review Committee Chair
- Luke Kordsmeier – Hospitality & Charity Committee Chair
- Ana Hunt – Membership Committee Chair
- Keesha Johnson – Nominations & Elections Committee Chair
- Kim Bigger – Professional Access & Equity Committee Chair
- Heather Funk – Site Selection Committee Chair

Prepared by:  
 Brandie Gibbs  
 Recognition Committee Chair

**Admission Administration and School Relations Oriented Standing Committees:**

**Articulation Workshop** – See Vice President of Admissions Administration report

**College Planning Program Clearinghouse** – See Vice President of Admissions Administration report.

**College Fair Automation:** Dr. John Proctor (SEARK) shared that they will work hard to get all high schools to sign up for go-to-college fair.

**Future ArkACRAO Meetings:**

**New Business:**

President Mullins (UACCM) thanked the membership and handed over her gavel to President Brandi Tripp (ATU). Brandi thanked Rachel for leadership. President Tripp called Luke Kordsmeier (UACCM) up for door prize drawings.

**Adjournment:**

President Tripp (ATU) entertained motion. Alisa Waniewski (ATU) made motion to adjourn and Wayne Banks (SAU TECH) seconded. Meeting adjourned at 2:18 p.m.

Respectfully submitted,

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Zeda Wilkerson, Secretary 2018-2019

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Tawana Greene, Secretary 2019-2021

Approved:

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Rachel Mullins, President 2018-2019

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Brandi Tripp, President 2019-2020