



ArkACRAO Annual Business Meeting
Best Western Inn of the Ozarks
Eureka Springs Arkansas
October 6, 2016

Call to Order: President Scaggs called the meeting to order at 11:08 a.m.

Roll Call: President Scaggs 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 2016-17. Forty-seven voting 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 8, 2015: President Scaggs called for a motion to suspend the reading and approve the minutes of the October 8, 2015 Business Meeting. Tammy Weaver - ATU, moved to suspend the reading of the minutes and approve the minutes. Chris Riggins - UCA, seconded. Motion passed. A copy of the minutes is included in the Secretary's Notebook.

Treasurer's Report: Brandi Tripp, Treasurer, presented the Treasurer's report:

Last year's balance at this time was \$36,603.35. Full profit/loss summaries of ArkACRAO's 2016-17 events (Boot Camp, College Planning Program, Registrar's Therapy, and Support Staff Workshop) are included in the Secretary's Notebook.

- Electronic invoices were sent June 2, 2016–
 - We have 10 Associate Members and 2 Members who have not paid 2016/17 dues
 - I will follow up with these institutions for payment
- Fall Conference
 - 134 registered
 - 9 Vendors
 - 47 Institutions represented from ArkACRAO
 - First time for online payments. Seemed to go well for those that used it.

- Balance Sheet Summary
 - Checking Account balance \$23,318.12
 - CD \$9,674.12
- If you need reimbursement for purchases made for the conference please see me before the conference is over. I will need a Request for Payment form completed and receipts from purchases.

Tammy Weaver ATU made a motion to approve the Treasurer's Report. Charla Jennings – NAC seconded. Motion passed.

Audit Committee: Tracy Finch – ASU, Justin Moore, and Sarah Jennings – SAU – Conducted the annual financial review. After discussion it was determined that when funds are returned that the name needs to be specified, not just the institution. Aside from that the review had no findings. Charla Jennings – NAC made a motion to approve the Audit Committee Report. Motion passed.

Old Business: No old business

Officers and Executive Committee Reports:

President: President Scaggs shared the following report: It has been my abundant pleasure and honor to have served the Association of Collegiate Registrar's and Admissions Officers this past year as your president. I feel that your executive officers have done many things to enhance the services of ArkACRAO to its membership and constituents. I set five goals for this past year and these were all obtained by some degree. 1) Create opportunities and increase the participation of younger and newer members 2) Increase the engagement of private colleges and universities 3) Enhance the website and the services provided 4) Increase the participation of vendors at our fall conference 5) Create a living document of job descriptions, duties and a timeline that are passed down for each executive and chair position. I'm honored to say that through the hard work of your executive committee that each of these goals saw advancement. You will hear shortly from them in their report and you will see that they have not been idle but have put in much time and effort to serve you and make ArkACRAO a stronger and more vital association.

Through the months of November and December the chairpersons were appointed for committees. Care was taken to include members from both four year, two year, public and private institutions. Many of these were newer members who have shown sincere interest in serving ArkACRAO and have demonstrated the ability to be successful. Susan Atkinson was selected as the recipient of the SACRAO Scholarship. Ms. Atkinson was the newly appointed registrar at Ouachita Baptist University. There were 34 members of ArkACRAO that attended the SACRAO meeting in Oklahoma City in February. 31 of us met over some Mexican cuisine and enjoyed a great time of fellowship of ArkACRAO at SACRAO. I would point out that the others were not able to join us because of leadership obligations they had with SACRAO.

During the SACRAO conference several ArkACRAO members volunteered to hand out invitations to vendors and save the date for this meeting. I'm honored to say that several accepted our invitation and are spending this week with us. A taskforce was appointed to research and consider how we could enhance the experience of both the vendors and ArkACRAO at our annual conference. The executive committee accepted their

recommendation to establish a tier of Gold, Silver, and Bronze sponsorships. The levels would be \$1,000, \$750, and \$500. Each level would come with specific benefits. I believe that this will prove to be beneficial for both the vendors and ArkACRAO.

I hope that you have visited the ArkACRAO website and have experienced some of the new features. What you aren't able to visually see is that the website was moved to a modern infrastructure that is faster, mobile adaptable and will afford more capability for the future. The website also rotates photographs of each of our campuses on the home page. A request for photographs was sent out, if you did not respond and would like to add your campus to the random rotation then please contact the Publicity Chair and he will provide you with instructions. Your executive committee also took action to replace the PDF version of the directory with a live directory. This will allow the institutions to make corrections and changes 24/7/365. This should prove to be a great tool for our high school constituents. Features will continue to be added to the interactive directory such as personnel contact information.

The congressional education committee information page was also replaced with a live link to pull information from the official website so this information will always be current. You may have also noticed that the registration page for events has been modernized, including the option to pay the registration fee online. You will also be able to pay for membership fees, the Clearing House Calendar and other items by credit card or a Purchase Card.

A taskforce was created to look at the need to add a new category to the membership. Arkansas has several schools that have multiple campuses that may want a separate page in the directory or an opportunity to speak at the articulation workshops. The taskforce decided that no action was needed at this time but it may still become a possible need in the future. It would require a change in the by-laws and therefore would require a deeper study to the needed changes and its affects.

The executive committee and committee chairs have been very productive. I've been very impressed with the excitement, energy, engagement, ideas, and work ethic with all that have served this year. The support staff workshop, registrar's therapy, boot camp, and articulation workshops were all very successful and you'll hear the details in their reports shortly. We did make one adjustment, The EC planned the summer business meeting, registrar's therapy, and boot camp for the same two days in the same city. This seemed to work very well and was very efficient with time and money.

I'm so honored to have served as the 56th ArkACRAO president. Thank you for this privilege. I'm grateful to have worked with such a great team that care about this organization. I feel that our association is in great hands and that we will continue to thrive with our purpose. I'm encouraged by the involvement of our young professionals and the continued support of the veteran members. Again, I'm so pleased to have had this opportunity, thank you.

May God bless every one of you and thank you very much for attending this conference

President Elect: Chris Riggins, UCA, thanked ArkACRAO for the opportunity to coordinate the Fall 2016 Conference and serve during the upcoming year as president. In addition President Riggins thanked the Executive Council and committee chairs for the assistance they provided

throughout the planning process, including Brandi Tripp for her work with the Registration process. He recognized Heather Edge – UA for her assistance with ground transportation, and Ms. Price for her assistance with the program, and he also thanked the team responsible for signage. President Riggins shared that in attendance we had 8 Past Presidents, and 9 Vendors (4 Gold, 2 Silver, and 3 Bronze). In closing he encouraged everyone to participate in the opportunities available within ArkAcrao.

Past President: Past President Finch encouraged members to visit with the vendors.

Vice President for Admission Administration:

Serving as your Vice President for Admissions Administration for ArkACRAO has undoubtedly been a humbling experience. Along with carrying out several projects throughout this portion of the term, the networking opportunities—and at times entertaining memories—made between my fellow colleagues from around the state are nonetheless the parts I will cherish the most.

Earlier in the year, ArkACRAO President, (Dr.) Randy Scaggs appointed me to serve on a task force with Chad Cox, Publications and Publicity Chairman, and Rachel Mullins, Vice-President of Student Relations to research, evaluate, and create a competitive pyramid package for the association's levels of vendor sponsorships for this gathering. Together, we aimed to increase participation variety, cost coverage, and more with the guidance from Tracy Finch, our Past President. I was fortunate enough to meet a large group of the ArkACRAO family at this year's SACRAO Conference in Oklahoma City, Oklahoma, as well, to further promote Arkansas and the organization to the established vendors. While there I met numerous representatives from across the region and nation—an opportunity I may not have had without volunteering my time to ArkACRAO. Multiple training workshops were invaluable to us, but one in particular sparked my interest the most, “Women in the Workforce”—which gave me the courage to present with a twist at this year's annual conference.

To those committee heads that really stepped to the plate when we needed you the most, your sacrifices and sweat were absolutely appreciated. A huge “thank you, high-five, and hug” goes to:

- Mary Whiting, College Planning Programs and Clearinghouse Calendar Chair –HOW do YOU do it?! There is no one like you!
- Jordan Hale, College Fair Automation Chair—Your humor always made me smile; thank you for always responding quickly and accurately!
- Mark Pruitt, Articulation Workshops Chair—You were a lifesaver. Thank you for your persevering and positive attitude, as well as consistent updates!

One of my primary duties within this position was to also work closely with the Vice-President of Student Relations, Rachel Mullins. By the way, if you have yet to work with this individual, you should be jealous; she is incredibly hard working and made planning this event seem flawless. We launched a memorable, yet comfortable experience at Boot Camp for our newest members from the areas of admissions and recruitment, so that we could better prepare them for the challenges ahead. Based upon our post evaluations, the event was a great success, generating one of the largest attendances we have seen in years. They especially enjoyed the high school counselors' and career coaches' panel, learning the importance of incorporating financial aid into recruitment, travel planning and advice from veteran “roadies,” ethics and good practices, as well as the detailed presentations from other volunteers from across Arkansas. Rachel and I also included a mock college fair setup, leadership training activities, as well as presentations to practice speaking in front of large or intimate groups. All in all, great advice was noted and will be taken into consideration upon planning next summer's event. We were truly impressed, too, with the hospitality and accommodations from our hosting institution, Central Baptist College in Conway, Arkansas, and we anticipate working with them in the future. On a side note, we do

apologize to those that attended...we promised you door prizes, but we completely forgot to pass them out at the event. No worries, though, because I brought the bag of goodies with me this week to donate to the Hospitality Sub-committee! I just hope we can find huge fans of Starbucks and Sonic gift cards!

Also, as a member of the Annual Meeting Planning Committee, I joined forces with other fellow Executive Committee members to present this year's event under the leadership of our President-Elect, Chris Riggins. I commend Chris on his tenacity to revamp our training session topics and to create a conference framework that utilized our time more efficiently. Initially kicked off by our President-Elect, a board goal was met prior to the conference, unveiling 20 detailed reference binders for those that serve in leadership positions this upcoming year-color coded with dividers and all! This project will remain an ongoing effort in keeping important communication and records preserved as new officers are slated and appointments are assigned. Clearly, he has massive shoes to fill this next year...my only wish is that he will continue to let me introduce him at any and every event I can to get him pumped up before approaching the podium. To Chris and Randy, you both visibly embody the purposes of ArkACRAO-which is to ultimately serve. Thank you for being professional and orderly when necessary and providing the hilarious moments when the ice needed to be broken.

Nonetheless, this year's Executive Committee has sincerely made extreme steps to modernize the operations within ArkACRAO-meeting not only technological expectations but as well as listening to those direct recommendations that service our members. I anticipate even more as we transition into the upcoming year. Again, it has been an absolute pleasure to work alongside each and every one of these individuals. I hope you know how much I admire and respect you all and how honored I am to consider you my close friends.

Vice President for Records: Sharon McDaniel – ASUJ encouraged attendance at the Support Staff Workshop. \$35 and was held at the public library in Little Rock with 4 speakers present.

Vice President for Registration:

Linda Holland – UACCM shared the following report with the membership: It's great to be in beautiful Eureka Springs this year and I hope you all enjoy the facility and hotel.

My duties as VP of Registration were to help with Support Staff workshop and to plan and facilitate Registrar's Therapy which was held on July 20-21 at the Hilton Garden Inn of Conway.

Thirty-one people attended the two-day event. Participants were a good mix of public, private, 2, 4 year, and graduate or doctoral institutions.

Speakers from the event covered an array of topics. Lisa Smith updated us on scholarship changes for ADHE. Tammy Weaver from ATU spoke on the Passport Initiative. Jeff Riddle from CBC reminded us of ways to keep stress tolerable. Beth Hawkins explained "What the Heck a Pivot Table is!" and I facilitated a group discussion on Spotting Fake Documents and Birds of a Feather.

Most agreed that Conway was a great central location. Several enjoyed dinner at Mike's Place on Wednesday evening while others enjoyed the area shopping. The comments received from the on-line survey have been positive. Those that stayed at the hotel were pleased with the rooms.

Special thanks to Whitney Hall who helped out at the Registration table, Sheila Sommers and Nena Hutcherson who picked up the speaker gifts and helped stuff bags. Wayne Banks who gave

and impromptu talk about the importance of SACRAO and ACRAO, Pres. Elect. Chris Riggins and President Randy Scaggs for a brief welcome from ArkACRAO.

Thank you for allowing me to serve as VP of Registration and part of the EC for 2016-17. I'm looking forward to another great year.

Vice President for School Relations: Rachel Mullins – UACCM reported that Bootcamp had 36 attendees from 23 institutions. There were also 12 'I'm available' forms filled out. She encouraged members to join committees and said it's been a pleasure serving as VP of School Relations.

Legislative Liaison – Chris Robinson – UAPB shared the following report: In summation of this past year, listed below are a few changes that have taken place that will have a significant effect on members of ArkAcrao.

- There is new leadership at the Arkansas Department of Higher Education – Dr. Maria Markham – her focus is to move education in the state of Arkansas ahead.
- Governor Hutchison supported a new plan to fundamentally change the funding formula for the state's higher education institutions. This plan also focuses on measure increased opportunities for student in the delta area and nontraditional students as well. The plan has been approved by legislation and Dr. Markham has been assigned the task of implementing this change.
- ACT852 of 2015 requires an economic security report of employment and earnings outcomes for degrees and certificates earned at state supported institutions of higher education and to allow students and parents the opportunity to make informed decisions.
- Transgender ACT – ruling on a national level that allows transgender students to use bathrooms matching their gender identity.
- DACA – Benefits schools and state.

Publicity/Publications – Chad Cox – UA reported that it was \$450 to have the website updated, and to have the directory moved online. Printed directories cost a little bit more. He requested that if you are the contact for updating the directory to please send pictures for the website. He also requested information for the newsletter be sent to him.

Alisa Waniewski – ATU made a motion to approve the Executive Committee Reports and Barbara Dunn – SAC seconded. Motion passed.

General Standing Committee Reports:

Constitutional Review – Amy Foree – UACCB shared there were no requested changes to the constitution at this time.

Nomination and Election Committee, Tracy Finch – ASUJ reported that the Nomination and Election Committee places the following slate of nominees before the members:

President – Chris Riggins – Assistant Director of Transfer Recruitment - UCA
President Elect – Keesha Johnson, Director of Admissions/Registrar – College of the Ouachitas
Treasurer – Brandi Tripp, Associate Registrar – ATU
Vice President for Records – Jean Mitchell, Room Scheduling Coordinator - U of A Fayetteville

The slate of nominees was placed on the list serv on September 1, 2016.

President Scaggs called for any nominations from the floor. Hearing no additional nominations, Alisa Waniewski - ATU, moved to accept the slate of nominees as presented. Charla Jennings, NAC, Seconded. Motion passed. President Scaggs called for a roll call vote on the slate of nominees, but before a roll call vote took place, Tammy Weaver - ATU, moved to suspend the roll call vote in favor of voice vote from the floor. Charla Jennings, NAC, seconded. Motion passed unanimously.

Professional Access and Equity Committee : No report.

Hospitality Subcommittee: Loaves and Fishes was selected as the beneficiary of this year's conference fundraising efforts. Canned are being collected to donate to the organization.

In addition the Hospitality Room will be open for all to enjoy Wednesday and Thursday evening and we hope that all will come out and participate. There will be a karaoke contest.

Site Selection: Kim Biggers presented on behalf of the site selection committee. The following sites were reviewed for the 2018 conference:

1. Wyndham Riverfront
2. Doubletree
3. Marriott

A motion was made by Charla Jennings – NAC, and seconded by Brandi Tripp - ATU to recommend the Wyndham Riverfront. The motion carried and the Wyndham Riverfront was selected by the membership as the 2018 conference venue.

Membership – Membership committee chair, Jessica Williams reported the following institutions have applied for membership. Park University, William Woods, Guide Ed., NWTI. Membership discussed the cons of opening up membership to entities without accreditation. Park University, William Woods, and Guide Ed Solutions were all approved for associate membership. NWTI was not approved for associate member status due to not being regionally accredited.

Recognition Committee – The recognition committee, chaired by Christine Pacheco, SAU, recognized Brad Moody and Vikita Hardwick.

Luke Kordsmeier – UACCM made a motion to accept all reports, Wayne Womack - UAFS seconded. Motion passed.

Admission Administration and School Relations Oriented Standing Committees:

Articulation Workshop – Mark Pruitt reported that he is looking for sites for next year's articulation workshops. He cited registration drawbacks and the need to be able to provide CEU's for the counselors who attend. He thanked all involved for their assistance, and President Scaggs thanked Mark for his work.

College Planning Program Clearinghouse –

Mary Whiting sent the following report: The 2016-17 College Planning Programs have gone well in September. I appreciate the questions, comments, concerns, etc. The biggest concern is the number of independent fairs. I have been able to stop several with just

simple explanations to new high school personnel. Remember, that November and January were offered as options if an independent fair was going to interfere with a scheduled one. I will be emailing all about two that I have on file.

Please continue to share comments and concerns about programs for future reference.

I appreciate the support of all.

College Fair Automation: No new report.

New Business:

Potential Bid to host SACRAO 2020 or 2022

President Scaggs discussed the possibility of putting in a bid to host the 2020 or 2022 SACRAO Conference in Rogers. Tammy Weaver spoke about the benefits of hosting SACRAO, including, lower travel budgets, it gives the opportunity to get to go to a regional conference.

There are nine different committees responsible for organizing the conference, and SACRAO itself takes care of arranging speakers. It's an opportunity to highlight our state.

Amy Mahan , ASUB, made a motion for ArkAcrao to put in a bid for SACRAO 2020, Keesha Johnson, COTO, seconded. Motion carried.

Future ArkACRAO Meetings:

President Scaggs reminded the membership that ArkAcrao 2017 will take place in Fairfield Bay, AR October 4-6, 2017. Once again, President Scaggs thanked ArkACRAO for the opportunity to serve as president, then passed his gavel to President Elect Chris Riggins.

Adjournment:

Tammy Weaver, ATU, moved to adjourn. Charla Jennings, NAC, seconded. Meeting adjourned at 12:58 p.m.

Respectfully submitted,

Zeda Wilkerson, Secretary 2015-2016

Secretary 2016-2017

Approved:

Randy Scaggs, President, 2015-2016

Chris Riggins, President 2016-2017