



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

**Executive Committee Meeting
Thursday, July 16, 2015
Hilton Garden Inn
North Little Rock, Arkansas**

Members Present: Tracy Finch, Linda Holland, Keesha Johnson, Amy Mahan, Malissa Mathis, Rachel Mullins, Randy Scaggs, and Brandi Tripp. General Standing Committees: Patricia Carson.

Call to Order: President Finch called the meeting to order at 10:01 a.m.

Approval of Minutes from Executive Committee (EC) Meetings, March 11, 2015: Minutes of the March 11, 2015 EC meeting were read and reviewed. Rachel Mullins moved that the minutes be accepted. Amy Mahan seconded. Motion passed and the minutes were approved. Copies of the approved EC minutes are included in the Secretary's Notebook.

Welcome: President Finch welcomed the Executive Committee members present. Before turning discussion to new business, President Finch invited EC members to introduce themselves to the new General Standing Committee chair, Patricia Carson (chair of the Recognition Committee). Discussion then focused on old business.

OLD BUSINESS

Admissions Professional Development: President Finch reported that ArkACRAO will plan to offer a future professional development event specifically for the admissions professionals. Although this event wasn't feasible for Summer 2015, this event should be on the EC future planning agenda and may take place around the time of Boot Camp in Summer 2016.

ArkACRAO Quick Notes: Rachel Mullins distributed via email to the EC listserv on May 11, 2015 an updated copy of the ArkACRAO Quick Notes for review and discussion. These notes may be helpful to answer specific questions on ArkACRAO decisions and business in addition to the EC meeting minutes. President Finch distributed hard-copies to the EC members present for review.

Past Due Fall Conference Fees: Treasurer Brandi Tripp reported that the Jenzabar vendor has still not paid their outstanding balance from the Fall 2014 annual conference. Brandi Tripp and Linda Holland will be in contact with this vendor to encourage the payment of the outstanding balance.

NEW BUSINESS

President: Tracy Finch gave her report covering ArkACRAO business items from the past few months, as follows:

- The Admissions and Recruitment Executive Committee and Committee Chairs met on May 29th at UCA. This was a planning and brain-storming session.
 1. Outcome #1: ArkACRAO would have Whitney Hall, Chris Riggins, and Mary Whiting present at the ArSCA (school counselors' association) meeting on July 14-15. In addition, we wanted to have a vendor booth presence. There was a consensus that a handout and gift/freebie be available. I agreed to prepare the handout. A motion was sent out to the EC on June 4th to be a vendor at ArSCA at a cost of \$250.00. The motion was approved by email. Another motion was sent out to the EC on July 1st to purchase ArkACRAO mugs as a freebie for ArSCA with extra mugs to be used as gifts. The cost was \$4,951.44. The motion was denied, however, this is something that the Admissions and Recruitment Executive Committee would like to continue to discuss. [Motions appear in the Secretary's Notebook.]
 2. Outcome #2: After a lengthy discussion on unscheduled fairs, it was decided that Mary Whiting would try to curb these by encouraging that only the more "critical" ones take place in November with January follow ups. She encouraged more discussion of this topic to take place at the Admissions' Birds of a Feather discussion at Fall conference.
- I worked with Blayne Stewart to update the website with committee changes, Registrar's Therapy, and Boot Camp. There were a few other minor changes made, such as adding dates to documents (ArkACRAO Constitution). Blayne prefers one contact from us with many updates at once, if possible.
- I encouraged membership to vote for Wayne Banks on an AACRAO and SACRAO position, and am pleased to announce that he won!
- I am sorry to announce that Natalie Oliver has resigned her position as Vice-President for Records. On a positive note, President Finch has Oliver's procedure manual to pass on to the next VP Records.

- Due to an unexpected circumstance, Wayne Womack will not be able to coordinate Registrar's Therapy. I will be stepping in and trying to fill his shoes.
- I've been in discussion with our EC members and Committee Chairs on their upcoming tasks in preparation for the Fall meeting.

President Elect: Randy Scaggs reported that he had travelled to Texarkana to view the site of the Fall 2015 conference. Renee Reddick was his contact at the conference site, and she was fantastic to work with on details. President-Elect (PE) Scaggs viewed the setups, room blocks, hospitality room and meeting rooms and is pleased to report that he was able to negotiate a great contract on behalf of ArkACRAO. The meetings rooms are set-up for 150 attendees. There is a block of 80 rooms at the Holiday Inn for attendees, a complimentary room for our conference speaker, and the hospitality room is in the midst of this block and consists of connecting rooms with removable furniture. President-Elect Scaggs invited EC input on conference meals: What kind of budget should be set? How many should we plan for? President Finch advised to check the contract to be certain, but said that the opening evening meal, past-president luncheon, and newcomer's breakfasts should be included. She also encouraged PE Scaggs to feel free to form a committee on meals. Past President Amy Mahan volunteered to assist. President Finch cautioned PE Scaggs to look at past conference year's budgets because changes in the contract after certain dates aren't allowed. Treasurer Brandi Tripp said that she will provide budget numbers to PE Scaggs.

President-Elect Scaggs reported that his tentative conference theme will be "Start Fast . . . Finish Strong: Get Engaged (with profession), Get Involved, Inspire Others." The theme reflects the different professional stages of our conference attendees who will be encouraged to get engaged with the profession (new members), find their purpose (mid-career), and then inspire others (mature professionals). President Finch offered the services of her creative staff to assist in the design of theme graphics. PE Scaggs discussed the break-out sessions that are in development: he has contacted Cossatot, who has a nationally recognized outreach to Hispanic students (Patricia Carson said that she will assist in getting the names of those involved with the outreach to Scaggs.) PE Scaggs also shared that the National Student Clearinghouse will present a session on reverse transfer credits. Nancy Humphries from University of Arkansas at Fayetteville will give the SACRAO update, and also present a session on Project Management. PE Scaggs will talk with Scott Post about whether the legislative update should be held pre-conference or during the conference. President Finch said that Scaggs makes a good point: Texarkana is a drive for most conference attendees and it may be a hardship to get there for a pre-conference session. The legislative update is important for everyone. Treasurer Tripp and VP School Relations Mullins agreed that the update should be offered as a general session, not a breakout session. PE Scaggs said that he is thinking of having other pre-conference sessions, such as a presentation from College Board on Accuplacer, since COMPASS is going away. He has sent out two other invitations for presenters to have sessions on Mentoring, and Diversity. PE Scaggs said that he would like to have a roundtable discussion with past presidents on how to inspire younger members. All agreed that this was a great idea. Patricia Carson volunteered to present a session on International Student Admissions for beginners. PE Scaggs said that Monique Snowden will give an ACRAO update. He is asking Sonia Wright-McMurray if she will give a presentation on

Career Coaches, so that there is more interaction with ArkACRAO. Another session will be given on Working with International Students.

President-Elect Scaggs called upon EC members to assist with the newcomers breakfast. Past President Mahan will assist with President Finch on a separate vendor registration form and a process to make it easier on meal planning for vendors. PE Scaggs will send President Finch registration information so that she can get that to Blayne Stewart to post on the website. PE Scaggs said that at the conference site, there is a big gallery that everyone will walk through where vendors will be located, but there may be an issue if the vendors need electrical outlets. He asked that Past President Mahan let him know who will sponsor breaks so that he may direct them to great locations. For technology needs, PE Scaggs stated that the conference venue has everything except for laptops and there will be an issue for those using Apples and Macs with the sound system, so folks will need to use PCs instead.

Past President: Amy Mahan is currently recruiting for nominations on the following vacant or soon-to-be vacant EC positions: President-Elect, Vice-President for Admissions, Vice-President for Registration, and Secretary. There is also one vacant position for a one-year term, Vice-President for Records. She will be sending nomination forms out soon to the ArkACRAO listserv. The ArkACRAO Nominations and Election committee will consist of Wayne Womack (UAFS), Keesha Johnson (COTO), Tracy Finch (ASUJ), Wayne Banks (SAUT) and Vikita Hardwick (HSU). Mahan has been reviewing the “Who’s Available?” list from the last Fall conference to see who may be interested in serving. She will present the slate of nominees by September 7th, as required by the ArkACRAO constitution.

Past President Mahan is also working on coordinating the past presidents luncheon for Fall 2015 conference. President Finch will get Mahan the information for sending out invitations and will assist with the invitations. Mahan is also working on contacting vendors for the upcoming conference.

Secretary: Malissa Mathis asked that EC members who had not yet submitted reports to her do so quickly to ensure accuracy in reporting minutes. Secretary Mathis regretfully reported that she will not be able to continue as EC Secretary after October 2015, but will ensure that all of the Secretary notebooks are up-to-date to pass on to the next EC Secretary. She commended President Finch for the great job that she’s done in leading ArkACRAO for the past year.

Treasurer: Brandi Tripp submitted two reports to the EC: one, a balance sheet itemizing all income and expenses of the organization since October 1, 2014, and two, in-depth reporting of activities since the last report in March 2015. Treasurer Tripp stated that the current balance in account as of July 15 reflects \$14,969.32 on the bank statement with \$9,650.79 in CD, for a cash on hand total of \$24,620.11. Treasurer Tripp gave an account of the following details:

- We have 43 members and 21 have paid membership dues. 11 of our 29 associate members have paid their membership dues.
- The Profit/Loss report for the Support Staff Workshop was distributed. There were 18 attendees and 17 registration fees received for a total of \$595.00. Expenses were \$472.53 for lunch/snacks

and \$118.57 for prizes/speaker gifts for a total of \$591.10. The Net Revenue for the event was \$3.90.

- For Registrar's Therapy, 25 have registered and 22 have paid the registration fee.
- Jenzabar was the vendor from the Fall 2014 conference that we have not yet received payment from to date.
- We have sold 3 Clearinghouse Calendars. This total is very low, so we should consider whether we should keep the calendars posted online. One check had to be returned because it was made out to the wrong entity, but she anticipates another check back soon.
- We have paid the Fall 2015 conference speaker's deposit (Eagle Talent).

Vice President for Admission Administration: VP Keesha Johnson submitted the following report: She is working with Rachel Mullins on the Boot Camp event to be held on July 30th at UACC-Morrilton. 9 attendees have signed-up and there are 5 high school counselors coming. President-Elect Scaggs asked the EC who would be in attendance. Past President Mahan will attend and will hand out the "I'm Available" forms at the event. VP School Relations Mullins will attend and prepare the binders.

Vice President for Records: President Finch gave Natalie Oliver's report since Oliver has resigned (leaving profession). Support Staff Workshop was held on March 26th in the David B. Burks American Heritage building at Harding University. Three sessions were offered and the topics were Document Imaging; Easing the Frustration of Transfer Articulation; and Office 2013 Tips and Tricks. 18 attended and 17 have paid (plus 3 speakers and 2 guests). ArkACRAO profited \$3.90.

Vice President for Registration: President Finch reported that Wayne Womack could not attend Registrar's Therapy, so she would be stepping in to help with coordination of the event held July 16 & 17 at the Hilton Garden Inn in North Little Rock.

Vice President for School Relations: VP/School Relations Rachel Mullins provided her report. As discussed at the last EC meeting, she emailed the previous **ArkACRAO Quick Notes** to EC on May 11, 2015. **Boot Camp:** VP Mullins and VP Johnson continue to plan for this year's Boot Camp to be held Thursday, July 30th at UACC-Morrilton. A "Save the Date" email was sent out to the ArkACRAO listserv on May 11th, 2015, and a reminder email with more details was sent on July 15th, 2015. Registration is available on the ArkACRAO website. As of 7/15/2015, 9 participants have registered. **Admissions/Recruitment Meeting:** VP Mullins coordinated a meeting on 5/29/15 at UCA with President Finch, Mary Whiting, Chris Riggins, Whitney Hall Black, and Randy Scaggs. They discussed sponsoring a table and presenting at the counselor's conference in Hot Springs in July. Mary Whiting (ArkACRAO Calendar), Chris Riggins (Scanners), and Whitney Hall (Articulation) will give a joint presentation. Other admissions/recruitment related topics such as upcoming articulation workshops and a uniform response to calendar questions were discussed.

Legislative Liaison: Scott Post could not attend the meeting, but sent a legislative update on the following session wrap-up:

- **Act 1105 – Changes to the Lottery Scholarship:** Eliminate the grade point requirement, so students must score a 19 or higher on the Act to qualify. It also changes the award amounts: **Four-year college or university**, \$1,000 first year, \$4,000 second and third years, and \$5,000 fourth year. **Community College**, \$1,000 first year, \$3,000 second year. **But, these changes do not go into effect until the 2016-2017 school year.**
- **HB 1077 – Guns on Campus:** This bill was not signed into law, and therefore, the current law that allows colleges/universities to opt-out of allowing faculty/staff to carry concealed firearms on campus still applies.
- **Act 544** creates a 12-member task force to study the current structure of state-supported higher education, and make recommendations of cost-saving measures and efficiency improvements. The task force’s report is due by November 1, 2016.
- **Act 1194** allows any student that receives a 10-day suspension or expulsion to request an appeal proceeding, and be represented by an advocate (attorney or non-attorney) that may participate fully in the proceedings. This does not apply to ”academic dishonesty” cases as defined by the institution.

Nominations and Election: Past President Amy Mahan is chairing. Amy Mahan is currently recruiting for nominations on the following vacant or soon-to-be vacant EC positions: President-Elect, Vice-President for Admissions, Vice-President for Registration, and Secretary. There is also one vacant position for a one-year term, Vice-President for Records. She will be sending nomination forms out soon to the ArkACRAO listserv. The ArkACRAO Nominations and Election committee will consist of Wayne Womack (UAFS), Keesha Johnson (COTO), Tracy Finch (ASUJ), Wayne Banks (SAUT) and Vikita Hardwick (HSU). Mahan has been reviewing the “Who’s Available?” list from the last Fall conference to see who may be interested in serving. She will present the slate of nominees by September 7th, as required by the ArkACRAO constitution.

Publications/Publicity Chair: President Finch reported that Clay Eubanks couldn’t attend today’s meeting, but she has met with him to provide information on the SACRAO articles and newsletter items. She reported that Clay Eubanks is looking at moving forward to update the ArkACRAO directory via an online directory. This may be ready in September. Eubanks knows that the directory is given out at the upcoming articulation workshops. President-Elect Scaggs suggested that EC ask Whitney Hall to contact Eubanks about dates for the articulation workshops. Treasurer Tripp will provide Eubanks with a list of ArkACRAO members.

Constitutional Review: Zeda Wilkerson (Ozarka) is chairing the committee and there are two members. There is a need to review 1) what happens when there is a vacancy in EC positions, and 2) can associate members present at articulation workshops? VP Admissions Administration Johnson said that in the past, associate members have presented. President-Elect Scaggs said that associate members could set-up a table and introduce themselves. President Finch said that she believes that they can participate, but invites the EC to review further.

Recognition: Patricia Carson (ASUB) will chair. She will need to be added to the EC listserv. Carson invites folks to serve on the committee and will send out an email soon calling for

nominations to recognize those retiring, those who have passed away, and those who have made significant contributions to ArkACRAO.

Membership: No new report, but a informational item was shared concerning the University of Missouri's interest in participating in ArkACRAO. There can be a vote at the October meeting.

Professional Access and Equity: President Finch reported that Tara Carr (UAF) will chair.

Hospitality: No new report.

Site Selection: Linda Holland, chair (UACCM) submitted the report of the committee (Kim Bigger, Black River Tech, Sheila Sommers, UACCM, and Zeda Wilkerson, Ozarka). A copy is in the Secretary's Notebook. The committee agreed that in Fall 2017, the conference should be brought back to a more central location. The committee narrowed down several sites to potential recommendations for 1) Fairfield Bay, Conference Center, 2) Little Rock, DoubleTree, or 3) North Little Rock, Wyndham. After weighing the positive and potentially negative attributes of each venue, the committee's recommendation is for Fairfield Bay, as it is the more economical and most accommodating option. The EC thanked Chair Holland and the members of her committee for their work in visting the potential sites, gathering great information, and submitting a detailed report for consideration.

Articulation Workshop: Whitney Black has submitted her report to President Finch, as follows:

“Progress is being made for the Articulation Workshops scheduled for the week of September 8-11. I am working with the webmaster [Blayne] to launch the official registration page for August 3. I am also waiting to hear from our treasurer on the updated membership from paid institutions so that the programs can be printed in the near future from each host site.”

College Planning Program Clearinghouse: Both President Finch and VP School Relations Mullins reported on the July meeting of the Admissions/Recruitment Executive Committee and Committee Chairs on 5/29/15 at UCA with President Finch, Mary Whiting, Chris Riggins, Whitney Hall Black, and Randy Scaggs. President Finch spoke to the progress on the Clearinghouse Calendars the report given for the Publications and Publicity Committee.

College Automation Committee: No new report.

OTHER BUSINESS

President Finch introduced the following new topics:

Annual Business Meeting: President Finch asked the EC to consider when the best time would be at the Fall 2015 conference to have the annual business meeting. Consensus amongst those present was not to have the meeting on Friday, and perhaps, to have the meeting before the Birds of a Feather chats.

Set Date, Place, & Time for next EC Meeting: The next meeting will be held on September 25th at ASU-Beebe. EC is asked to bring their own lunch, drinks, and snacks.

Adjourn: Brandi Tripp moved that the meeting be adjourned. Amy Mahan seconded. Motion passed. The meeting was adjourned at noon.

Respectfully submitted,

Malissa Mathis, Secretary 2013-2015

Tracy Finch, President 2014-2015