



ArkACRAO Annual Business Meeting  
Wyndham Riverfront  
North Little Rock, Arkansas  
October 3, 2013

**Call to Order:** President Susan Dewey called the meeting to order at 1:00 p.m.

**Roll Call:** President Dewey asked Tom Gattin, HSU, to serve a parliamentarian for the Annual Business Meeting. President Dewey 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. Rachel Mullins, Secretary, conducted the roll call of ArkACRAO Members for 2013-14. Fifty one members answered the roll call, representing 29 institutions. A copy of the roll call is included in the Secretary's Notebook.

**Approval of Minutes from Business Meeting, October 4, 2012:** President Dewey called for the reading of the minutes of the October 4, 2012 Business Meeting. Rosalyn Blagg, ASU Mountain Home, moved to suspend the reading of the minutes and approve the minutes. Robin Hayes, ASU Beebe, second. Motion passed. A copy of the minutes is included in the Secretary's Notebook.

**Treasurer's Report:** Chelsea Bishop Ward, Treasurer, presented the Treasurer's report: Last year's balance at this time was \$42,214.19. We currently have a balance of \$41,417.25 and our CD is redeemable at \$9,610.24. This amount will decrease once all conference obligations have been paid in full. We have four member institutions with outstanding membership dues. The UAPB consolidated fair was a success with 32 institutions in attendance. We are only missing one institution's payment. With the number of pad attendees, we were able to cover the cost of the convention center and some small breakfast items for institution representatives. Ms. Bishop Ward stated that there is a contact sheet for membership dues being passed around and to please make sure the information is up-to-date. A copy of the Treasurer's report is included in the Secretary's Notebook.

**Audit Committee:** Charla Jennings, Northark, and Sharon McDaniel, ASU, conducted an audit of the financial statements and found everything in order. The audit committee suggested that the EC look at available funds and make a one time lower conference rate. Next year with the meeting being in northwest Arkansas, perhaps more members would be able to participate if the rate was lower.

**Old Business:****Officers and Executive Committee Reports:**

**President:** President Dewey reported that she has been honored to serve as ArkACRAO President for 2012-2013. During the year she represented ArkACRAO at the regional SACRAO meeting in San Antonio, TX in February. The EC met four times over the course of the year. President Dewey also had the opportunity to attend the Support Staff Workshop and Boot Camp.

In regards to the College Fair Automation System, President Dewey stated that she believes to continue to grow we must be in a mindset of constant self-evaluation and willingness to change. She had the opportunity to visit with many members during the year and had open and honest conversations. She was pleased to say she heard a few strong concerns/complaints. To those individuals, she said a heartfelt thank you. She also expressed gratitude for trusting her enough to be open about concerns and our willingness to step up and help be a catalyst for improvement.

**President Elect:** Amy Mahan thanked ArkACRAO for having faith in her to serve as president and asked everyone to complete the "I'm Available" forms and evaluations.

**Secretary:** Rachel Mullins thanked ArkACRAO for the opportunity to serve as secretary for the last four years. She stated that she has posted minutes and constitutional changes to the website as approved.

**Vice President for Admission Administration:** No report.

**Vice President for Records:** Rosalyn Blagg reported that the Support Staff Workshop was held at ASU Beebe. The comradery was wonderful. Ms. Blagg thanked Robin Hayes for hosting. There were 33 attendees. The event had a cowboy theme with shoulder massages during lunch as door prizes. Topics covered included campus security, FERPA updates, legislative updates, and a welcome by President Dewey.

**Vice President for Registration:** Ed Nipper and Tom Gattin reported that Therapy for Registrars took place on July 18-19 in North Little Rock at the Hilton Garden Inn. On the first day, the agenda included ADHE updates by Rick Jenkins, Dr. Ed Nipper made a presentation on "Different Personalities in the Workplace," and Scott Post provided legislative updates. The main topic of concern at the conference was Act 330, which mandates electronic transcripts. The day two agenda included discussion of various hot topics and a visit by Shane Broadway, the Director of ADHE, to further enlighten the group on the requirements of Act 330. Twenty eight members attended the meeting.

**Vice President for School Relations:** Barbara Dunn reported that Boot Camp was held on July 27<sup>th</sup> at UALR. Ms. Dunn gave a special thanks to Chelsea Bishop Ward and the UALR staff. There were 16 attendees.

**Legislative Liaison** – Scott Post reported that there have not been any updates since our July meeting. At our Pre-Conference Legislative Panel, guests Shane Broadway (ADHE) and Rep. Mark Lowery (Maumelle) discussed several issues that could be focused on during the next legislative session. The Lottery Scholarship seems to be doing well under the new award formula, and all eligible non-traditional students that applied received funds this year. The Commission would like to see more purchases of Megamillions and Powerball tickets, rather than scratch-offs, because the scratch-offs do not contribute as much to the fund as the former.

A task force has been formed to look at the concurrent issue. It appears that almost every college has a different way of handling concurrent students. An eight-person committee, made up of four community college presidents and four four-year presidents, will address the issue in the upcoming months.

The Panel discussed remediation, the budget issue it causes, how it keeps students from best utilizing financial aid, and how it hurts completion. Several committees, including both the House and Senate Education committees, will be focusing on remediation in the coming months.

Electronic transcripts were also discussed. ArkACRAO is preparing a memo to present to ADHE outlining all of the issues with only being able to use electronic transcripts, especially between colleges and high schools.

A proposal was made to update and maintain the Core Book website, which lists all core courses required by each school. This would hopefully be a combined effort between all schools, housed on the ADHE website, so that formatting and language could be easily comparable between schools. Dir. Broadway noted the difference in retention rates when one looks at re-enrolling at the same school (55%) and re-enrolling at any school (72%).

The group discussed the problem with the increasing costs of textbooks, and the timing of financial aid refunds.

**Publicity/Publications** – Tracy Finch reported that 1,000 directories were printed, which cost the organization approximately \$2,515. This year’s directory is on the ArkACRAO website.

**General Standing Committee Reports:**

**Constitutional Review** – Alisa Waniewski reported that based on a request from Tracy Finch, Publicity and Publications chairperson, the Executive Committee asked the Constitutional Review Committee to recommend changes to the constitution with regard to the publication of newsletters. Because only a slight revision was needed, the Constitutional Review chairperson, Alisa Waniewski, opted to forgo a committee meeting and solicited the assistance of Tammy Rhodes Weaver. The recommended change to the constitution is as follows:

**ARTICLE V – COMMITTEES**

**Section 3**

**GENERAL STANDING COMMITTEES**

9. Publicity and Publications Committee - shall have responsibility for publishing a minimum of two (2) newsletters per year. Further responsibilities shall be the publication and distribution of the ArkACRAO Directory and submission of articles to the regional (SACRAO) newsletter.

The objective of the revision is to allow the Publicity and Publications chair to publish the fall newsletter after the Annual Meeting in October. Because all meeting and workshop registration information is now provided via the ArkACRAO List Serve and website, it is unnecessary to provide the information in the newsletter. Additionally, the slate of officers and proposed constitutional changes are broadcast vial the list serve as well.

There was a roll call vote to accept the proposed changes. The membership voted unanimously to approve the proposed changes.

**Nomination and Election Committee:** Regina Carter stated that that the Nomination and Election Committee places the following slate of nominees before the members:

President Elect: Tracy Finch, Registrar and Director of Admissions, ASU

Secretary: Malissa Mathis, Office of Transfer Student Services, UALR

VP for Registration: Wayne Womack, Registrar, UA Fort Smith

VP for Admissions Administration: Ron Hudson, Coordinator of Recruitment, ASU Beebe

The slate of nominees was placed on the list serve on September 2, 2013. Chelsea Bishop Ward, UALR, moved to accept the slate of nominees as presented. Linda Holland, UACCM, second. Motion passed.

**Professional Access and Equity Committee** – Josh Rauls stated that in the month of September he was asked by President Dewey to chair the Professional Access and Equity Committee because Allen Ford, previous chair, took a professional opportunity outside of ArkACRAO. Mr. Rauls accepted the position of chair. Mr. Ford did participate in the nominations and Boot Camp. The PAE committee partnered with Chris Riggins and President Dewey in their presentation “What is ArkACRAO and making the most of ArkACRAO.”

**Hospitality Subcommittee** – Linda Holland reported that this year the hospitality team worked hard to gather door prizes and raffle items. The team (with the help of Tracy Finch and Rachel Mullins) was responsible for acquiring snacks and beverages, stocking and restocking for the ArkACRAO Hospitality Room during the conference. The hospitality room was open each evening for members to

enjoy beverages, snacks, a few laughs and great conversation with peers. The committee hopes that everyone had a chance to relax and unwind with friends from across the state. In order to be eligible for door prizes, conference attendees had to visit with each vendor and receive a stamp on their door prize entry cards. This process ensured that attendees spent a little time visiting those vendors who had committed their time and money to this conference. Raffle and door prize drawings were completed on the final day of the conference.

For the second year our service project was to collect items and money for the Ronald McDonald House in Little Rock, and the Ronald McDonald Family Rooms in Fort Smith and Rogers. For years the Ronald McDonald House (RMHC of Arkansas, Inc.) has provided families a *home away from home* while their ill or injured child receives medical treatment at a Arkansas Children's Hospital in Little Rock. Recently the Ronald McDonald Family Rooms (RMHC of Arkoma, Inc.) were opened to serve the needs of families of children in the Neonatal Intensive Care Unit at Mercy Hospitals in Fort Smith and Rogers. This project assists in continued operation of these facilities which provide sleeping, bathing, dining areas as well as laundry facilities.

Several bags of items were donated by conference attendees with an estimated value of over \$600 and another \$777.05 was raised from the sale of raffle tickets and cash donations. All items collected along with a check for \$177.00 will be delivered to the Ronald McDonald House in Little Rock on October 4<sup>th</sup> along with all the items left over from the hospitality room (cups, napkins, plates, soft drinks and snacks). The remaining cash was split into two checks for the Ronald McDonald Family Rooms, Fort Smith received \$300.05, and Rogers received \$300.00.

All in all, over \$1400 worth of items and cash were donated to the service project.

The committee thanked all who donated items or money for the service project. A special thank you also goes out to Doug from Integrated Business Technologies who donated \$250 toward the purchase of raffle items of a Keurig Coffee Machine and a Barnes and Noble Nook HD (with a little discount help from Best Buy). Other generous donations included one night stays at the Wyndham Riverfront Hotel and Winrock on Petti Jean Mountain; ladies wallets and purses; a Resident Chef Basket, a Men's Camo Jacket along with numerous other smaller items. All the money collected from the raffle items went to the service project.

Ms. Holland also thanked the members of the hospitality committee: Sheila Sommers and Sandra Sponer from UACCM, Malissa Mathis from UALR and Courtney Pratt from ATU. These ladies did an outstanding job gathering items, selling tickets, helping with the drawings, as well as the prep and cleanup of the hospitality room. This was a great group of ladies to work with.

Ms. Holland stated that she has enjoyed serving on the hospitality committee for the past four years, and chair for the last two. That being said, she respectfully asked that someone else be given the opportunity to serve as chair for 2014. She really enjoyed the experience and getting to know other ArkACRAO members and all that serve on the EC Committee. She will continue to serve this organization in other areas as needed.

**Site Selection** – Whitney Hall, SAU, and Louis Scivally, UALR, reported for the Site Selection Committee. The committee placed the following sites for consideration for the 2015 Fall Conference:

- Embassy Suites, Hot Springs
- DeGray Lake Resort State Park, Bismark
- Holiday Inn, Texarkana

Will Atkins, UCA, moved that the 2015 ArkACRAO Fall Conference be held at the Holiday Inn, Texarkana, AR. Amy Mahan second. Motion passed.

**Membership** – Dylan Mowery, Ozarka, reported that the Membership Committee received the following three request for associate membership:

- Ottawa University, KS
- Drury University, MO
- Crowder College, MO

There was a discussion regarding Drury University and Crowder College because they were dropped previously for not paying dues. It was agreed that the EC will address any concerns. Chelsea Bishop Ward, UALR, moved to accept these three institutions for associate membership. Wanda McConnaughay, Ozarka, second. Motion passed.

**Recognition Committee** – Shelley Price, UACCM, presented 12 plaques and awards on behalf of the Recognition Committee. The following members were recognized in addition to the EC members who were rotating off the EC:

Retirees

Lynn Boone, Phillips Community College of the UA, retired in June after 38 years at PCCUA, many of them serving as Vice Chancellor for Student Services and Registrar.

Linda Johnson, College of the Ouachitas, retired after being at College of the Ouachitas for 17 years, where she served as Registrar. Before that, she worked 14 years at National Park Community College, which at that time was named Garland County Community College.

Deceased

Wanda Hensley, UACCM, who worked for UACCM for 34 years. She began when it was Petit Jean Vocational Technical School in 1979. Over the years, she had many titles. She began as the Employment Transitions Coordinator, then moved to Registrar at UACCM and in 2010 became the Director of Institutional Research. She also served at one time as Vice President for Records for ArkACRAO.

Lifetime Member

Gin Brown, Ozarka College, retired in June. Gin joined Ozarka College in 1997 where she has served as the Manager of Academic Support Services and Registrar. In 2007, she became the first Director of Off-Campus Operations at Ozarka's new location in Mountain View. She has served many roles in ArkACRAO from Secretary to President, and we can't forget Suzie Student. The Recognition Committee would like to grant Lifetime Membership to Gin Brown for her exemplary service to ArkACRAO. She receives a permanent invitation to attend ArkACRAO meetings and to maintain interest in ArkACRAO affairs as a non-voting member.

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

**Articulation Workshop** – Ron Hudson stated that we had another wonderful year of Articulation Workshops. Each host put in tremendous work to make them successful, and all of the representatives were professional, positive, and informative. The breakdown for the four regions is as follows:

- Northeast Region – Williams Baptist College – 55 counselors
- Northwest Region – University of the Ozarks – 58 counselors
- Southern Region – University of Arkansas Pine Bluff – 52 counselors
- Central Region – University of Central Arkansas – 196 counselors

Next year's host sites are as follows:

- Northeast Region – Arkansas State University – Jonesboro
- Northwest Region – Arkansas Tech University
- Southern Region – Ouachita Baptist University
- Central Region – Arkansas State University – Beebe

**College Planning Program Clearinghouse** – Rachel Mullins reported for Mary Whiting. The clearinghouse calendar for fall recruitment season is through October. There have been some changes, but the complaints have been few. Some colleges did question Ms. Whiting on the time it took to get the calendar “out.” It all depends on finalizing each area of the state. They faced some problems in a few areas. Overall, it was done as quickly as possible.

Concerns include:

- Increased number of “unscheduled” fairs. Many career coaches are scheduling these. In talking with them, the lines of communication between them and the high school counselors isn't always good. This is especially true when the career coaches are housed on a separate campus. EX: career coaches through UACCH were unaware of the scheduled Hope fair. They have one four days before the Hope fair. Ms. Whiting explained concerns and suggested they change, but they are going ahead this year. They will correct this for next year.
- During articulation week, college rep(s) told high school counselors they could contact Ms. Whiting and schedule a fair. This has been very difficult. She has had at least 7 requests since then, and has done her best to explain why we consolidate as much as possible. She uses the LR/Pulaski County fairs as examples.

- Tracking counselor changes after the calendar is in place can be difficult. Most high school counselors contacted her, but there were a few surprises. She did my best to keep everyone informed.

Some positives:

- NWACC assumed the Benton County fair.
- NorthArk assisted with having an additional program on their campus....meaning reps did not have to pack and move to another site.
- At least two other college campuses are going to help host/consolidate next year.
- Hot Springs High School is now participating in the National Park fair.

What's next:

- Transfer fairs

Suggestions:

- Discussion about unscheduled fairs
- Remember to support the overall calendar

**SACRAO Scholarship:**

President Dewey stated that last year we received two applications for the SACRAO Scholarship. President Dewey encouraged members to apply because the SACRAO conference is a wonderful experience.

**Future ArkACRAO Meetings:**

President Dewey reminded the membership that the 2014 Fall Conference will take place October 1-3 in Rogers, AR.

**New Business:**

**College Fair Automation**

Josh Rauls, UCA, reported that he and Chris Riggins, UCA, went to the Arkansas School Counselors Association and presented information on College Fair Automation (CFA). The counselors were 100% in favor of CFA. Mr. Rauls and Mr. Riggins also presented information on CFA to the EC and at Articulation Workshops. The company waived the \$450 fee for this first year's pilot program. Chelsea Bishop Ward, UALR, moved that the organization pay the yearly fee to continue CFA. Rosalyn Blagg, ASU Mountain Home, second. Motion passed.

President Dewey stated that she appreciated the opportunity to serve. She noted that we were able to get a few things done this year by working cooperatively to benefit the organization. President Dewey passed the gavel to Amy Mahan. President Mahan made some announcements regarding the conference.

**Adjournment:**

Alisa Waniewski, ATU, made a motion to adjourn. Regina Carter, UALR, second. Meeting adjourned at 2:25 p.m.

Respectfully submitted,

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Rachel Mullins, Secretary 2009-2013

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Malissa Mathis, Secretary 2013-2015

Approved:

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Susan A. Dewey, President 2012-2013

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Amy Mahan, President 2013-2014