



**Arkansas Association of Collegiate
Registrars and Admissions Officers
March 8, 2018
Executive Committee Meeting
Wyndham River Front, Little Rock
Blue Dog Room**

Members Present: Mathew Cummings, Whitney Hall, Keesha Johnson, Malissa Mathis, Rachel Mullins, Chris Riggins, Chris Robinson, Brandi Tripp, Zeda Wilkerson.

Call to Order: The meeting was called to order at 10:06 a.m.

Approval of Minutes from Executive Committee (EC) Meetings, December 5, 2017:

Minutes of the December 5, 2017 meeting EC meeting were read and reviewed. Treasurer Tripp made a motion to approve the minutes. Vice President Whitney Hall seconded. Motion passed and the minutes were approved. Copies of the approved EC minutes are included in the Secretary's Notebook.

Welcome: President Johnson welcomed the Executive Committee members present. Before turning discussion to new business, President Johnson invited comments on old business.

OLD BUSINESS: Treasurer Tripp shared a report on the Fall 2017 Conference. There are still 4 registration fees to be paid. Three are on the way and one is still outstanding.

NEW BUSINESS: President Elect Mullins reported that Committee Chair Assignments are complete and Amy Mahan is going to serve on the financial review committee. President Johnson stated she would send the committee chairs their member lists and descriptions.

We may want a deadline for the Position Description Document. Review by September 1st and add updates by November 1st so that new chairs and positions will have an updated document to start their roles with.

- We should consider an electronic I'm available form, maybe formstack, woofoo , or google forms.
- The Conference Evaluation could be electronic as well, maybe include a QR code? Whitney will research the electronic forms options. It was suggested that we include questions such as: What have you been involved in with ArkAcrao, what committees have you served on. It was also suggested that we could have a mini-articulation type workshop where newcomers could learn about each committee before completing their forms.
- We could have a newcomer schedule and a returning member schedule, and the workshop for the newcomers could be scheduled between sessions.
- We might also consider having an EC Vendor-type table where newcomers could come ask questions about the different committees, etc.
- We could have the EC table be on a bingo card, with a bonus incentive for stopping by that table.
- Maybe "Ask me about Committees" ribbons for name tags?
- Do we want t-shirts, cups, etc.? Should this be included in registration fee?

Vice President Mathis made a motion to raise the registration fee for Annual Fall Conference by \$10 and to have t-shirts available at the fall conference to increase moral and raise awareness about ArkAcrao as a pilot for Fall 2018 and to be considered for future conferences. Vice President Hall seconded. Motion carried. Secretary Wilkerson will work on design and costs.

It was suggested that registration for Fall Conference start after Articulation Workshop.

A discussion was also held regarding if we wanted to host a college fair event at the mall. There was little interest in that, however, we may want to consider a Trav's baseball game, or at boys and girls state.

The Arkansas School Counselors conference is July 9-11th at the Hot Springs Conference Center. Vice President Cummings volunteered to see if we could present and share a table and coordinate with admissions related committees to attend the event.

President: President Johnson reported that if we experience a drop in room reservations at Hotel Hot Springs, we may experience an increase in meeting rates. The question regarding comped rooms was asked. President-elect Mullins asked if we should make a list of things we look for when selecting a site and negotiating. Deborah may want to work with Chris on this due to his conference planning experience. President Johnson also thanked EC for sending her to SACRAO.

President Elect: President Elect Mullins reported the following:

- She has reviewed and there may need to be a few revisions to the Fall contract with Wyndham.
- Outside beverages must be kept in the hospitality suite.

- We are close to the Rivermarket, and that might be a good option for hospitality one evening as well.
- She will investigate AV for the conference.
- We need to make sure we are aware of any food allergies and ensure the kitchen is aware.
- She will send out a call for proposals and save the date by June 1.

Past President: Past President Riggins shared the following:

- We may want to consider best practices for our college fairs. Possibly an evaluation form similar to a form that TX college fairs have. Perhaps a survey type form available also for the Counselor Advisory Board so that counselors can make recommendations to ArkAcrao annually.
- We could also use the Friday EC meeting at the annual conference to orientate the new VP's to their positions.
- We need to review the by-laws concerning site selection and use of outside party to assist with site selection.
- The constitution person will also want to look at those institutions who are not regionally accredited, but whose credits are on ACTS. We need to investigate what others are doing.
- Would propose that the fee for annual membership fee go up to \$150.
- Need to consider where SACRAO 2021 will be and whom LAC would be. It doesn't necessarily have to be in NWA.
- Past President Riggins presented to have SACRAO at ArkAcrao in 2021. We may want to consider a change to Little Rock. The LAC can be decided if we are approve to host.
- Chris has already sent out a save the date to Vendors.

Vice President Hall asked that she be provided registration information for vendors by April 1. Gold registration needs to close by September 1st so that agenda can be finalized. President Elect Mullins will update and send the vendor form from last year to Whitney.

- Past President Riggins asked if ArkAcrao could provide cookies for the PTK event. He will email Brandi the details.
- Nomination and Election committee is set.

Secretary: No New Report.

Treasurer: Treasurer Tripp provided the following report to the EC.

**Financial Report
March 8, 2018**

Beginning Balance October 5, 2017

\$28,339.05

Revenue

2017 Support Staff Workshop	
2017 Boot Camp Registration	
2017 Fall Conference Registration	\$1,799.71
2017 Fall Conference Vendors	\$1,000.00
2017 Raffle	\$400.00
2017 Membership Dues	
Interest Payments	\$3.45
2018 Calendar Sales	
2018 Membership Dues	
2018 Support Staff Workshop	\$1,748.33
2018 Bootcamp	
2018 Registrar's Therapy	
2018 Fall Conference	
2018 Fall Conference Vendors	
Business Check rewards	\$3.62

Total Income

\$4,955.11
\$33,294.16

Expenses

debit	Sams	bags for registration table (2017)	\$14.88
debit	Sams	snacks/sodas for hospitality (2017)	\$333.83
debit	Staples	printing of name badges (2017)	\$59.59
debit	Walgreens	printing of pictures for ROTC vendor payment requirements (2017)	\$4.32
247	Whitney Hall	2017 Fall Conference presenter gifts	\$73.73
248	Chris Riggins	Karaoke machine and download of music (2017)	\$292.31
249	Fairfield Bay Animal Shelter	2017 raffle donations	\$400.00
250	Fairfield Bay Convention Center	2017 Fall Conference expenses	\$14,440.41
251	Post Master	mailing of ROTC packet for vendor payment (2017)	\$1.82
252	Arkansas Correctional Industries	balance printing of quickbooks (2017)	\$47.51
253	Southern Arkansas University	portable battery charger-gifts for 2017 Fall Conf. presenters	\$124.24
254	Harding University Media Center	Certificates for 2017 Articulation workshops	\$222.50
255	Harding University Admissions	2017 Articulation Workshop Host	\$250.00
256	TRC	gotocollegefairs.com annual fee	\$483.75
debit	SACRAO	registration fee for Keesha Johnson	\$275.00
debit	SACRAO	registration fee for Jessica Williams	\$275.00

Total Expenses

\$17,298.89

Balance on Hand \$15,995.27
CD \$9,697.36

Respectfully Submitted

Brandi Tripp

ArkACRAO
Treasurer's Report
Executive Committee
March 7, 2018

- Current bank balance
 - \$15,995.27
 - See balance sheet for details
- Fall Conference
 - 4 registration fees outstanding
 - Corrected Profit/Loss

2017 Fall Conference

Profit/Loss

Revenue

registration fees received	\$ 9,791.08
registration fees outstanding	\$ 400.00
total vendor fees received	\$ 8,923.90
vendor fees outstanding	\$ -
Estimated total Revenue	\$ 19,114.98

Expenses

name badges	\$ 174.01
speaker gifts	\$ 197.97
Hospitality	\$ 1,721.96
awards	\$ 218.00
guest speakers	\$ 4,010.42
Hotel expenses	\$ 14,440.41
programs	\$ 407.81
bags for registration table	\$ 14.88
printing of pics/mailing ROTC package	\$ 6.14
	\$ 21,191.60

Net Loss \$ (2,076.62)

Vice President for Admission Administration:

- Articulation Workshops – Need new Chair.
- Locations – EACC, North Ark, Monticello, National Park.
- We might consider recording, perhaps a link on the page, and then embed in the online directory.
- Would be nice if we could provide cups or flash drives to counselors.

It was suggested that it would be great if we could relay the information shared at articulation to students and parents. What would the costs be to upload videos to our ArkAcrao page?

Vice President for Records: Vice President Mitchell submitted the following report.

2018 Support Staff Workshop
March 15, 2018
Lake Point Conference Center, Russellville

62 Registered with possibility of 3 more and we are scheduled to turn in our final headcount tomorrow at 9:00 am.

I am planning to have a small “care” package consisting of a tumbler with snacks that the attendees can take as well as several door prizes that have been collected over the past few months and will fill in a few more this weekend.

If your offices have suitable items that we can use for door prizes – feel free to send them along! It’s my opinion that having this event planned prior to the fall conference and relayed as part of our reports at the conference has made a tremendous difference in the attendance. I also believe that meeting at the Lake Point Conference Center has played a part in the increased attendance.

Vice President for Registration: Vice President Mathis shared:

Registrars Therapy will be held July 11th and 12th at Winrock. She has a tentative agenda for Registrar’s Therapy line up.

Vice President Mathis also shared that she would like to see more collaboration for 2 year and 4 year transfer process. She also briefly discussed the interstate passport initiative.

A discussion was held by EC regarding uncoupling Bootcamp and Registrar’s Therapy based on feedback from previous events, and was favored by EC.

Vice President for School Relations: Vice President Cummings is working on Bootcamp. Looking at possibly Morrilton or CBC. He asked that we reach out to him for anything that needs to be completed and he will get it done. Vice President Hall needs information soon, so that she can get registration information ready. ARSCA was briefly discussed, suggested it might be good to have a counselor advisory board to provide input to ArkAcrao. President Elect Mullins made a motion to give Vice President Cummings freedom to form an advisory council at ARSCA. Vice President Hall seconded. Motion passed.

Vice President for Technology:

Old Business:

- Follow through on decision with creating official EC emails separate from institutional ones; organization has nearly 40 complimentary ones to assign; purpose will potentially avoid any lost information due to rollover

Report:

- Spring virtual newsletter will be completed by March 20; Fall version will be October 20
- Organizational accounts were created for Facebook and Instagram; official launch will be made public once more images are gathered; all pictures can be sent directly to Megan Gabbard at UAFS per an upcoming listserv announcement by Publications/Public Relations Chair; login information will be passed for record purposes
- Various institutions continue to reach out regarding who updates online directory and how – handling case by case accordingly
- Referring to institutions gaining access to copies of receipts for monthly statements, Stripe should provide this convenience; however, Blayne is confirming; if not available, a new page will be created
- Finalized copy list of chairs and committees needed in email for site upload ASAP
- Event announcement and registration form must be submitted at least 30 days prior; document samples were emailed prior to specific VP positions
- Website adjustments are presently being made per Blayne at no cost to the organization in order to ease necessary back-ups and improve infrastructure

New Business:

- Proposal for a priority deadline of November 1 for chair and committee appointments to be assigned by President – confirm if these created at SACRAO should carry over to next year's roster

College Planning Program/Clearinghouse Calendar:

Articulation Workshop Chair: No new report.

Boot Camp: No new report.

Historian: No new report.

Legislative Liaison: Legislative Liaison Robinson shared the following report:

Guns in Schools (Conceal Carry Endorsement)

Law passed in Sept 2017 allowing certification by the Director of the Arkansas State Police Conceal Carry Permits are allowed on campuses unless the school has a written “security plan” that prohibits it.

January – conceal carry classes started for campuses.

DACA Deadline: Deferred Action for Childhood Arrivals Program

The DACA deadline was challenged by several courts and several lawsuits were submitted – therefore prohibiting any actions from taking place and having the Trump Administration continue to carry out the Obama Administration policies surrounding DACA.

Cossatot – named a Hispanic serving institution.

ADHE – US Department of Education Privacy Technical Assistance Center on FERPA and Data Security Training.

*UCA - \$500,000 Grant for Cyber Technology Training

Academic Challenge / Governor’s Distinguished Scholarship / AR Futures Grant / National Guard Tuition Assistance /

Arkansas Workforce Challenge

- New Program in 2018-19
- Funded by excess net lottery proceeds
- Non-renewable scholarship and will be awarded based upon availability of excess net lottery proceeds
- Eligibility Requirements include –
 - o Arkansas resident
 - o Cannot be a recipient of the Academic Challenge Scholarship
 - o Graduated from high school or obtained a GED
 - o Accepted for admission in a program of study that leads to a certificate or associate degree in one of the following high demand fields that is an in-demand occupation – Industry; Health Care; and Information Technology
- Award Amount – ADHE will distribute scholarships from the funds available in an equal amount to every student eligible

Interstate Passport Initiative

- Similar in concept to Arkansas Course Transfer System- ACTS
- Still a young concept.
- Provides for a seamless transfer across state lines when the “Passport Block” (equivalent to the core) is completed.
- Would eliminate course by course transcript evaluation.
- Will help prevent duplication of courses.

Nominations and Election: No new report.

Publications/Publicity Chair: No new report.

Constitutional Review: No new report.

Recognition: No new report.

Membership: No new report.

Professional Access and Equity: No new report.

Hospitality: No new report.

Site Selection: No new report.

Articulation Workshop: No new report.

College Automation Committee: No new report.

OTHER BUSINESS

Set Date, Place, & Time for next EC Meeting: The next meeting will be held July 11th at Winrock in advance of Registrar's Therapy. President Johnson will confirm time and details in advance of next meeting.

Adjourn: With no further business President Johnson requested a motion to adjourn. Treasurer Tripp made a motion, Vice President Cummings seconded. Motion passed. Meeting adjourned at 12:35

Respectfully submitted,

Zeda Wilkerson, Secretary 2017-2019

Keesha Johnson, President 2017-2018