



**Arkansas Association of Collegiate  
Registrars and Admissions Officers**

**Executive Committee Meeting  
July 8, 2019  
Hotel Hot Springs  
Hot Springs, Arkansas**

**Members Present:** Patti Carson, Chad Cox, Amy Foree, Tawana Greene, Jamison Hall, Keesha Johnson, Rachel Mullins, Scott Post, John Proctor, Chris Riggins, Chris Robinson, Heath Sims, Brandi Tripp, and Zeda Wilkerson.

**Call to Order:** President Mullins called the meeting to order at 10:03 a.m.

**Approval of Minutes from Executive Committee (EC) Meetings:** Minutes of the March 8, 2019 EC meeting were presented. Treasurer Carson informed the committee that the Treasurer's report balance for March was incorrect, and that she has revised the report for inclusion in the July minutes. It was recommended that the March minutes be noted that a corrected report is included in the minutes from today's meeting. President-elect Tripp moved that the minutes be accepted with the notation added. Vice President Cox seconded. Motion carried. March minutes approved. A copy of the EC minutes approved are included in the Secretary's Notebook.

**OLD BUSINESS:** April 22<sup>nd</sup> the EC approved to pay the travel expenses listed below to be reimbursed by SACRAO, for SACRAO Local Arrangements Chair, Chris Riggins, to attend to attend the SPM in June. This is a meeting to finalize SACRAO 2020 agenda planning, and his role was to shadow the LAC Chair through the process. SACRAO will reimburse all travel expenses (All transportation, hotel, and food).

He requested for ArkACRAO to pay for the trip in totality and be reimbursed by SACRAO at a later date. The SPM will be held on June 24-26 in Alexandria, VA. Please see below the approximately cost:



- Trying to promote residing in the hotel.
- Physical arrangement.

2020 annual conference: Texarkana contract has been signed. Chris said he is proud to be part of ArkAcrao. Chris will send this out later, but we have a table for registration, promo items.

Vice President Post made a motion the Local Arrangements Committee be accepted, President-elect Tripp seconded. Motion carried LAC committee approved.

**President:** President Mullins shared the following report:

**Vendors for Fall Conference**

On 3/28/19 I updated the EC on our discussion at the March EC meeting regarding the possibility of adding another Vendor Level that would allow a vendor speak to everyone at the conference for 5-10 minutes. After discussing the matter with President Elect Tripp, we determined it would be best to wait until next year to implement a new level after we have some time to research and better prepare for it. VP Tripp has to send the website updates to Whitney Hall by the end of this month because we told the vendors that the registration would be posted by May 1. Some of the challenges/questions raised that we think we might need a little more time to work out include things like the following:

- Friday morning may not be as good as an option as we originally thought because vendors typically leave on Thursday evening.
- That could potentially limit us to one session as an option (Wednesday evening). That raises the question of how do you fairly determine who gets that one spot? Is it who registers first? If so, we probably need to give the vendors more advanced warning that it is an option because they may have to obtain prior approval from someone else at their company. We would also need to see if Blayne can limit the registration form to make the new level have a registration limit.

We could informally gauge the interest of the vendors at this year’s fall conference and then possibly add another level next year.

On 5/6/19, I emailed the Fall Conference registration information to vendors from the previous three years as well as contacts made at SACRAO. An invitation was sent to 24 companies. A reminder was sent on 6/28/19. So far we have 4 vendors registered and Workday has emailed me that they plan to register but are wanting “terms and conditions” signed first regarding use of their logo.

<b>Company</b>	<b>Sponsorship Level</b>
CollegeNET	Gold
National Student Clearinghouse	Gold
Parchment	Gold
Sallie Mae	Bronze

**Past Presidents**

I obtained a list of past presidents and their contact information from Chris Riggins. I have begun updating their contact information. Once details are set for the Past Presidents' Luncheon (or event) at the Fall Conference, I will be happy to send out invitations.

**VP of Technology**

Whitney Hall has resigned her position at SAU to pursue other endeavors. I'm sure you will agree with me that she will be greatly missed in ArkACRAO! VP Hall shared the following with me:

- SACRAO volunteer survey was sent to the ArkACRAO listserv by Whitney Hall on 3/28/19. Approximately 6 responded; however, VP Hall was unable to retrieve all of the data submitted (issues with SurveyMonkey). She did forward their names to LAC Chair Chris Riggins.
- VP Hall shared with me a copy of the quickbook files, the ITS forms for the ArkACRAO website updates, and the sample form of updates to send to Joe Scribner.

Since a new VP for Technology is going to be elected in October, I recommended to the EC that we not fill the position for these few remaining months. I am happy to assist with this duties. Since filling in for this position, I have completed the following tasks:

- Blayne added a "Branding" tab on the ArkACRAO console that has a color guide as well as downloadable formats of the ArkACRAO Logo. Anyone with access to the console will also have access to this tab.
- I requested the following additions/updates to the ArkACRAO console:

Name	Notes
Heath Sims	Publications/Publicity Chair; Directory
Brandi Tripp	President Elect; Fall Conference Access
Malissa Mathis	Registrar's Therapy
Linda Holland	Assistant Treasurer; Superuser Access
Rachel Mullins	Superuser until October (Fill in for VP of Technology)

- Ana Hunt (membership chair) is now at UA PTC. I update her contact information on the ArkACRAO website.
- Blayne recorded a 20 minute video explaining admin use of the directory that will benefit future VPs of Technology, Publication and Publicity Chairs, etc.
- Heath Sims and I plan to meet after the EC meeting today to discuss updating/printing the directory.

Printing the directory: Secretary Wilkerson asked if there is still time to update contact information. President Mullins mentioned we will need to look at institutions who have not paid their 18-19 dues, also look at 19-20 who have not paid yet. President Mullins also asked if it

would be appropriate to ask each institution if their contact info is still the same. If there is a way to send an email out to just general emails asking who invoice should go to? President Elect Tripp said it should bounce back to treasurer email. Treasurer Carson has been trying to reach back out as well to the next person on the institution. Vice President Cox said he would include emails because they may change email systems, etc.

**President Elect:** President-elect Tripp welcomed everyone to Hotel Hot Springs, this is where Fall Conference will be. We have these three meeting rooms and the big ball room. President-elect Tripp sent email to list serv. Deadline for proposals is July 15<sup>th</sup>. Blayne was going to give her a link, but she has been unable to access as of date.

Keynote Charlotte Strickland, Fryer will be guest speaker as well. Brandi is getting a little concerned about meeting space, divider between rooms. Brandi said she does have a bit of concern about noise. She will try to make sure we have facilitators to assist with room & equipment.

Registration is open. Was brought to President-elect Tripp to have work day to have perhaps do a pre-conference. Perhaps next year might be better to have workday come in and do a pre-conference.

Past President: Past President Keesha Johnson confirmed with the committee that the positions needing to be filled were: Presiden- elect, VP Admissions Administration, VP Tech., VP Registration, and Secretary.

She shared she is looking at possible people to fill positions, and then she will be working with her committee to get slate of officers emailed out in plenty of time for it to be reviewed. President Mullins shared that we should be reaching out and encouraging people to give back to ArkACRAO, and it's best when possible to have two-year, four year rotation. It was also discussed it would be great to get private schools involved.

**Treasurer –**



**Vice President for Admissions Administration – Boot Camp** – Set for August 1<sup>st</sup> at Central Baptist in Conway. Registration is open and 9 have registered as of 7/7/19. Amy is setting the schedule with most speakers set and Chad will be on site the day of the event. A few changes include more icebreakers, territory need to knows and an enrollment funnel overview.

**Articulation** – Maci Edwards resigned as chair due to taking another position. Chad will be the chair this year and Kyanna Beard of UAPTC has agreed to shadow and run it next year.

Locations are set for:

- Northeast Region - Tuesday, September 3 - Lyon College - Batesville, AR
- Northwest Region -Wednesday, September 4 - NorthWest AR Community College - Bentonville, AR
- Southern Region - Thursday, September 5 - National Park College - Hot Springs, AR
- Central Region - Friday, September 6 - Arkansas State University – Beebe - Beebe, AR

The locations are making good progress with locations and securing their local host duties. They have the materials they need to start developing email confirmations. An updated list of members and associate members will be presented in August after dues have a chance to be updated. The IT request is with Blayne and will registration will open on July 29<sup>th</sup>. A “save the date” email has already been sent to the list serv and to the Arkansas School Counselors list serv. The events have already been approved for continuing education credit – ID 4600051900000.

I’ve learned that I should look earlier for sites. And would like to send out a site solicitation email in late July for 2020, but we need to set dates. Typically, we do it the week of Labor Day with is September 7<sup>th</sup>...making our dates September 8-11. That seems a little bit late. Do we want to move it to the week before...giving us September 1-4. I know we need to discuss the calendar along with this.

UCA has expressed interest for the central region and University of the Ozarks for the NW region in 2020. NWACC has a new campus (not sure if it’s large enough) in Springdale and would like the NW region for 2021.

**Vice President for Records:** Vice President Post 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

**Vice President for Registration** – Vice President Mathis sent the following report to be shared: Registrar's Therapy will be held in Little Rock from July 17-18, with details as follows:

**ArkACRAO Registrar's Therapy  
July 17-18, 2019**

Date/Details

- Wednesday, July 17 – Thursday, July 18, 2019
- On-Site (late) Registration begins at 12:00 p.m. on July 17th
- Sessions are: Wednesday 2:00-5:30 p.m. and Thursday 9:30 a.m. – 12:00 p.m.
- Dinner on your own in Downtown Little Rock on Wednesday evening (Consider Dizzy's, Dugan's Pub, Flying Fish, and other exciting local options!), 6:00- ? p.m.
- Breakfast at Residence Inn hotel provided on Thursday morning, 6:30-8:30 a.m.
  
- Locations:
  - Lodgings: Residence Inn by Marriott, Little Rock Downtown  
219 River Market Avenue  
Little Rock, Arkansas 72201 (To Reserve via PHONE: 501-376-7200)
  
  - Sessions: Central Arkansas Library (CALs),  
Bobby L. Roberts Library of Arkansas History & Art (aka Butler Center)  
401 President Clinton Avenue  
Little Rock, AR 72201
  
- Details for Lodging (25 rooms reserved in block)



- 10 rooms with two queen-sized beds, and 15 regular king-sized beds
  - Amenities include free Wi-Fi, in-room coffee pot, hair dryer, iron/board, and FREE full (hot) breakfast
  - Special room rate of \$94/night plus tax for those who reserve by July 1, 2019. This rate only applies to July 17 and 18 dates. Please use the code “ArkACRAO” at the time of booking
  - Follow this link to reserve your room(s): [ArkACRAO Registrars Therapy](#)
  - Last Day to Book: July 1 (with Special Rate), but can book up to July 16 if space available
- Cost
    - \$50 payment per attendee is required. Please provide access for online payments to be processed during online registration. For those that prefer to send a check, payment must include notation that it is for “Registrar’s Therapy registration” and be addressed to:  
Patti Carson, ArkACRAO Treasurer  
Arkansas State University – Beebe  
P.O. Box 1000  
Beebe, Arkansas 72012
  - Description
    - Preliminary Agenda: July 17<sup>th</sup>  
12:00-1:15 p.m. Registration (Lobby, Residence Inn by Marriott)  
1:30-1:45 p.m. Welcome and Introductions  
2:00-3:30 p.m. Best Practices in Serving Military Students (Strategies for Building a Successful Military-Friendly Campus Culture and Applying Maximum Military Credit for our Service Member students)  
4:00-5:30 p.m. TES CollegeSource for Domestic and International Credit Articulation  
6:00-? Informal Networking and Dinner in Downtown!

July 18<sup>th</sup>

7:30-8:30 a.m.	Breakfast Buffet provided at Hotel (FREE)
9:00-10:00 a.m.	ADHE updates
10:00-11:00 a.m.	Bonus Session
11:00 a.m.-12:00 p.m.	Birds of a Feather networking and next step plan
12:30 p.m.	Travel Safe!

- Contact Person
  - Malissa Mathis, ArkACRAO Vice President for Registration
  - [mktrantham@ualr.edu](mailto:mktrantham@ualr.edu)
  - (501) 569-8175
- Registration Opening and Closing dates
  - Open: ASAP, Once posted
  - Close: Tuesday, July 16<sup>th</sup> at 5:00 p.m.

Registrar's Therapy is always a great networking opportunity for the personnel on that side of the organization, so we look forward to a great meeting this year.

**Vice President for School Relations** – Vice President Foree has been working with Vice President Cox on bootcamp. She will ask presenters for presentations. She cannot be there due to NSO on her campus. A couple of other EC members will be there that day.

**Vice President for Technology** – No new report.

**Legislative Liaison:** Legislative Liaison Chris Robinson shared the following report:

### SCHOLARSHIPS, GRANTS, AND FINANCIAL AID

Academic Support Scholarship ACT 1026 (HB1901) creates the Academic Support Scholarship to be administered by the Department of Higher Education to cover costs, including without limitation tutoring, assessment fees, educational materials, and technology fees, if a student who is applying for the scholarship meets certain qualifications.

Arkansas Academic Challenge Program - Arkansas Governor's Scholarship ACT 834 (HB1824) allows a recipient of an Arkansas Governor's Scholarship or Arkansas Governor's Distinguished Scholarship to continue to receive the scholarship in his or her fourth academic year while he or she is enrolled as a part-time student under certain conditions and amends the law to allow a recipient of an Arkansas Academic Challenge Scholarship to receive the scholarship while he or she is enrolled as a part-time student.

Arkansas Academic Challenge Scholarship Program - Part 2 - Eligibility - ACT Scores ACT 549 (HB1647) amends the law concerning the eligibility requirements for the Arkansas Academic Challenge Scholarship Program - Part 2 to allow for a student's minimum superscore on the ACT or an ACT-equivalent exam to be considered.

Arkansas Concurrent Challenge Scholarship ACT 456 (SB343) creates the Arkansas Concurrent Challenge Scholarship, which provides for an additional use of excess lottery proceeds to fund scholarships for certain students who are enrolled in endorsed concurrent enrollment courses or certificate programs.

Arkansas Future Grant Program - Eligible Programs of Study ACT 618 (SB407) amends the eligible programs of study for a student who receives an Arkansas Future Grant to include accounting, finance, nursing, education, information technology, data analysis, or graphic design and amends the requirement that students who receive an Arkansas Future Grant receive mentoring services and complete community service requirements.

**Nominations and Election:** See past president's report.

**Publications/Publicity Chair:** No new report.

**Historian:** Jamison Working on membership dates for last 10 years.

**Constitutional Review:** Chair Tawana Greene shared the following report:  
The Constitution Review Committee is comprised of the following 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

Committee Meeting(s):

The committee communicated by email through a shared document with comment/change tracking during January and March 2019.

Recommendations:

The committee is recommending the following increase in fee structure as well as the addition of two membership categories:

1. Institutional and Associate Membership increase to \$150
2. Add the following membership categories:
  - Educational Agency Membership - \$100 – State educational boards or agencies of higher education may apply for educational agency membership. There is a two-member maximum and this membership is non-voting.
  - Corporate Membership - \$100 – Organizations that are not collegiate or state-related education boards or agencies may apply for corporate membership. There is a two-member maximum and this membership is non-voting.
3. Increase cost of Clearinghouse Calendar for non-Members to \$175

Rationale:

- Membership fee increases will hopefully help offset increase in costs associated with annual conference and workshops.
- Addition of the two new categories would provide a distinguished category for corporate and agency partners instead of including them as Associate Members; could consider a higher membership rate for the new categories as well, however the committee went with the flat \$100 since they are new
- Increase in cost of calendar will hopefully deter those who would otherwise bypass membership to purchase the calendar to apply for and pay the annual membership; but for those that don't want to be a member, the increase would help defray association costs

President Mullins mentioned that previous membership chairs seemed to think that the language in the by-laws/constitution was a bit confusing. Regarding the membership fee, Vice President Cox asked how many agencies we have that would currently fall under corporate membership status? President Mullins shared that there had perhaps been some inconsistencies in how we recognize associate members. LAC Riggins asked what the benefit would be of becoming a member. President Mullins mentioned they are in the directory, and Chad mentioned they can participate in non-voting activities.

**Recognition:** No new report.

**Membership:** We have had no new requests for new membership at this time.

**VOTE:** Motion to propose an increased membership fee of \$150 for members and associate members to be voted upon by our membership at our annual conference. Secretary Wilkerson made a motion, President-elect seconded. Motion carried.

**Item #2 Motion:** Increase calendar fee for non-members from \$150 to \$175, President-elect Tripp made a motion. Vice President Foree seconded. Beginning in the 2020-21 academic year.

**Table Item #2 for membership definitions (rescinded motion and vote).**

**Professional Access and Equity:** Chair Kim Bigger sent the following report to be shared:

Our committee has communicated by email and Google Docs for recommendations on the upcoming state meeting. The committee members are listed below.

Professional Access & Equity Committee			
Chair	Kim Bigger	BRTC	<a href="mailto:kim.bigger@blackrivertech.edu">kim.bigger@blackrivertech.edu</a>
	Bradley Lewellen	ATU	<a href="mailto:blewellen@atu.edu">blewellen@atu.edu</a>
	John Proctor	SEARK	<a href="mailto:jproctor@seark.edu">jproctor@seark.edu</a>
	Vicky Summers	UCA	<a href="mailto:vsummers@uca.edu">vsummers@uca.edu</a>
	Isabel Villanueva	UAF	<a href="mailto:isabelv@uark.edu">isabelv@uark.edu</a>

In an email the end of April a Google DOC was shared with the committee. The following recommendations were made by the committee for the upcoming meeting. We would like to see more presentations available for the Registrar's offices along with presenters that represent interest across both registration and admissions.

Suggestions were as follows:

1. Dashboard creations for disseminating information across campus
2. Athletic eligibility: How 2-year institutions can help 4 year college athletes meet requirements
3. Bring a representative from NAIA or other athletic organization to speak about changes and requirements in athletic eligibility for student athletes.
4. ADHE changes

5. Reverse Transfer for National Student Clearinghouse
6. FERPA and social media use by college in recruiting and contacting students (ATU Lawyer)
7. John Proctor has a speaker in mind. If someone would like to contact the person his name is Quincy Pridgeon. His email address is [quincy.pridgeon@arkansas.gov](mailto:quincy.pridgeon@arkansas.gov). I am not sure what subject he would be covering, but John thinks he would be a good speaker
8. DACA students and information on new legislation about in state tuition.

**Other Information:**

Isabel Villanueva has left her position at U of A and has asked to be removed from the listserv.

**Hospitality:** No new report.

**Site Selection:** Chair Heather Funk sent the following report to be shared:

The Site-Selection Committee discussed and came up with a list of potential sites for the 2021 ArkACRAO conference:

- Northeast: Embassy Suites (Jonesboro)
- Northwest- Double Tree (Fort Smith) or Courtyard (Fort Smith)
- Central- Crown Plaza (Little Rock)

We are in contact with Kimberly Short from Helms Briscoe and have gathered information on all four of these locations. We are currently working on double checking all of the information that Helms Briscoe provided with the hotels just to make sure all information is correct. We also are planning a date in mid-July to make site visits in Fort Smith, the area we are leaning to recommend at the business meeting in October.

**Articulation Workshop:** See Vice President of Admissions Administration Report.

**College Planning Program Clearinghouse:** On behalf of Chair Whiting, Vice President Cox shared the following: The calendar is out to paid members and associate members. Mary and I are presenting at the ArSCA conference on “Connecting your students to colleges and Universities.” We plan to talk about the CPP, hosting guidelines, best practices, and encouraging the automation adoption. The rest of her report follows:

- The CPP calendar was completed and distribution began on March 29.
- Changes and updates are sent through the list serve.
- Invoices are sent upon request for a calendar from a non-member. Payment and further communication comes through the Treasurer.
- Communication with calendar coordinators in Tennessee, Louisiana, Mississippi and Alabama took place so that we could try to avoid conflicts, though it is difficult to do with larger states near AR.

- If a host asks that an invitation be sent through the list serve, I explain that it only goes to members. These requests for sending the invitation are generally for mailing cost purposes. I support any of these requests since the host has often worked with me in scheduling an event.
- Routine scheduling challenges took place with reasonable accommodations made to try and please anyone affected.
- I attempted to consolidate programs where possible and hold the calendar to the end of October. As a reminder, it used to go through December. In addition, I discouraged any college who is hosting to limit or cancel registration charges when possible.
- New counselors/hosts are being given direction on how to go forward with an event.

**College Automation Committee:** Committee Chair Proctor shared he has emailed high schools, and the ones that have come back have all retired, and he has flagged those. He has been in contact with his committee, and will send another email blast. He will try to get that list accurate and up to date in August. ARSCA will also send things out to their list-serv on ARKACRAO's behalf. March 27, 2019.

Below is a summary of activities.

- Spoke with Chris Riggins via phone call. He told informed me of the letters that would have to go out to high school counselors once the College Fair schedule was finalized.
- Chris Riggins emailed me a rough-copy of counselor letters that would have to be emailed to high school counselors, reminding them to register for specific college fairs.
- I received an email from Chris Riggins of the finalized College Fair Schedule
- I called Chris Riggins about the next steps I should take after receiving the finalized College Fair schedule
  - Chris Riggins told me to get familiar with the 'gotocollegefairs' web site
- Chris Riggins emailed me the letters to send to high school counselors, reminding them to register for College Fairs.
- I emailed high school counselors a reminder of the College Fair schedule and reminded them to sign up for the fairs.
  - I flagged all returned emails from the list.
- Chad Cox reached out to me to assist with contacting Derrick to be a speaker at our Articulation workshops.
- Chad Cox confirmed that Derrick would be the speaker from the Articulation workshops.
- Additional communication with Chad Cox and Chris Riggins regarding College Fair Automation.
- Luke Kordsmeier emailed me to see if I needed assistance with anything. I replied by letting him know that I would be in contact with him to see which Articulation workshop he would attend because I may not be able to attend all the workshops. I included my cell phone number for him to have it.

**Other Business:** No other business.

**Set Date, Place, & Time for next EC Meeting:** Next meeting: Hotel Hot Springs– October 4<sup>th</sup>, Hot Springs – Time TBA.

**Adjourn:** With no further business, President Mullins requested a motion to adjourn. Vice President Cox moved that the meeting be adjourned. President-elect Tripp seconded. Motion passed. The meeting was adjourned at 12:58 p.m.

Respectfully submitted,

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Zeda Wilkerson, Secretary 2017-2019

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Rachel Mullins, President 2018-2019