



Arkansas Association of Collegiate Registrars and Admissions Officers

**Annual Business Meeting—SACRAO 2022
Sunday, February 6, 2022**

Call to Order: President Chad Cox called the meeting to order at 1:08 p.m.

Roll Call: President Cox, UA asked Alisa Waniewski, ATU, to serve as parliamentarian for the Annual Business Meeting. Chris Riggins made a motion to suspend the reading, second by Charla Jennings; Alisa made a motion to approve the minutes; second by Charla Jennings. Motion passed.

A copy of the roll call is included in the Secretary's Notebook.

Approval of Minutes from Business Meeting, October 8, 2020: A copy of the minutes is included in the Secretary's Notebook.

Treasurer's Report: Linda Holland, UACCM assumed interim role when Patty Carson took a new position. Samantha will complete the remainder of the term. Linda will become the assistant Treasurer and shared the following report:

Beg. Balance as of 09/30/20 = \$32,061.25
 Revenue = \$13,588.33
 Expenses = \$15,136.19
 Ending Balance, 2/5/22 = \$30,513.39
 Estimated CD Balance (no recent statement): \$9,767.85

- We did not have a Staff Support Workshop, but we did host Registrars Therapy and Boot Camp.
- Our CD matured on 01/18/2022. Amy and Patty were still listed, as of this meeting on the Samantha Hutchins will be added so we can get names changed.
- Recommended we hire an accountant to complete taxes to avoid tax penalties for late/missed filings.

**Arkansas Association of Collegiate Registrars and Admissions Officers
Financial Report
February 6, 2022**

Beginning Bank Balance September 30, 2020

\$32,061.25

Revenue

2020 Virtual Fair	\$2,790.66
2021 Boot Camp	\$880.00
2021 Registrar Therapy	\$1260.00
Interest Payments (10/20 – 1/22)	\$17.67
2021 Calendar Sales	\$2,200.00
2021 Membership Dues	\$7,700.00

Total Income

\$13,588.33



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Expenses

2020 Member Memorial	\$272.80
2020 Recognition Plaques	\$218.25
2020 Go to College fairs (11/10/20)	\$7,350.00
2021 MemberClicks expense	\$408.69
2021 Boot Camp food/drinks	\$445.50
2021 Registrar’s Therapy room/food	\$1,601.13
2018 IRS penalties	\$1,783.39
2022 SACRAO Sponsorship	\$2,000.00
2022 Recognition Plaques	\$349.60
Treasurer Supplies	\$51.53
Bank OZK stop payment	\$35.00
Membership overpayment	\$50.00
Printing for ArkACRAO Books	\$570.30

Total Expenses \$15,136.19

Balance on Hand as of February 5, 2022 \$30,513.39

CD
\$9,767.85

Audit Committee: Charla Jennings, no findings. Heath made a motion to accept, seconded by ;

Heath requested a motion to approve the Treasurer’s report and Whitney, NPC, motion, Whitney Hall, SAU, 2nd. Call for discussion. No opposition. Motion carried.

Officers and Executive Committee Reports:

President: Chad Cox

President Elect: Zeda Wilkinson

Past President: Brandi Tripp

Secretary: No report.

Vice President for Admission Administration: Vice President Joey Hughes, U of the Ozarks, was unable to attend but his report was read.

BOOTCAMP

ARTICULATION WORKSHOP AND INFORMATION EXCHANGE

COLLEGE PLANNING PROGRAM AND COLLEGE FAIR AUTOMATION



SPRING EVENTS

Vice President for Records: Scott Post, NPC, Support Staff Workshop was cancelled due to COVID-19. There were sessions planned on xxx, International (national presentation), and Title IX. Anyone who is looking for speakers/presenters, can contact him for those contacts. He thanked everyone for allowing him to serve.

Vice President for Registration: Kim Biggers, not present, but submitted report to President Cox.

Vice President for School Relations:

Vice President for Information Technology: Ana Hunt, UAPTC; no report

Legislative Liaison: John Proctor, SEARK; No Report

Publicity/Publications – Heath Sims, No Report

Historian— , ; No Report

General Standing Committee Reports:

Constitutional Review – Chair Alexis Scrimshire (ATU) no report

Professional Access and Equity Committee – No New Report.

Hospitality Subcommittee – No committee due to conference cancellation

Admission Administration and School Relations Oriented Standing Committees:

Articulation Workshop – Kyanna Beard, included in VP for Admissions Administration report.

College Planning Program Clearinghouse – 2020-2021 Report by Mary Whiting, UAM

The Clearinghouse Calendar was completed and issued to representatives of all member institutions in early April.

Additional calendars were sold to non-members. The number sold this year was significantly lower than in the past—most likely because of COVID.

Following COVID changes, new guidelines, etc., Chad Cox, Joey Hughes and Mary discussed the best practice for going forward. John Proctor (SEARK) and Whitney Hall (SAU) also joined us in recommending and implementing virtual options. From that point forward, everyone, including high school counselors, got the necessary information for participating during the month of October. ATU did host a virtual program on the original calendar date. Others scheduled to host wanted this option, but wanted ARKACRAO to handle everything. Mary declined and recommended October participation.



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At the time of the report submission, the virtual trial was in the fifth day. Mary indicated that it would be very helpful to hear from some of the schools about how things are going. No student lists are provided to everyone. Instead, a student must enter a virtual booth for an institution to receive a name. If you would like to submit your thoughts, please email her directly at whitingm@uamont.edu.

At this time, a review of transfer programs is taking place. Some of the schools have indicated an interest in still hosting, while others do not feel it is the best thing to do. Any thoughts can be emailed to her at whitingm@uamont.edu.

Some high schools have indicated the desire to still have on-site visits, while others want virtual visits. Each college will make individual arrangements about this. Multiple colleges have inquired about programs for juniors in the spring. It is currently being reviewed. Please email your thoughts to her at whitingm@uamont.edu.

Many thanks to Chad, Joey, Whit, and John for all of the help provided. A HUGE thanks goes to Joey for getting all done about the virtual programs.

College Fair Automation: John Proctor, SEARK; no report

Nomination and Election Committee: Past President Tripp asked the EC for a suspension of the rules in the Constitution and By-laws in regards to Article 2 Section 2 where it references the President-Elect position. It states “The President-Elect should have had, at minimum, two years Executive Committee and conference/event planning experience at the time of election. Tyler Bittle has been nominated to serve as President-Elect and does not have two years on the EC. While I agree it is best to have the EC experience the rules state “should have” and not must have. When looking at the slate of officers we as an organization try to find a balance of two and four year representation as well as rotating between Admission/Registrar when selecting a President-Elect. The last two years the president has been from a four year institution. In an effort to balance this with two years in a row of a two year school Tyler has been nominated. Tyler has served on the Membership Committee and also participated in all of the MemberClicks training which is the system ArkACRAO now uses. Tyler has several years of experience in both the Admissions and Registrar area.

Sharon McDaniel made the motion to suspend, Jennifer Moody second. All in favor, motion carried.

The ArkACRAO Constitution states the following:

ARTICLE III -ELECTIONS

Section 1.

Association officers shall be elected in the business session of the Annual Meeting. A slate of nominees shall have been presented by the Nominations and Election Committee to the membership at least thirty (30) days before the Annual Meeting. Additional nominations may be made from the floor of the Business Meeting.

The slate of officers was presented to the EC for approval and sent to the ArkACRAO listserv. Our committee would presents the following slate of officers:

President-Elect: Tyler Bittle, Arkansas State University-Beebe

Secretary: Alexis Scrimshire, ATU

VP Admissions and Administration: Kyanna Beard, UAPTC

VP Registration: Sarah Phipot, John Brown University

VP Technology: Heath Riddle-Sims, Hendrix College



Each of these individuals have indicated that they would be willing to serve ArkACRAO in this capacity if elected.

President Tripp made a call for any nominations from the floor. Linda Holland, moved to accept the slate; second by Ana Hunt, UAPTC Motion passed.

Membership—President Cox, stated there is once application for Associate Membership.

1. Louisiana State University-Alexandria

President Cox called for a motion to accept the applicants. Charla Jennings made the motion to accept the associate members; second by Heather. All present in favor, motion carried.

Recognition Committee –2 retirees for the 2020-2021 year.

- Wayne Banks | Outstanding Service & Dedication to ArkACRAO | Registrar at SAU Tech
- Brenda Morris | Outstanding Service & Dedication to ArkACRAO | Registrar at UA Cossatot | Retiring
- Brandi Tripp | Outstanding Service & Dedication to ArkACRAO | President-Elect, President, & Past President | 2019-2021
- Tawana Greene | Outstanding Service & Dedication to ArkACRAO | Secretary | 2019-2021
- Kim Biggers | Outstanding Service & Dedication to ArkACRAO | Vice President for Records | 2019-2021
- Joey Hughes | Outstanding Service & Dedication to ArkACRAO | Vice President for Admissions and Administration | 2019-2021
- Ana Hunt | Outstanding Service & Dedication to ArkACRAO | Vice President for Technology | 2019-2021

The Recognition Committee printed the following 13 Certificates of Appreciation at no cost.

- Vicky Summers | Professional Access & Equity Committee Chair
- Heath Sims | Publicity & Publications Committee Chair
- Tyler Bittle | Membership Committee Chair
- Kyanna Beard | Articulation Workshop Committee Chair
- Mary Whiting | College Planning Program Clearinghouse
- John Proctor | College Fair Automation Committee Chair
- Alexis Scrimshire | Constitutional Review Committee Chair
- Heather Funk | Site Selection Committee Chair
- Jennifer Wright | Recognition Committee Chair
- Lozanne Calhoun | Annual Financial Review Committee Chair
- Brandi Tripp | Nominations & Election Committee Chair
- Zeda Wilkerson | Annual Meeting Program Committee Chair
- Linda Holland | Interim Treasurer
- Chris Riggins | LAC SACRAO

Jennifer also mentioned that the Association will purchase a Bradford Pear Tree in memoriam for Shelia Sommers (former ArkACRAO member and 21 year UACCM employee) as a gift to her family.



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Future ArkACRAO Meetings:

Business Meeting for 2022 will be held Oct. 5-7 in Texarkana, TX

President Cox turned the meeting over to President-elect Zeda Wilkinson

New Business: Past-President Tripp announced the First-Time attendee reception at 4pm in the Riverview. President-elect Wilkinson announced she would schedule an EC meeting in March. She then asked if there was any new business that needed to be discussed; there was none.

Adjournment:

Meeting adjourned at 2:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tawana Greene'.

Tawana Greene, Secretary 2019-2021

Approved:

Chad Cox, President 2019-2021

Zeda Wilkinson, President 2021-2022