



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

**Executive Committee Meeting
Thursday, March 7, 2019
University of Arkansas, Little Rock
Donaldson Student Services Building
Little Rock, Arkansas**

Members Present: Chad Cox, Amy Foree, Keesha Johnson, Malissa Mathis, Rachel Mullins, Scott Post, Chris Riggins, Chris Robinson, Heath Sims, Zeda Wilkerson.

Call to Order: President Mullins called the meeting to order at 10:00 a.m.

Approval of Minutes from Executive Committee (EC) Meetings: Minutes of the December 6, 2018 EC meeting were presented. Vice President Post moved that the minutes be accepted. Vice President Foree seconded. Motion carried. December minutes approved. A copy of the EC minutes approved are included in the Secretary's Notebook.

OLD BUSINESS: No old business

NEW BUSINESS

President: On 12/13/18, President Mullins contacted Mary Whiting and Chad Cox on the items discussed in our last EC meeting relating to a survey for CPPs and asking for recommendations for members of the CPP Clearinghouse Committee. She also asked Mary to have her committee evaluate if college fair automation has created a need to expand/clarify any language in the Statement of Good Practices.

On 1/25/19, President Mullins emailed Fall Conference "Save the Date" information to vendors from the previous three years.

President Mullins thanked the committee for providing her the opportunity represent ArkACRAO at the SACRAO conference in Baton Rouge, LA February 3-6, 2019. She shared that with the help of other EC members present at SACRAO, invitation letters were distributed to vendors at SACRAO inviting them to be a vendor at the 2019 ArkACRAO Fall Conference. She also stated it was her pleasure to attend the Presidents' luncheon. Following the conference, she sent the following updates to the ArkACRAO listserv.

We had several Arkansans at SACRAO this year. Throughout the conference, we enjoyed networking with each other and other professionals from across the region. Ten of us enjoyed a meal together at the traditional ArkACRAO dinner on Monday evening.

SACRAO will be in Alexandria, VA February 1-5, 2020. As you might recall from the October 2016 conference, ArkACRAO voted to place a bid to host SACRAO in our beautiful state. I'm happy to report that SACRAO is coming to Arkansas in 2021. This will hopefully provide an opportunity for many to attend a regional conference that otherwise may not be able to attend. SACRAO has contracted with an event company to work with local venues and assist with the bid process. The company has submitted a proposal for Little Rock or the Springdale/Rodgers area. SACRAO is reviewing the two options and anticipates letting us know which location has been selected in the near future. It will take a lot of work to put the conference together. Begin thinking about if you would be willing to serve on the Local Arrangements Committee (LAC).

As a reminder, your institution can now have an unlimited number of SACRAO members. Being a SACRAO member has many advantages such as reduced conference fees, access to the SACRAO journal, and ability to participate on a SACRAO committee. The primary SACRAO contact at each institution can add members as needed.

The SACRAO journal will be available in electronic form only this next year.

And last but not least, President Mullins encouraged, if you are a SACRAO member, consider voting for fellow ArkACRAO member Jessica Brock, ATU for the SACRAO 2019-2020 Nominations and Elections Committee. Go to www.sacrao.org, login, and then find the Vote! button.

In addition, President Mullins shared that Sallie Mae received approval to serve as a sponsor for the fall conference.

President Elect: President Elect Tripp sent the following report to be shared with the Executive Committee.

- I would like to sincerely thank the members of the EC for allowing me to attend SACRAO this year in Baton Rouge. It was a great conference and I was able to bring back valuable information to my office as well as ideas for fall conference.

- Rachel and I visited Hotel Hot Spring on Friday, February 1st to discuss details of the conference with JoElla Brannon, Director of Catering, and take a tour of the hotel.
- There is interest among the UA system schools to have a pre-conference with Work Day. Members talked with the vendor at SACRAO and they verbally committed to coming to ArkACRAO as a vendor. I have talked with JoElla and there will not be an additional fee for us having the conference start earlier in the day.
- I would like to ask the EC to consider having a meeting at Hotel Hot Springs in September so that everyone can see the facility before the conference and allow me to tie up last minute things with JoElla.
- Charlotte Strickland has agreed to be our keynote speaker on Wednesday night for \$1128. I am working on securing a speaker for the closing session.
- I will be working on the forms needed for session submission and vendor registration.

Following the sharing of Brandi's report it was discussed that it might be nice to have a deeper session with Work Day, perhaps a pre-conference?

Past President: Past President Johnson shared she will begin sending emails and working her committee on a slate of officers for July meeting. President Mullins recommended we may want to avoid anyone who may be on the LAC Committee.

Secretary: Secretary Wilkerson reported that she contacted the SACRAO scholarship applicant that was not selected for the scholarship by email to inform the applicant of the decision.

Treasurer: Treasurer Carson sent the following report to be shared with the Executive Committee:

- 1) We have officially transitioned from Brandi to Patti as treasurer and Linda Holland as assistant treasurer
- 2) Linda and Patti were added to the account and Brandi, Tracey, and Amy were removed from our banking account
- 3) Linda and Patti met on Feb. 20 to discuss the division of responsibilities. Linda is going to help make packets for annual conference so Patti can handle the money and billing. We are meeting again in late March or Early April to work on the tax filing for the organization.
- 4) We have started collecting money for the Support Staff Workshop there are 30 people registered and we have collected fees on 24. I will prepare invoices to send out after the event.
- 5) We received the last two vendor payments for fall conference. They are listed as sponsorships on the profit loss for d12-06 to 03-06

I have provided a profit/loss for all transactions and profit/loss statements that show all transactions that have occurred since the last meeting.

		Dec 6, '18 - Mar 6, 19
Income		
	Sponsorship	1,250.00
	Support Staff Registration Fees	804.16
Total Income		2,054.16
Expense		
	Convention or Meeting Expense	1,184.15
Total Expense		1,184.15
Net Income		870.01

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income									
Sponsorship									
	Deposit	01/10/2019	2946	International Education Evaluations	Vendor Sponsorship		ArkACRAO	750.00	750.00
	Deposit	01/19/2019	8553	National Research Center	Vendor sponsorship		ArkACRAO	500.00	1,250.00
Total Sponsorship								1,250.00	1,250.00
Support Staff Registration Fees									
	Deposit	02/28/2019	123060	UA Community College at Morrilton - M	Linley Grier		ArkACRAO	35.00	35.00
	Deposit	02/28/2019	123060	UA Community College at Morrilton - M	Martha Sullivan		ArkACRAO	35.00	70.00
	Deposit	02/28/2019	123060	UA Community College at Morrilton - M	Leslie Edwards		ArkACRAO	35.00	105.00
	Deposit	03/06/2019	100462	ASU-Mountain Home	Sara Anderson		ArkACRAO	35.00	140.00
	Deposit	03/06/2019	153272	ASU-Beebe	Saudia Curtis		ArkACRAO	35.00	175.00
	Deposit	03/06/2019	153309	ASU-Beebe	Megan Stane		ArkACRAO	35.00	210.00
	Deposit	03/06/2019	153309	ASU-Beebe	Colin Thompson		ArkACRAO	35.00	245.00
	Deposit	03/06/2019	153309	ASU-Beebe	Tabatha Jones		ArkACRAO	35.00	280.00
	Deposit	03/06/2019	15339	ASU-Beebe	Natascia Mansur		ArkACRAO	35.00	315.00
	Deposit	03/06/2019	Stripe	Arkansas Tech University - M	Jana Crouch		ArkACRAO	174.72	489.72
	Deposit	03/06/2019	Stripe	North Arkansas College - M	Charlla Jennings		ArkACRAO	34.70	524.42
	Deposit	03/06/2019	Stripe	Univerity of Arkansas	Rhonda Roberson		ArkACRAO	279.74	804.16
Total Support Staff Registration Fees								804.16	804.16
Total Income								2,054.16	2,054.16
Expense									
Convention or Meeting Expense									
	Check	01/05/2019	283	Brandi Tripp	SACRAO conference fees		ArkACRAO	250.00	250.00
	Check	02/09/2019	285	Rachel Mullins	SACRAO reimbursement		ArkACRAO	934.15	1,184.15
Total Convention or Meeting Expense								1,184.15	1,184.15
Total Expense								1,184.15	1,184.15
Net Income								870.01	870.01

	Mar 6, 19
Income	
2008 Fall Meeting Registration	200.00
2009 Support Staff Workshop	50.00
Boot Camp Registration Fees	10,094.79
Calendar Sales	23,900.00
Contributions and Support	14,248.95
CPP Registration Fees	15,352.00
Earned Revenues	885.00
Fall Meeting Registration Fees	159,125.25
Interest Earned	988.18
Membership Dues	85,300.00
Registrar Therapy	3,892.84
Sponsorship	1,250.00
Support Staff Registration Fees	12,126.63
Uncategorized Income	2,207.00
Total Income	329,620.64
Expense	
Convention or Meeting Expense	244,163.41
Honors and Awards	1,655.02
Other Miscellaneous Expenses	9,945.23
Postage and Delivery	599.98
Printing and Reproduction	28,296.32
Professional Services fees	6,635.64
Reconciliation Discrepancies	-234.24
Refunds	3,426.14
Supplies and Materials	4,599.60
Travel	8,629.34
Total Expense	307,716.44
Net Income	21,904.20

Following the review of the report, Vice President Cox asked if there were still any outstanding conference fees that were not collected. President Mullins made a note and will follow-up with Treasurer Carson.

Secretary Wilkerson made a motion that the Treasurer's report be approved, Vice President Cox seconded. Motion carried. Treasurer's report was approved.

*Note Please see July 2019 Minutes for Revised Treasurer's Report

Vice President for Admission Administration: Vice President Cox will be working on Articulation with Maicie. We do not have a set grid for rotation yet. He mentioned he thought about possibly approaching the ACC conference about an articulation workshop for 4 year institutions to talk to 2 year institutions.

Bootcamp will be held in August, possibly at CBC again. Vice President Cox will contact them.

Vice President for Records: Vice President Post reported the 2019 Support Staff Workshop will be held on March 14 at the Lake Point Conference Center in Russellville. Topics include working with students on the autism spectrum, recent FERPA issues, and weapons on campus/active shooter preparedness. As of 3/5 there were 32 people registered. Registration will close on 3/6, and all details with the Conference Center (including catering) will be finalized by 3/8.

President Mullins volunteered to assist at the registration table. A few items mentioned for consideration were nametags, agendas, refreshments throughout the day, perhaps ordering two or three extra lunches, gifts for the presenters, surveys, and door prizes.

Vice President for Registration: Vice President Mathis surveyed three different sites for Registrar's therapy in July, tentative dates July 10-11th. She will make sure that works and put final dates in. Being considered are: HE Express, Marriott, and Residence Inn Little Rock – Free meeting space possibly. Vice President Mathis shared she will have the details nailed down by next week and is looking at high interest topic such as Common Course Numbering. There is a committee that is meeting with Common Course Numbering. She will try to have somebody from that committee come in to speak to us. They are thinking about implementing common course numbering to coincide with the UA system going to Work Day. Closely monitoring this so they can share with registrars. One item of interest is the articulation of non-regionally accredited courses. It seems more non-regionally accredited courses are being placed into the course transfer system.

Vice President Mathis shared she would like to use registrar's therapy to share the important things happening in the legislature and would like to send out a save the date and have the registration details good to go by April as well. She stated she will work with Whitney on the events.

Vice President for School Relations: Vice President Foree shared bootcamp will be held in August hopefully at CBC. Vice President Foree spoke with Ms. Whiting, but she had already spoken with President Mullins. President Mullins pointed out its helpful to have two people working on bootcamp so that a first year VP has the input of a 2nd year.

Vice President for Technology: Vice President Hall sent the following report.

- Needs updated fall conference save the date info, as well as vendor level registration soon from President Elect Tripp.
- Needs the final copy of support workshop agenda to generate questions for Google Doc evaluations from Vice President Post.
- Tabling "Memberclicks" consideration for now to further discuss in summer meeting at host site - still researching

- Coordinating monthly changes via Excel such as removals or add ins with Listserv as requested by Joe Scribner
- Have communicated only just a bit with social media and PR chairs since last meeting but will focus on more execution - still in campaign building mode such as recognition, networking events, scholarly articles, etc... TBD still
- Willing to serve on LAC if needed

College Planning Program/Clearinghouse Calendar: Per Mary Whiting, she and her committee have been diligently working on the 2019-2020 Clearinghouse Calendar. She only has a few events that she is trying to finalize, and her hope is to have the calendar ready preferably by March 15 but no later than April 1.

President Mullins mentioned there has been interest from some schools in the possibility of the fair schedule being adjusted/rotated so that schools have a chance of an earlier/later fair etc.

Chair Sims mentioned that we may want to consider contacting the organizers of events like beta convention, FBLA convention, and other events. Vice President Cox shared that a best practice might be an announcement for fairs in your student system to promote event. President Mullins mentioned that we might want to promote juniors attending the fall fairs.

Chris asked how we can support Mary in her role. He also mentioned he feels an ArkACRAO presence at ARSCA in July is important. Could survey the articulation attendees about spring fairs/rotation. Need to talk to Mary before July meeting. Either/or. If we do a junior fair we need buy in. President Mullins mentioned that we might want to explore the possibility of Regional Fairs.

Articulation Workshop Chair: Vice President Cox will be working with Maicie on Articulation Workshops.

Historian: No New Report

Legislative Liaison: Liaison Robinson shared that the following items are on the Legislative Agenda:

- A. Government Furlough & FAFSA
- B. DACA Extension
- C. Legislative Agenda
- D. Advanced Placement Credit

Liaison Robinson also shared a few other items being looked at:

- A scholarship is in discussion for Arkansas Resident graduate students who are in medical school to help off-set their costs.
- Concurrent Policy – Similar to Arkansas Challenge. If there is Workforce funding left.

- Eligibility requirements for AR Challenge. Super Score instead of Composite Score possible.
- Looking at Governor Scholar and AR Challenge combining.
- DACA for in-state possibly.

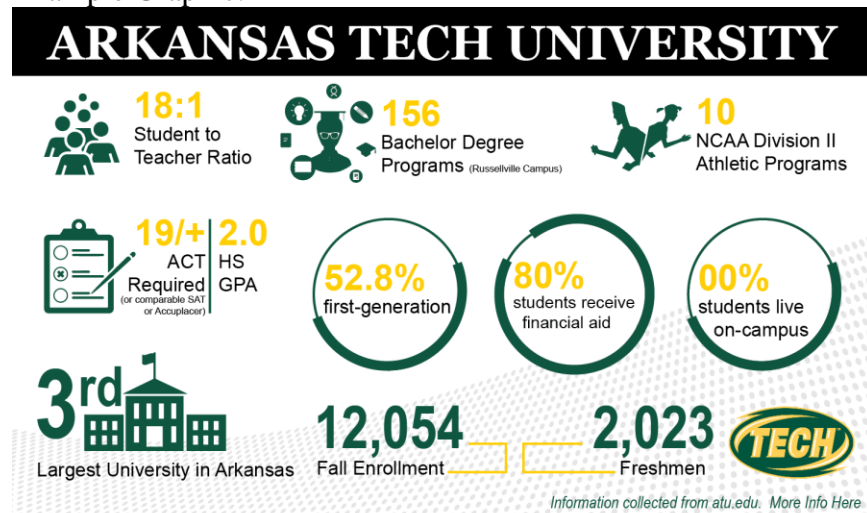
Nominations and Election: See Past President’s Report.

Publications/Publicity Chair: Chair Sims –shared he is thinking about some ways that we can use social media. He discussed using it as an information piece. Regarding the Newsletter – President Mullins mentioned she believes that it needs to be at least two newsletters, but more are certainly welcome.

Jennifer Wright and I are currently working together to re-format the twice-year e-newsletter to become a monthly newsletter. The following sections are being considered in order to make the newsletter relevant for monthly sends:

1. Spotlight on four-year university and two-year university
 - This will feature ONE two-year and ONE four-year institution each month with an infographic of quick facts. More information on the institution can be found when you click the infographic. Institutions in the spotlight are based off an alphabetical list.

Example Graphic:



Colors will change based on featured university’s style guide.

2. REMOVE spotlights on ArkACRAO members due to lack of submissions
3. Upcoming Recruitment Events
 - Will include the different preview events happening on different institution's campuses. In this section, you will find a button to add your upcoming events. Our goal is to be able to create a preview event calendar to share with our organization just like the fall sanctioned college fair calendar. By sharing our dates with each other, we can all work together to allow prospective students to

attend as many events as they can without having conflicting schedules.

4. Plans to begin updating the directory for distribution at Articulation will begin in April.

Constitutional Review: No new report.

Recognition: No new report, although President Mullins recommended we may want to begin thinking of anyone we would to consider for special lifetime membership, etc.

Membership: Chair Ana Hunt provided the following report: I am thankful to serve ArkACRAO as chair of the Membership Committee. Currently, the committee consists of myself and Brenda Adams, Registrar - Hendrix College.

In January, past ArkACRAO Membership Chairperson Tami Hall notified four institutions (Grambling State University, Labette Community College, Murray State University, and University of Texas at Tyler) that their applications for associate membership were approved following a vote at the annual ArkACRAO conference in fall 2018. Each was notified of next steps including the timeline for invoices and access to the Clearinghouse Calendar and ArkACRAO listserv.

As of this morning, March 4, 2019, I have not received applications for associate membership for consideration this year. I will keep you informed of any updates.

Professional Access and Equity: No new report.

Hospitality: No new report.

Site Selection: Chair Heather Funk provided the following report: The Site-Selection Committee discussed and came up with a list of potential sites for the 2021 ArkACRAO conference:

- Northeast- Jonesboro
- Northwest- Fort Smith
- Central- Conway

We are in contact with Kimberly Short from Helms Briscoe and working on gathering all information for the 2021 site selection.

College Automation Committee: No new report. However, the Executive Committee discussed with Chris Riggins' important role as the LAC for SACRAO, we may need to find someone to serve as the College Fair Automation Chair. Past President Johnson suggested it might be good to have someone from a four-year institution. President Mullins volunteered to reach out to individuals who might be willing to serve.

OTHER BUSINESS: Chris Riggins joined us to talk about SACRAO 2021: Arkansas is hosting SACRAO 2021. We put in a bid. Chris mentioned that Randy Scaggs had interest in NW

AR being the area that we might hold it. This past fall Chris spoke with Andy Green in detail about SACRAO 2021. An outside agency went into a written agreement with a planning company who is supposed to be doing all of the bidding. Kim with Helms Briscoe had done the leg-work for a bidding. SACRAO had recommended that. SACRAO gives you a budget. Bid was over budget, and then we were below the SACRAO Nashville budget. October, realized that we were told incorrectly to pursue bids etc. SACRAO past president Lewis Hunt and Andy Green, Kim had to step aside and the new agency had to come in and they had to bid for location. New agency did the bid and feasibility for different areas. 600 or so that would typically register. Rogers and Little Rock. On paper location and budget-wise etc. – Crystal Bridges was going to be more expensive than Little Rock.

SACRAO in Little Rock: 2021 – No Documents have been signed, as far as hotels etc. May 6th Chris is going to do a site visit at the Marriott. They were concerned about airport distance, etc. in NWAR.

Little Rock – SACRAO EC will fly in there will be a dinner talk on May 5th tour on May 6th. Month of February 2021 at the Marriott. Marriott can hold everyone. Andy Green wants everything all sessions in same location. Looking at pricing for Big Event. The Agency assisting with planning will help with the big event. She will also help negotiate the catering services. Chris did recommend that the LAC Chairs for SACRAO be people who will be in their positions for a while so that they will be here to see the obligations through. May need to approach it be selecting the chairs individually and then asking for committee volunteers for each of the specific LAC areas from the list that Chris provided. It would be helpful for the Finance person to be centrally located. Chris asked that we be very intentional about who is selected as LAC Chairs. Vice President Mathis suggested we see the descriptions for the chair positions before we request volunteers. And then possibly send the descriptions out along with the importance and obligation/requirements so that they understand the importance. Chris emphasized being intentional. Vice President Hall volunteered to serve. Past President Johnson mentioned we might want to see who has volunteered already and might be a good fit, then go from there, and seek volunteers for whatever positions we have available.

Volunteers:

Vice President Cox

Vice President Mullins

Vice President Hall

Finance Committee continuously has tasks.

Vice President Post asked if the manual could be emailed out to ArkACRAO EC.

Chris said he would email it, and we still have some time.

ASFA – Possible interest in joint conference.

Counselor's Conference – Booth or share with UCA. A year where the college fair auto chair/articulation/clearinghouse chair did a joint presentation. President Mullins would like to see us have a presence at the event. The Conference is July 8-9th in Hot Springs.

President Mullins gave the pricing for the table/booth and meal for a basic space and bronze sponsor. The difference is advertisement. President Mullins thought it might be beneficial to have a session about registering students for college fair automation objective, contact, presentation times, type, prof development presentation, etc. Forms are out there.

Vice President Cox expressed he felt it would be good to be there. Presented on tools for 21st century counselor. Been long enough counselors elementary – high school. Well attended. Scan your name tag in and out. Liaison Robinson made a motion that we have a basic space for \$250, Chair Sims second. Motion carried.

Session – Vice President Cox will reach out to Mary about if she would like to speak about CPPs and to someone about speaking about automation.

Vice President Cox will get back to President Mullins about registering for the ASCA conference and payment. Etc.

ROTC at UCA – They inquired about wanting to have a time when they could speak to all of the membership at fall conference. Vice President Cox mentioned maybe a breakfast sponsorship.

The Executive Committee collectively agreed that heathered cardinal would be a good color for Conference t-shirts.

Set Date, Place, & Time for next EC Meeting: Next meeting: Hotel Hot Springs, July 8th, 2019 – 10:00 a.m.

Adjourn: With no further business, President Mullins requested a motion to adjourn. Vice President Post moved that the meeting be adjourned. Vice President Mathis seconded. Motion passed. The meeting was adjourned at 1:13 p.m.

Respectfully submitted,

Zeda Wilkerson, Secretary 2017-2019

Rachel Mullins, President 2018-2019