



Arkansas Association of Collegiate  
Registrars and Admissions Officers

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Virtual Executive Committee Meeting  
Thursday, July 16, 2020

**Members Present:** Brandi Tripp, Kyanna Beard, Kim Bigger, Tyler Bittle, Lozanne Calhoun, Patti Carson, Chad Cox, Tawana Greene, Jamison Hall, Whitney Hall, Linda Holland, Joey Hughes, Ana Hunt, Rachel Mullins, Scott Post, John Proctor, Chris Riggins, Alexis Scrimshire, Heath Sims, and Vicky Summers.

**Call to Order:** President Tripp called the meeting to order at 1:07 p.m.

**Approval of Minutes from Executive Committee (EC) Meetings, December 5, 2019:** Copies of the December 5, 2019 EC meeting minutes distributed via email. President Tripp made two edits; Joey Hughes made a motion to accept the minutes with corrections; second by Chad Cox. Motion passed and the minutes were approved. Copies of the approved EC minutes are included in the Secretary's notebook.

**Treasurer's Finance Report:**

No income received or change since December report was made; should hopefully begin to receive membership dues—all invoices have been sent. Taxes have been filed. Ana made a motion to accept the report; second by Kim Biggers. Motion passed and the report approved.

**EXECUTIVE COMMITTEE REPORTS**

**President:** Brandi requested a motion to suspend the order and allow the LAC Chair to provide an update on SACRAO 2021. Scott Post made the motion; second by Patti Carson; Motion passed. After Chris Riggins completed his report, she thanked everyone for being available for today's meeting. She welcomed Legislative Liaison, John Proctor through October 2021 to complete Chris Robinson's term and VP for School Relations, Whitney Hall through October 2021 to complete Amy Foree's term.

**President-Elect:** Due to the postponing of SACRAO 2021, we now need to schedule an Annual Meeting for business meeting and installation of officers. We do have virtual options, but we need to decide the best route to get it accomplished. Heath recommended that we consider hosting a virtual event & combine Bootcamp, but do it earlier to provide sufficient time to share information with colleagues due to COVID-19 as well all adapt to the potential cancelling of fairs, etc. Webinar series for sessions but would need to consider how we record electronic votes during virtual business meeting.

Whitney mentioned that with budgets already out for most institutions, there are some that will not have funds to travel and the likelihood that school fairs/visits will be cancelled is very high. Whitney mentioned a platform where each institution's voting member would receive an electronic link with a password to record the vote. She will get the information to Chad for further review.

**Past President:** Participated in April 16 SACRAO 2021 LAC meeting. Once a meeting date is set for Annual Meeting, she and her committee (two outgoing VPs Scott Post & Whitney Hall along with two president appointed members Melissa Mathis and Susan Atkinson) can proceed with securing



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nominations for elections. The open positions are: President-elect (Registrar), Treasurer, VP of Records and VP of School Relations. Brandi will send the updated position descriptions to Rachel. Rachel requested recommendations from EC. Chad asked if there was anyone currently serving who would be willing to serve in a different capacity. Whitney stated that she would be willing to serve. Whitney recommended Meredith Lawson, although she has not chaired a committee, would be great in some capacity. Ana Hunt nominated Kyanna Beard for VP School Relations and Kim Biggers recommended sending a survey to voting members only for recommendations.

**Secretary:** No new report.

**Treasurer:** Emails were sent to membership list asking for updates. New process will make invoices & payments easier to send, collect and receive. MemberClicks has features that will be beneficial; Chad mentioned that it may look a little different but functionality will be similar if not the same. Patti mentioned it's free right now—ACRAO purchased a bulk license so they originally were going to subsidize the cost for states who want to use it but it looks like they will be able to cover the total cost. Whitney asked how it would affect Blaine and Chad mentioned it would replace Blaine & it would not cost us for at least the next two years. Without the subsidy, we would pay double what we are paying currently. Brandi mentioned that although he has done a great job, he has ran into some roadblocks recently and we are currently unable to receive online payments. This would solve all the issues we are currently facing and make the job of the Treasurer much easier.

Rachel asked if this would help with the online voting with a virtual meeting format, and Chad stated that is a function. Chad provided two examples: <https://www.facrao.org/> and <https://www.capacrao.org/>.

He also provided the link to watch a recording:

[https://zoom.us/rec/play/68EkdO35pjs3SdyW5gSDB\\_R6W9S7K\\_ms13AXrqYOyRu3BiQDMV\\_CiMLMWZ7DHguXOO1-M0TjQ3shSsuEm?continueMode=true&tokenMeetingId=4pJfIqHQ5jpIRNb\\_40GPU7NmHqTkX6a81iNL-aUPmh7U8oBLmdgxvQYcixjL89Tw&x\\_zm\\_rtaid=kD\\_ZkdgR-CfNmuQkAPKcw.1594925286363.f8a04761da2233bd22aedd669046b96f&x\\_zm\\_rhtaid=27](https://zoom.us/rec/play/68EkdO35pjs3SdyW5gSDB_R6W9S7K_ms13AXrqYOyRu3BiQDMV_CiMLMWZ7DHguXOO1-M0TjQ3shSsuEm?continueMode=true&tokenMeetingId=4pJfIqHQ5jpIRNb_40GPU7NmHqTkX6a81iNL-aUPmh7U8oBLmdgxvQYcixjL89Tw&x_zm_rtaid=kD_ZkdgR-CfNmuQkAPKcw.1594925286363.f8a04761da2233bd22aedd669046b96f&x_zm_rhtaid=27)

**Vice President for Admission Administration and Vice President for School Relations Combined Report:** Joey stated that we do have an obligation to train our personnel in Admissions and the Registrar's Office. The committee will be meeting to discuss an online format for Boot Camp.

**Articulation Workshops** will be hosted virtually utilizing a resource from ADE (Arkansas IDEAS) where we can record all presentations/videos (3 minutes or less). Each institution and speaker has the flexibility on format, but it could be a PowerPoint with voice over for more info. Chad mentioned that each presenter will be asked to submit an example. Through Arkansas IDEAS will continue to offer CEUs provided registrants log in and view all recorded content. We can set a window for viewing, a



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month should be sufficient. All counselors already have an account and it will track their CEUs and generate the certificate once they have completed all videos. There is a five-year storage so we won't have to keep those records if we move to this platform. To view, please visit <https://ideaslms.aetn.org/>.

Joey mentioned that the plan is to have things ready to go as planned right after Labor Day. For the information exchange, the plan is to have a drive-through event at UAFS, ASU, UAM, and UCA. Counselors will drive through and receive information from each institutions who pull through. Kyanna mentioned the possibility of representative who may not be able to make all fairs to drop off material in advance so that counselors will have the opportunity to receive it.

**College Fair Automation** will continue to be done via GoToCollege Fair.

**College Planning Program**

Mary is contacting all College Fair hosts to gather information on hosting with COVID-19 modifications. Joey asked that anyone who has received the email please respond as soon as possible. Face-masks should be required and social distancing should be in place (just made mandatory by Gov. Hutchinson today). Everything is changing so rapidly and we do not know if we will be able to visit schools this season. However, everyone is encouraged to cooperate and respond to surveys and emails. Heath asked if we have considered pushing the calendar to the spring and delay a fall start. Joey stated no conversation has been had surrounding that, but it is a good idea to consider.

GoToCollegeFairs has a virtual college fair option that seems promising. Association cost will be \$4,500; Chad provided information regarding how everything will flow and how the landing page and booths would work. Rachel recommended that if we decide to purchase, that we include the ADA Compliant Live Captioning. Patti mentioned receiving an email regarding a grant. After discussion, it is recommended we proceed with applying. Patti will forward to Joey for his review.

Whitney made a motion to accept the platform for this academic year and purchasing based on quote & have institutions cover booth rental (\$150); second by Chad. Motion approved.

**Vice President for Records:**

Support Staff Workshop

**Vice President for Registration:** Registrar's Therapy postponed due to COVID-19. Potential to incorporate with virtual conference format mentioned previously. She does have some presenters in mind.

**Vice President of Information Technology:** Ana stated that she has a running list of website updates, and asks everyone to send updates by August 1<sup>st</sup>. She is also interested in learning about MemberClicks and potential improvements to the website and listserv experiences.



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**Legislative Liaison:** John Proctor, no report

**Publications/Publicity:** Working on getting updated contacts for Quick Books. Requested two quotes from printer: same number and ½ of last year's order.

**Historian:** Jamison Hall, no report

**Committee Reports**

- ❖ Annual Financial Review Committee—no report
- ❖ Articulation Workshop—provided during Joey's VP report
- ❖ College Fair Automation—provided during Joey's VP report
- ❖ College Planning Program Clearinghouse—provided during Joey's VP report
- ❖ Constitutional Review—no report
- ❖ Hospitality (no committee this year)
- ❖ Membership—no report
- ❖ Professional Access & Equity—no report
- ❖ Publicity & Publications—no report
- ❖ Recognition—no report
- ❖ Site Selection—will begin gathering recommendations for 2023 site

**LAC Chair Update:** SACRAO 2021 was scheduled to be held at the Marriott Hotel and Statehouse Convention Center in February 2021. As we know, the uncertainty of COVID has affected our communities greatly. With that said, SACRAO is forced to be creative as it relates to the annual conference in Little Rock.

SACRAO EC met virtually on April 16 and March 11, 2020 to discuss SACRAO 2021. SACRAO 2021 has been postponed until February 6-9, 2022. The conference will still be held in Little Rock. The SACRAO 2021 Conference will be held virtually.

Chris will meet with the SACRAO 2022 Local Arrangement Committee in the month of September to confirm their commitment to the committee. At that point, the committee will move forward with conference planning.

**OLD BUSINESS:**

**Laptop for Treasurer:** Current laptop runs Windows 7 that is no longer being supported. Quote was submitted to Brandi from IT department at ASU-Beebe for approximately \$1,300. Chad made a motion to approve the purchase of a new treasurer's laptop not to exceed \$1,600; second by Whitney Hall; motion passed.



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**NEW BUSINESS:**

Motion made to resume the MemberClicks discussion by Ana Hunt; second by Whitney Hall. Motion passed, discussion resumed. Need to clarify licenses are still available. There was discussion surrounding if ACRAO membership was required, Patti mentioned she would get clarity on that. Brandi mentioned before we vote, we need to know true cost and Whitney added we should also consider what membership benefits we would receive as well. Rachel recommended viewing the following link: <https://www.aacrao.org/join-or-renew/organizational-membership>.

**Bylaws/Policies and Procedures:** Whitney recommended that the Constitution and Bylaws committee look at potential revisions based on the current pandemic and anything that could occur in the future that would change how we function especially with Governor mandates under the current pandemic.

Chad mentioned adding a diversity and inclusion statement as an organization. Brandi asked Vicky Summers to draft a statement.

**Adjourn:** Chad Cox made a motion to adjourn the meeting, second by Whitney Hall. Motion passed. The meeting adjourned at 3:10 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Tawana Greene'.

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Tawana Greene, Secretary 2019-2021

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Brandi Tripp, President 2019-2020