



ArkACRAO Annual Business Meeting
Austin Convention Center
Hot Springs, Arkansas
October 6, 2011

Call to Order: President Gin Brown called the meeting to order at 1:25 p.m.

Roll Call: President Brown stated: Each member institution in attendance at the annual meeting may select two people to cast votes on behalf of their institutions concerning election of officers and constitutional amendments. One voting delegate is from school relations and /or admissions administration and one voting delegate is from registration and/or records. Votes are cast according to member institution roll call. Any other business may be conducted by simple majority vote. Rachel Mullins, Secretary, conducted the roll call of ArkACRAO Members for 2011-12. Thirty nine members answered the roll call, representing 24 institutions. A copy of the roll call is included in the Secretary's Notebook.

Approval of Minutes from Business Meeting, October 7, 2010:

President Brown called for the reading of the minutes of the October 7, 2010 Business Meeting. Sharon McDaniel, Arkansas State University Jonesboro, moved to suspend the reading of the minutes and approve the minutes with corrections. Wayne Banks, SAU Tech, second. Motion passed. A copy of the minutes is included in the Secretary's Notebook.

Treasurer's Report:

Amy Mahan, Treasurer, presented the Treasurer's report: Total Current Assets: \$46,621.79; July 1 – Oct 3, 2011 Total Income: \$13,886.79; July 1 – Oct 3, 2011 Total Expense: \$6,455.58; July 1 – Oct 3, 2011 Net Income: \$7,431.21. Ms. Mahan reported that invoices were mailed June 17, 2011, which is approximately one week later than usual. Three Associate Members requested to be removed from our membership: University of Phoenix – Little Rock Campus, Murray State College, and Arkansas Rural Endowment Fund. Three Associate Members were removed for failure to pay dues for two years in a row: Centenary College of Louisiana, Southwestern College – Kansas, and Victory University. Six Member/Associate Members have not paid 2011/12 dues: Arkansas Northeastern College, Black River Tech, Drury University, John Brown University, Lambuth University, and Missouri Southern State. Ms. Mahan reported that there were 149 individuals registered through ArkACRAO at the 2011 Fall Conference: 140 attendees, 2 sponsors, 5 vendors, and 2 presenters. Sixty one were registered through ArCPA. There were also thirty six institutions represented from ArkACRAO and one from Texas. Charla Jennings, North Arkansas College, moved to accept the Treasurer's Report. Regina Carter, University of Arkansas at Little Rock, second. Motion passed. A copy of the Treasurer's report is included in the Secretary's Notebook.

Ad Hoc Audit Committee Report:

Charla Jennings and Sharon McDaniel presented the Ad Hoc Audit Committee Report. An audit of ArkACRAO finances was performed October 5, 2011. The audit committee found that the association is in sound financial standing and found no irregularities. The committee looked at prepared financial statements, income reports, expense reports and bank records. The committee commended Amy Mahan on doing a great job. The committee has two recommendations: (a) Adoption of a delinquent dues/payments policy, which is to be discussed under New Business; and (b) the Executive Committee appropriate funding for a new laptop. The current Gateway laptop is over five years old and should be replaced.

Computerization of records has been a big improvement and is beneficial when a new treasurer is elected. President Brown stated that she would present the recommendation for a new laptop in the EC meeting at the conclusion of the week. President Brown also noted that registration for all ArkACRAO events is now on the website and goes straight to the treasurer. A copy of the Ad Hoc Audit Committee's report is in the Secretary's Notebook.

Old Business:

Officers and Executive Committee Reports:

President – President Brown presented a slideshow from various ArkACRAO events/meetings from the past year. President Brown reported that three EC positions had become vacant during the past year. Since Sorronto Aubrey, VP for Admission Administration, and Phillip Wilson, Legislative Liaison had to resign due to a change in their positions so close to the annual business meeting, it was advised by Tony Sitz, Constitutional Review Committee Chair, that we wait to fill the positions at Fall Conference. Randy Scaggs, President-Elect, resigned December 2010. Again conferring with Tony Sitz on procedure, using email vote the EC nominated and elected Regina Carter, UALR, to fill the President-Elect position. President Brown noted that Regina had step up and she has planned an excellent conference. President Brown encouraged members to fill out an "I'm Available" form to get involved in a committee. She noted that ArkACRAO is only as strong as its membership. President Brown thanked ArkACRAO for the opportunity to attend SACRAO, and thanked UACCM for allowing her to ride with them to the conference. President Brown reported that the conference was very informative and she attended sessions that relate to both Admissions and Registrar's. President Brown also encouraged members to apply for the SACRAO scholarship. President Brown discussed some of the events from the past year (such as Support Staff Workshop, Registrar's Therapy, Boot Camp, and Articulation Workshops), and reported that all of these events were successful. President Brown thanked ArkACRAO for allowing her to serve. She noted that this has been a tremendous opportunity, challenge, and a wonderful group to work with.

President-Elect – Regina Carter reported that she planned the conference with co-chair from ArCPA Jordan O'Roark. They had countless meetings via phone and in person. Ms. Carter thanked ArkACRAO for the opportunity to serve.

Vice-President for Admissions Administration – No report. President Brown noted that Sorronto Aubrey had fulfilled his responsibilities before he had to resign.

Vice President for Records – Jean Mitchell reported that the annual Registrar's Therapy Workshop was held on July 14th & 15th at the Wingate hotel in Little Rock, AR. There were 18 registered attendees from various colleges across the state. After greetings and welcome messages, attendees introduced themselves. The first presentation featured Dr. Vaughn DeCoster from the Fayetteville Veteran's Center. He presented "From Boots to Books", a graphic picture of some of the situations our veteran students have been exposed to during their deployment. By learning what some of these students are returning from, we can better prepare to meet their academic and social needs as well. Following Dr. DeCoster's presentation, Cynthia Moten and Rick Jenkins from the Arkansas Department of Higher Education gave attendees an update on ACT 747, the legislative act concerning the common course numbering for transfer credit. The question/answer session was very informative and greatly appreciated by those in attendance. That evening attendees were dismissed for dinner on their own. Several from different schools decided to go together for dinner at the Cajun's Warf. This was a great opportunity to network, share experiences and stories, explore downtown Little Rock, and enjoy good food! Attendees met again on Friday morning for Institutional Chats: How do you do this? This roundtable discussion was an opportunity for participants to ask questions and share experiences in dealing with the common challenges we all face. Topics were broad and included such items as commencement, transfer credit, and enrollment services. Attendees parted company looking forward to seeing each other again at the ArkACRAO fall conference in Hot Springs! Ms. Mitchell also reported that there were 71 attendees at the Support Staff Workshop. A copy of the Vice President for Records' report is in the Secretary's Notebook.

Vice President for Registration – No report.

Vice-President for School Relations – Chelsea Bishop Ward reported that Boot Camp was hosted by UACCM on July 28th and was very successful. Ms. Bishop Ward thanked Susan Dewey and her staff for planning and executing the event this year. There were 17 attendees who received valuable information from college professionals across the state including Ms. Bishop Ward, Dr. Logan Hampton, Brooke Hogue, Chris Riggins, Ana Hunt, Shauna Donnell, Cledis Stuart, Allan Ford, Amy Mahan, and Patti Carson. Topics on the agenda included: An overview of ArkACRAO; Planning Travel; Safety and Health; Appropriate Dress; Professionalism; FERPA; High School Visits; Information from high school counselors; Preparation, Etiquette, and Work Ethic; and Financial Aid. Evaluations were gathered and will be reviewed by the planning committee to determine what worked well and what can be improved for next year. Boot Camp had a net revenue of \$131.25. Ms. Bishop Ward stated that she wanted to thank ArkACRAO for allowing her to participate in this worthwhile event. A copy of the Vice-President for School Relations' report is in the Secretary's Notebook.

Legislative Liaison – No report.

Publicity/Publications – Tracy Finch reported that printed copies of the Directory and Newsletter were available at the registration table. Ms. Finch thanked those in her office who had assisted with developing these publications. Ms. Finch reminded the membership that there is a brief window of time to check the directory for updates and encouraged them to make sure it is updated correctly.

General Standing Committee Reports:

Constitutional Review – President Brown reported for Tony Sitz. The Constitutional Review Committee presented the following proposed changes to the ArkACRAO Constitution.

Constitution, Article II, Section 9.

Newly elected officers shall take office at the end of the annual meeting during which they were elected. Any officer completing a full term in office may not be re-elected to the same office, but may be elected to a second term in the same office following a year's absence from the position. In the event of a vacancy in any office other than that of the President-Elect, the Executive Committee shall make an appointment for the balance of the unexpired term. **In the event of a vacancy in the office of the President-Elect, the Nomination and Election Committee shall nominate a slate of nominees for the office and conduct a special election to fill the vacancy for the remainder of the unexpired term. Any individual elected or appointed to serve an unexpired term shall be eligible to serve a succeeding full term or terms, as provided for in the constitution. Such an appointment shall not affect the appointee's eligibility for election to any office thereafter.** Rationale for change: This procedure is consistent with SACRAO and AACRAO constitution language.

By-Laws, ARTICLE I – MEMBERSHIP, Section 3.

Associate members shall be those individuals or representatives of organizations who have purposes parallel with those of ArkACRAO, who represent a not-for-profit organization, agency, or institution, and who desire to participate in the Association's nonvoting activities. Institutions who are candidates for membership to **North Central Association of Colleges and Secondary Schools one of the six regional accrediting agencies** may apply for associate membership by providing proof of **North Central** candidacy status. Candidates for associate membership must petition the Membership Committee, meet qualifications for membership, be approved by the Membership Committee, and be approved by a majority vote of the general membership. There shall be an annual fee of \$100 for each institution.

Rationale for change: As ArkACRAO seeks to promote the advancement of education, particularly higher education in Arkansas; we should not restrict associate membership to only members accredited by the North Central Association. As Arkansas' students become more accomplished, more out-of-state schools will be vying for their attention and four of our six border states fall under the Southern Association's scope. By making associate membership more accessible, we will increase the influence of ArkACRAO's statement of good practices during the recruitment season and therefore better serve the students of our state.

Section 5.

Membership fees are due no later than July 30 each year, prior to attendance at the annual meeting, with June 1 of each fiscal year designated as the billing date. Paid membership status is required to be included in the ArkACRAO Directory and **to participate in ArkACRAO sponsored events including, but not limited to, Articulation Workshops and the Annual Meetings.** Failure to pay annual dues will render an institution inactive. **Inactive members may be reinstated upon submission of dues unless the institution has been inactive for a period of more than two (2)**

consecutive years. Inactive institutions for two (2) or more consecutive years must petition for membership and be approved by a majority vote of the general membership.

Rationale for change: We do not have a policy for reinstatement of inactive institutions.

Roz Blagg, ASU Mountain Home, moved to accept the recommended changes to the Constitution, Article II, Section 9. Tracy Finch, ASU Jonesboro, second. There was a roll call vote. Motion passed.

Roz Blagg, ASU Mountain Home, moved to accept the recommended changes to the By-Laws, Article I, Section 3 and Section 5. Tracy Finch, ASU Jonesboro, second. There was some discussion. The Delinquent Dues Committee recommended changing the wording for Section 5 to the following:

Section 5.

Membership fees are due no later than July 31 each year, prior to attendance at the annual meeting, with June 1 of each fiscal year designated as the billing date. Paid membership status is required to be included in any ArkACRAO publication including, but not limited to, the ArkACRAO Directory and to participate in ArkACRAO sponsored events including, but not limited to, Articulation Workshops and the Annual Meetings. Failure to pay annual dues will render an institution inactive. Inactive members may be reinstated upon submission of dues unless if the institution has been inactive for a period of less than two (2) consecutive years. Inactive institutions for two (2) or more consecutive years must petition for membership and be approved by a majority vote of the general membership.

Sharon McDaniel, Arkansas State University Jonesboro, moved to amend the motion by accepting the recommendation of the Delinquent Dues Committee in regards to By-Laws, Article I, Section 5. Wanda McConnaughay, Ozarka College, second. Motion passed. There was a roll call vote to accept the recommended changes to the By-Laws, Article I, Section 3 and Section 5. Motion passed.

Nominations and Elections – Sarah Jennings stated that the Nomination and Election Committee places the following slate of nominees before the members:

President-Elect – Susan Dewey (UACCM)

Secretary – Rachel Mullins (UACCM)

VP for Admission Administration – Chad Cox (U of Ozarks)

VP for Registration – Delores Voliber (Arkansas Baptist College)

Ed Nipper, SAU Magnolia, moved to accept the slate of Nominees by acclamation. Linda Holland, University of Arkansas Community College at Morrilton, second. Motion passed.

Professional Access and Equity Committee – No report.

Annual Meeting Program Committee – See President-Elect.

Hospitality Subcommittee – Wayne Womack thanked the membership for contributing to Arkansas Children’s Hospital through donated items and the raffle.

Site Selection – Tammy Young reported that the committee placed the following sites for consideration for the 2013 Fall Conference:

Lake Point Conference Center – Russellville

Brewer-Hegeman Conference Center – Conway

Wyndham– North Little Rock

Winthrop Rockefeller Institute – Morrilton, AR

President Brown noted that typically the EC sees the recommendations prior to the conference and makes a recommendation; however, that requirement had been waived due to Ms. Young having a baby. There was a discussion in regards to the facilities as well as combining with ArCPA for future conferences. Some of the questions raised by the membership were what were the challenges and advantages to combining a conference with ArCPA. President Brown noted that ArkACRAO has done things in a timely fashion; however, ArCPA’s final agenda was not received until approximately two weeks prior to the conference. One advantage was that there was an increase in the number of vendors. It was noted that one out of the seven vendors was obtained through ArCPA. It was also noted that ArCPA has not shown any interest in combining conferences again. President Brown stated that it a nice trial and the conference went well; however, the EC recommends that we move back to a single organization conference. As a member of both organizations, when Robin Hayes, ASU Beebe, was asked her opinion, she stated that ArCPA has had their eyes opened to what a warm, inviting, and professional organization we have. Both organizations have learned a lot from each other. ArkACRAO and ArCPA are two great organizations that need two separate conferences. Amy Mahan, ASU Beebe, moved that the 2013 ArkACRAO Fall Conference be held at Wyndham – North Little Rock. Linda Holland, University of Arkansas Community College at Morrilton, second. Motion passed. A copy of the Site Selection Committee’s report is included in the Secretary’s Notebook.

Membership –Chad Cox stated that the membership committee had received Associate Membership request from the following institutions:

Bethany College
Central Methodist University
Missouri State University
Texas A&M University – Texarkana

The membership committee recommended that all four institutions be accepted for Associate Membership. Charla Jennings, North Arkansas College, moved that Bethany College, Central Methodist University, Missouri State University, and Texas A&M University – Texarkana be accepted for Associate Membership. Wayne Banks, SAU Tech, second. Motion passed. A copy of the Membership Committee’s report is included in the Secretary’s Notebook.

Recognition – Shelley Price stated the ArkACRAO Recognition Committee presents special awards to the following:

Eugenia (Gin) Brown	Outgoing President 2010-2011
Sorronto Aubrey	Vice President for Admissions Administration
Erica Fulton	Vice President for Registration
Phillip Wilson	Legislative Liaison

A copy of the Recognition Committee's Report is included in the Secretary's Notebook.

Admission Administration and School Relations Oriented Standing Committees:

Articulation Workshop – Ron Hudson stated that this was his first year as chair of this committee and was thankful for all of the help that he had received. Mr. Hudson reported that nearly 350 counselors had attended the four locations across the state. Mr. Hudson also encouraged colleges to be represented at as many of the locations as possible.

College Planning Program Clearinghouse – Mary Whiting thanked those who had helped her with the calendar. Ms. Whiting noted that organizing the calendar is not an easy task and asked the membership to discourage renegade fairs. Ms. Whiting also asked the EC to think about how the calendar is dispersed (i.e. number of copies per institution).

New Business:

President Brown stated that she had assigned a Delinquent Dues Committee: Alisa Waniewski (Chair), Amy Mahan, Chad Cox, and Charla Jennings. Charla Jennings and presented for the committee. Ms. Jennings reported that the committee met on September 28, 2011, on the campus of Arkansas Tech University. The charge from the EC was to look at historical data related to delinquent or non-paid membership/associate membership dues and suggest recommendations to correct the problem. In addition to causing ongoing problems for the treasurer, delinquency in paying dues results in several issues. One issue is fairness. Non-paying institutions should not receive all of the benefits of those institutions that have paid their dues. Additionally, if the problem continues and worsens, it will produce financial problems for the association resulting in increased dues and registration fees. It could also reduce services such as the ability to produce the ArkACRAO Directory. Over the last three years, the association has had anywhere from four to six institutions that have failed to pay dues each year. The day the committee met (September 28), there were five member institutions and three associate member institutions that had yet to pay their dues. Three of those member institutions had people who had registered and paid for the fall conference. According to the ArkACRAO Constitution, Article 1, Section 5 of the By-Laws:

Membership fees are due no later than July 30 each year, prior to attendance at the annual meeting, with June 1 of each fiscal year designated as the billing date. Paid membership status is required to be included in the ArkACRAO Directory. Failure to pay annual dues will render an institution inactive.

If approved at the Annual Meeting, proposed changes to this section of the constitution will further reinforce that paid membership status is required to be an active member and define the benefits therein. Therefore, beginning with the 2012-13 year, any member or associate member that does not pay their dues will not be allowed to participate in or be included in any ArkACRAO-sponsored event or publication until the dues are paid. Statements will be emailed to the primary contact person the first week of June with a July 31 deadline to pay. A notification that statements have been emailed will be sent to the ArkACRAO list-serve immediately thereafter. On August 1, an email with a list of all institutions that have a paid membership status will be sent via the list-serve. This email will also contain a reminder that institutions that do not have a paid membership status will not be allowed to participate in the upcoming Articulation Workshops. Institutions that have not paid their dues by August 15 will receive a phone call from a

member of the Membership Committee who will try to resolve the issue. The Articulation Workshop Chairperson will receive a list of institutions that have not paid membership dues. This list should be forwarded to the institutions hosting the Articulation Workshops. If someone from an institution that has not paid dues registers for the workshop, the host institution should immediately notify the Articulation Workshop Chair, who in return will notify the chair of the Membership Committee. The person will be contacted and informed that he/she will not be able to participate until their institutional membership dues are paid. The Articulation Workshop Chair should be prepared to accept a check for membership dues in the event the institutional representative wants to pay in order to be able to participate. The chair should also have the authority to deny access to the workshop to any representative whose institution does not have a paid membership status. The same procedure will occur with each subsequent ArkACRAO-sponsored event. A list of institutions that have not paid membership dues will be provided and if someone from one of those institutions registers for a conference or workshop, the committee hosting the event should immediately contact the Membership Committee Chair. Additionally, institutions that have not paid membership dues will not receive a copy of the Clearinghouse Calendar. Paid membership status should also be required of anyone who serves as an officer or committee member. Because of the timeline for creation and publication of the ArkACRAO Directory, the committee recommends not removing an institution from the directory until said institution has been removed from the membership rolls per the proposed changes to the ArkACRAO Constitution (Article I Section 5 of the By-Laws). The committee also discussed the ongoing problem with institutions and outside agencies not paying registration fees for ArkACRAO-sponsored events. The recommendation is to require any institution or agency that has failed to pay the previous year's registration fee to pre-pay for the current year's event. The committee also recommends that an invoice be given to anyone who attends an event without paying the registration fee. As a nonprofit organization, ArkACRAO does not attempt to make a hefty profit on any of our events. However, we do strive to break even while keeping our membership dues and registration fees as low as possible. If the above-mentioned issues continue, the association will have no other option than to increase membership dues and/or registration fees to make ends meet. Unfortunately, this will only affect the members who are faithful in meeting their commitments.

Charla Jennings, North Arkansas College, moved to accept the recommendations of the Delinquent Dues Committee. Wanda McConnaughay, Ozarka College, second. Motion passed. A copy of the Delinquent Dues Committee's recommendations is included in the Secretary's Notebook.

President Brown passed the gavel to Regina Carter.

Adjournment:

Chad Cox, University of the Ozarks, made a motion to adjourn. Charla Jennings, North Arkansas College, second. Meeting adjourned at 3:09 p.m.

Respectfully submitted,

Rachel Mullins, Secretary 2009-2013

Approved:

Gin Brown, President 2010-2011

Regina Carter, President 2011-2012