



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

**Executive Committee Meeting
Friday, December 11, 2015
University of Central Arkansas
Conway, Arkansas**

Members Present: Whitney Hall, Linda Holland, Rachel Mullins, Chris Riggins, Chris Robinson, Randy Scaggs, Zeda Wilkerson. General Standing Committees: Tara Carr, Chad Cox, Mathew Cummings, Claye Eubanks

Call to Order: President Scaggs called the meeting to order at 9:35 a.m.

Approval of Minutes from Executive Committee (EC) Meetings, Oct. 9, 2015: Randy Scaggs requested a motion that the minutes be accepted. Whitney Hall made a motion, Linda Holland seconded. Motion passed and the minutes were approved. Copies of the approved EC minutes are included in the Secretary's Notebook.

Welcome: President Scaggs welcomed the Executive Committee members and Committee Chairs. Before turning the discussion to new business, President Scaggs invited any comments on old business.

OLD BUSINESS

- **Fall Conference:** Treasurer Tripp provided a report to President Scaggs to share in her absence.
 - 119 registered (includes all guests and vendors)
 - 2 Sponsor
 - 2 Vendors
 - 38 Institutions represented from ArkACRAO

- Profit/Loss provided to EC

NEW BUSINESS

President: President Scaggs shared that a deposit to Fairfield Bay, site of the 2017 conference, has been sent. Fairfield Bay will be more affordable. He also shared that Ms. Snowden would be reimbursed due to a mis-communication. Treasurer Tripp will be following up with those who haven't paid. President Scaggs requested a motion to re-imburse Ms. Snowden. Rachel made a motion, Whitney seconded, motion carried. President Scaggs shared a letter from Harvest Regional Food Bank which thanked ArkAcrao for the \$453.00 donation sent after our fall Conference. In addition, President Scaggs requested a motion that the committee accept his report (which follows). President Elect Riggins made a motion, Vice President Hall seconded. Motion carried.

President Scaggs' Report - It is my privilege to have begun serving ArkACRAO as President since the annual meeting in October. I will do my best to represent the organization well, address all issues as judiciously and quickly as possible, and promote harmony and involvement with all members. According to the evaluation forms from the membership, the Annual Fall Conference had an approval rate of 90% at Good or Excellent. The keynote speaker seemed to be a success with 25 respondents saying excellent, 4 marked good, with one's opinion of average. I believe that the investment of a keynote speaker enhances the program and sets the stage for the remainder of the conference.

I will submit a few considerations for the President-Elect and the planning committee for the 2016 Annual Fall Conference to be held in Eureka Springs.

- Use the committee's expertise and creativeness to provide a rich breakout session schedule
- Conference schedule be published onto website by August 1
- Create a registration committee with the treasurer serving as Chair
- Allow time on Wednesday morning for committees to meet
- Begin the conference on Wednesday afternoon
- Invest in a notable keynote speaker for the Wednesday evening session
- Allow a minimum of 1.5 hours for the annual business meeting
- Designate a person to oversee session monitors, speaker gifts and session evaluations
- Research electronic schedule and electronic evaluations (New position appointed in Publicity)
- Have Friday morning breakfast combined with a closing speaker.
- Hold only one session on Friday morning.
- Schedule time Friday morning for committee members to organize.

I have taken the "I am willing" surveys and used them to fill many committee chair positions. I will also provide this list to the committee chairs and ask them to consider the list as they fill their committee membership positions. All but a couple of committee chairs have been appointed or I am waiting to hear a response from the person asked to fill the position. The executive committee for ArkACRAO is set by the constitution with many of the membership being placed by election during the annual meeting. Two Ex Officio positions are to

be appointed by the President. I have asked Chris Robinson, Director of Recruiting from UAPB to serve as the Legislative Liaison. This is a three year appointment that was recently term limited by Scott Post. The second position is that of Publicity Chair. The by-laws allow for the president to split these duties as seems necessary. I have split this position into two Vice-chairs for Publicity. The first position will be the Vice Chair responsible for Publications. Chad Cox, Senior Admissions Counselor for the University of Arkansas as agreed to take this position. The newly created Vice Chair position will be responsible for Technology and will be filled by Claye Eubanks, Associate Registrar for UCA. He is charged with being the liaison for the website, research electronic filing system for the organization, electronic schedule for the Annual Fall Conference, electronic evaluations for the Annual Fall Conference and other technology advances that will enhance ArkACRAO affairs.

I will complete the committees by the end of January and they will be fully functioning.

I plan to represent ArkACRAO in February at SACRAO.

Humbly submitted:

Randy Scaggs

President Elect: President-Elect Riggins shared with the committee that he has some ideas for a keynote for the Conference. Will send out information to EC via email for input.

Past President: At the end of the annual meeting I gave the Eureka Spring Contract to Randy to give to Chris. Since becoming Past-President, I have responded to several inquiries about our current officers and upcoming conference locations. I would encourage the organization to get the website updated.

Remember we offer a SACRAO scholarship. Nominations should be sent out as soon as possible so the EC can determine the recipient. My schedule may not permit me to attend SACRAO. However, I will develop the vendor letters to be distributed. I will work to find an attendee to distribute them.

I have provided Sharon McDaniel with the notebook for VP for Records. Please note this is the position that does Support Staff. I have told Sharon I would work with her on that function. I recently attended the AACRAO state leaders' workshop in Washington DC. I will share insights I learned at upcoming EC meetings.

What I need from the EC at the end of this meeting is the price list and categories for vendors so I can work on the vendor letter. Other states indicated they have the following options.

- Top Sponsor
 - Allowed to present
 - Has name associated with main event/meal/dinner
 - Is sent a list of registered attendees
 - Is allowed to be listed on the web site, with contact information, as a conference vendor with
- Next Tier

- Has name associated with a smaller item like break or hospitality
- Does NOT present
- Is allowed to be listed on the website, with contact information, as a conference vendor
- Does NOT receive attendee listing; they must gather attendee information at the conference
- Bottom tier
 - Is associated with the fee
 - May donate other item like name badges, bags, etc.
 - Is on the program BUT not on website
 - Does not get attendee list.

Chair Eubanks suggested possibly recruiting sponsors that institutions in the state use, and President Elect Riggins mentioned that some vendors/sponsors will sponsor if they are getting to present a few min. The idea of possibly having items available a la carte was mentioned. Chair Cox mentioned TACRAO and the Platinum, Gold, Silver, Bronze levels of sponsorship with varying monetary amounts ranging from \$1,200, \$800, \$600, and \$400. President Scaggs will appoint a task force to look at sponsorship for the next conference. President Scaggs asked for a motion to solicit from membership who may be attending SACRAO. Vice-President Mullins moved, Vice President Hall seconded. Motion passed.

Secretary: At Past President Finch’s recommendation, Secretary Zeda Wilkerson mentioned that the EC would need to solicit nominations for the SACRAO scholarship from the membership in time to meet the early bird registration deadline for SACRAO. The EC determined that a deadline of January 4th for applications was set.

Treasurer:

- Current bank balance
 - \$23, 810.75
- Deposit was sent to the City of Fairfield Bay for Fall Conference 2017
- AACRAO representative was reimbursed for her room charge
- I will follow up with past due payments of Fall Conference and CPP

Vice President for Admission Administration: Vice President Hall shared that she is passing the articulation workshop chair “book” to Tara Carr. Dates need to be set. Vice President Hall encouraged Ms. Carr to utilize the “I’m available” forms. Vice President Hall, and Vice-President Mullins discussed the Counselor Panel. They will get together at a later date to discuss further. Vice President Hall shared that she would like for ArkAcrao to still present at ARSCA or be an adhoc member. President-Elect Riggins felt that we should have an adhoc member if we can, but that he thought we could still present regardless of membership. Vice President Hall and President-Elect Riggins both concurred that it would be best not to present on the last day. VP Mullins mentioned that we need to keep whomever serves in the position next needs to be kept in

the loop. Vice-President Hall mentioned she would like for us to continue with online registration, and would like to work with Blayne on that again.

Vice President for Records: No new report.

Vice President for Registration: Vice President, Linda Holland and President Scaggs communicated that a deposit to Fairfield Bay has been sent. In addition, she is looking at tentative dates for Registrar's Therapy, possibly July 21st-22nd. She is checking with a couple of different hotels.

Vice President for School Relations: No new report.

Legislative Liaison: President Scaggs announced that Chris Robinson, UAPB will serve as the Legislative Liaison for ArkAcrao.

Nominations and Election: No new report.

Publications/Publicity Chair: Clay Eubanks will be soliciting information for the newsletter. Eubanks mentioned he would like to get information from many institutions. Eubanks will continue to work on solutions for making the directory update less cumbersome. Eubanks will attend EC meetings as available, and will stay in contact with President Scaggs.

Constitutional Review: Secretary

Recognition: No new report.

Membership: No new report.

Professional Access and Equity: No new report.

Hospitality: Chair Mathew Cummings is compiling a list of possible charity considerations for our fundraising efforts at our next Conference. If anyone has any ideas he asked they be emailed to him.

Site Selection: Chair Linda Holland briefly discussed Eureka and the amenities available for the fall conference.

Articulation Workshop: Chair Tara Carr expressed that she is happy to be working with ArkAcrao in this role and Vice President Hall will be working with her to prepare her for the tasks ahead. Vice President Hall mentioned that a "how-to" type of notebook for each position would come in very handy. Possibly electronic file/folder for officers and committee chairs that could be stored in a drop-box type location was mentioned.

College Planning Program Clearinghouse: No new report.

College Automation Committee: No new report.

OTHER BUSINESS: No other Business

Set Date, Place, & Time for next EC Meeting: The next meeting will be held on March 3rd, at Best Western Inn of the Ozarks in Eureka Springs from 10:00 a.m. – 2:00 p.m. Lunch will be provided.

Adjourn: Linda made a motion that the meeting be adjourned. VP Hall seconded. Motion passed. The meeting was adjourned at 12:03.

Respectfully submitted,

Zeda Wilkerson, Secretary 2015-2017

Randy Scaggs, President 2015-2016