



ArkACRAO Annual Business Meeting  
Holiday Inn  
Jonesboro, Arkansas  
October 4, 2012

**Call to Order:** President Regina Carter called the meeting to order at 1:10 p.m.

**Roll Call:** President Carter asked Tom Gattin, HSU, to serve as parliamentarian for the Annual Business Meeting. President Carter 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 2012-13. Thirty nine members answered the roll call, representing 23 institutions. A copy of the roll call is included in the Secretary's Notebook.

**Approval of Minutes from Business Meeting, October 6, 2011:** President Carter called for the reading of the minutes of the October 6, 2011 Business Meeting. Sarah Jennings, SAU, moved to suspend the reading of the minutes and approve the minutes. Robin Hayes, ASU Beebe, second. Motion passed. A copy of the minutes is included in the Secretary's Notebook.

**Old Business:**

**Officers and Executive Committee Reports:**

**President:** President Carter reported that serving as president of ArkACRAO has truly been a rewarding experience for her. Over the course of the year she conducted three executive committee (EC) business meetings which were all held at UALR. The EC conducted a lot of business, and President Carter stated that the EC members kept her on task. President Carter represented ArkACRAO at our regional meeting in February, which was held in Northern Kentucky. President Carter was pleased to see the number of ArkACRAO members who were in attendance. President Carter also reported that she had the wonderful opportunity to attend the annual Support Staff Workshop which was held at the Arkansas 4 H Center in Little Rock. Jean Mitchell did a great job of planning that event. We had around 40 members who were able to attend the workshop. Likewise, Registrar's Therapy was well attended also. Delores Voliber was unable to conduct Registrar's Therapy, so President Carter planned the meeting. Rick Jenkins and Cynthia Moton from ADHE informed the group of new changes that were coming down from ADHE. Malissa Mathis from

the Office of Transfer and Student Services at UALR explained how her office was created and how the office is making a positive impact on the lives of transfer students.

**President Elect:** Susan Dewey reported that she started planning the conference this time last year. Ms. Dewey reported that she received a wonderful response to the call for proposals and encouraged ArkACRAO to have a call for proposals for future conferences.

**Past President:** Gin Brown stated that she was honored to have several past presidents in attendance. Ms. Brown also read messages from several past presidents who could not attend. Ms. Brown reported that she participated in numerous email and phone conversations with Program Committee members regarding Fall Conference Program Planning. Following the 2011 conference, thank you notes were sent to vendors/sponsor. At the SACRO Conference in February approximately 40 vendors were contacted and given letters of invitation and registration forms to participate in the 2012 conference. The week of July 16 letters of invitation and registration forms were mailed to the 2011 Fall Conference vendors/sponsors. The following are vendors/sponsors for the 2012 Fall Conference: ACT, Inc., Phillip Mikula; Digital Architecture, Joshua Hoagland; and College Scheduler, LLC, Mike Ayers. The following are vendors for the 2012 Fall Conference: Scrip-Safe International, Carol Nobles; EDCO Group, Inc., John Strickland; Grad Images, Frank Mix; and Wilson Bennett - Technology, Inc., Bill Fagan.

Gin Brown also reported that she updated the Past Presidents Invitation to the luncheon Thursday, October 4. If a Past President chooses to join us for the entire conference, ArkACRAO has by tradition waived the conference registration fee in addition to no cost for the luncheon. Invitations (by email or letter) were sent out on August 1, 2012. Ms. Brown also prepared files with the following information: Membership of Executive Council, Membership of Committee Chair, ArkACRAO Quick Notes, Constitution and By-laws (shows proposed changes), Statement of Good Practices and College Planning Program Host Information and Recommendations, and ArkACRAO Committee Responsibilities.

**Secretary:** Rachel Mullins reported that she has been posting the minutes to the ArkACRAO website. Ms. Mullins stated that she has enjoyed serving on the EC and encouraged the members to get involved by serving on a committee.

**Treasurer:** Amy Mahan, Treasurer, presented the Treasurer's report: Total Current Assets: \$52,600.36; July 2011 – June 2012 Total Income: \$30,186.78; July 2011- June 2012 Total Expenses: \$25,081.40; July 2011 – June 2012 Net Income: \$5,105.38; July 1 – Oct 1, 2012 Total Income: \$14,702.28; July 1 – Oct 1, 2012 Total Expense: \$6,097.88; July 1 – Oct 1, 2012 Net Income: \$8,604.40.

Ms. Mahan reported that electronic invoices were sent May 25, 2012. Ten Member/Associate Members have not paid 2012/13 dues:

- Arkansas Baptist College
- Baker University
- Bethany College
- College Board-Southwest Regional Offices
- College of the Ozarks
- Drury University
- Oklahoma City University
- Texarkana College
- Texas A&M University – Texarkana
- Texas Christian University

Ms. Mahan reported that there were 137 individuals registered for the 2012 Fall Conference: 128 attendees, 3 sponsors, 3 vendors, and 3 presenters. There were 33 institutions represented. A copy of the Treasurer's report is included in the Secretary's Notebook.

**Vice President for Admission Administration:** President Carter reported for Chad Cox because he has moved out of state. President Carter asked Chad Cox to head up an investigation in to the College Fair Automation System recommended by Chris Riggins, UCA. Since Mr. Cox had to resign, the EC is recommending that the new VP for Admission Administration make this topic their top priority.

President Carter and Mary Whiting, UAM, have heard from high school counselors who have concerns about how it will be implemented. The new VP for Admission Administration will make addressing their concerns a priority.

**Vice President for Records:** No report.

**Vice President for Registration:** No report.

**Vice President for School Relations:** Chelsea Bishop Ward reported that Boot Camp was held on July 27<sup>th</sup> at ASU Beebe. Ms. Bishop Ward thanked Robin Hayes and all the staff for their hosting the event this year. This year at Boot Camp, there were 15 new professionals from universities and colleges from across the state: Henderson, NWACC, UALR, UCA, Philander Smith, UACCM, SEARK, ATU, ATU Ozark, Cossatot Community College, ASU Mountain Home, and Williams Baptist. Some of the sessions included: a high school counselor panel, travel, planning, safety, professionalism, FERPA, college fairs, presentations, and more. Evaluations were collected at the end of the event, and future programs will be adjusted based on the participants' feedback. The evaluations overall were very positive. Ms. Bishop Ward stated that this is a great event, and it is always exciting to welcome our new colleagues.

**Legislative Liaison** – Scott Post reported that the Legislature is gearing up for its 2013 session. Most of the initiatives and changes put in place during the last two sessions have been implemented. The final provisions of the Policy on Conditional College Admission (Act 1184) will be considered by the Coordinating Board (AHECB) on October 26, 2012 and are expected to go into effect for the Spring 2013 school semester. Rules governing Concurrent College and High School Credit that would allow students to enroll in remedial classes will go to the Legislative Rules Committee in October 2012, and has already been approved by Arkansas Department of Education.

Mr. Post also reported that ArkACRAO held a pre-conference workshop on October 3, 2012 with a Legislative Panel featuring Shane Broadway, Interim Director of ADHE; Representative Karen Hopper of Mountain Home, and Senator Johnny Key of Mountain Home. The panel discussed Lottery Scholarship funding issues that are expected to be discussed at length during the 2013 session. Several changes could be proposed, including ways to change the distribution of funds to students, and/or changes to the qualifications to receive the scholarship. The panel reminded those in attendance that there will be several new Representatives and Senators elected this November that may not have a background in education or be familiar with the issues affecting our campuses. They hoped that members of our organization would seek out those that represent our areas, and let them know what we are facing, and how the policy decisions they will make next year will affect our institutions and our students.

**Publicity/Publications** – Tracy Finch thanked Jason Blankenship and Sharon McDaniel for helping with the Directory. Ms. Finch also asked the membership to send her articles and share research.

#### **General Standing Committee Reports:**

**Nomination and Election Committee:** President Carter selected the following to serve on the nomination committee: Chelsea Bishop Ward and Jean Mitchell (VPs of the EC board whose terms are ending); Wayne Banks representing the Registrars and Judy Jones representing Admissions. The Past President serves as chair of the committee. Gin Brown stated that that the Nomination and Election Committee places the following slate of nominees before the members:

President Elect: Amy Mahan

Treasurer: Chelsea Bishop Ward (2 year term)

VP School Relations: Barbara Dunn (2 year term)

VP Records: Roz Blagg (2 year term)

VP Admissions Administration: Penny Hatfield (1 year term due to the resignation of Chad Cox)

The slate of nominees is to be approved by the Executive Committee prior to being placed before the membership. The EC approved the slate of nominees by email vote on July 27, 2012.

The Constitution requires a slate of nominees shall have been presented by the Nomination 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 nominees was placed

on the list serve on August 16, 2012. Wayne Banks, SAU Tech, moved to accept the slate of nominees as presented. Josh Rauls, UCA, second. Motion passed.

**Constitutional Review** – Alisa Waniewski reported that the Constitutional Review committee met on April 5, 2012 at Arkansas Tech University. Members in attendance were Susan Dewey, Tom Gattin, Chris Riggins, Chad Cox and Alisa Waniewski (chairperson). Charla Jennings was unable to attend. Ms. Waniewski thanked the committee for all of their hard work.

The recommended changes were presented to the Executive Committee on July 19 and approved with some revisions and additional recommendations. The proposed revisions were emailed to the membership via the ArkACRAO listserv on August 21, 2012. In addition to some minor grammatical/capitalization changes, some of the more significant recommendations include:

Article II Section 1

The committee thinks the section that describes how the president's SACRAO expenses are covered belongs in the Procedures Manual and not in the Constitution. The recommendation is to remove it from the Constitution and place it in the Procedures Manual.

Article II Section 4

The committee recommends changing the name of the Auditing Committee to the Annual Financial Review Committee. Additionally, in an effort to ensure that only those members who have paid membership dues participate in the Annual Meeting, the committee recommends adding "and provide a list of paid members to the secretary prior to roll call at the Annual Business Meeting." to that section.

Article V – General Standing Committees, Number 8 (Membership Committee)

The committee recommends deleting "establish and maintain rapport with" to "address concerns with active and" inactive members. This change will allow the Membership Committee to assist the Treasurer in collecting unpaid dues.

The committee also recommends adding a tenth general standing committee: Annual Financial Review Committee. This will define the committee that will provide an annual review of the Treasurer's books.

Article II of the By-Laws

The committee recommends defining the timeframe that officers begin their terms by adding "Serving terms that begin at the Annual Business Meeting," to the beginning of that section.

Article III Section 1 of the By-Laws

The committee recommends defining the Association's fiscal year as July 1 to June 30.

A copy of the proposed recommendations is in the Secretary's Notebook. Will Atkins, UCA, moved to suspend the rules to vote on all recommended changes at the same time. Wanda McConnaughay, Ozarka College, second. Motion passed. Rosalyn Blagg, ASU Mountain Home, moved to suspend the roll call and accept all recommendations from the Constitutional Review Committee. Linda Holland second. There was some discussion. Clark Atkins, PTC moved to amend the motion to reflect the use of the term "President's Manual or Quick Notes" instead of "Procedures Manual." Tracy Finch second. Motion by Clark Atkins passed. Motion made by Rosalyn Blagg passed.

**Professional Access and Equity Committee** – Allen Ford reported that the committee is working on setting goals and priorities for next year.

**Annual Meeting Program Committee** – Susan Dewey reported that the newcomers' breakfast went wonderfully, and she is looking forward to the networking opportunity this evening.

**Hospitality Subcommittee** – Linda Holland reported that the hospitality room was packed on the first night of the conference. Participants enjoyed beverages and snacks and joined in with a few Karaoke songs. The Hospitality Committee hopes that everyone had a chance to relax and unwind with friends from across the state. Ms. Holland thanked the members of the hospitality committee: Sheila Sommers, Sandra Spomer, and Sharon McDaniel. Ms. Holland stated that they did an outstanding job. This year's service project was to collect items and money for the Ronald McDonald House in Little Rock, and the Ronald McDonald Family Room in Fort Smith. For years the Ronald McDonald House (RMHC of Arkansas, Inc.) has provided families a *home away from home* while their ill or injured child receives medical treatment at an Arkansas Children's Hospital in Little Rock. Recently a second Ronald McDonald Family Room (RMHC of Arkoma, Inc.) was opened to serve the needs of families

of children in the Neonatal Intensive Care Unit at Mercy Hospital in Fort Smith. Your generous support will assist in continued operation of these facilities which provide sleeping, bathing, dining areas as well as laundry facilities. Ms. Holland thanked all who donated items or money for the service project. Ms. Holland gave a special thank you to Jean Mitchell, U of A, who donated a beautiful fall quilt and to Angie York at the Winthrop Rockefeller Institute for donating a one night stay at Winrock on Petti Jean Mountain. Both items were used as prizes for the raffle. Several bags of items were donated by conference attendees with an estimated value of \$400, and another \$562 was raised from raffle tickets and cash donations. The items and cash will be split with checks of \$261 going to Little Rock and \$261 to Fort Smith. Items left over from hospitality (cups, napkins, plates, soft drinks and snacks) will be donated to the service project. All in all, about \$1000 worth of items and cash were donated to the service project.

**Site Selection** – Ruth Hurst, U of A, reported for Robin Carr. The committee placed the following sites for consideration for the 2014 Fall Conference:

- Northwest Arkansas Convention Center Embassy Suites – Rogers
- Holiday Inn Hotel and Convention Center – Springdale

Sharon McDaniel, ASU, moved that the 2014 ArkACRAO Fall Conference be held at the Northwest Arkansas Convention Center Embassy Suites in Rogers, AR. Tom Gattin, HSU second. Motion passed. A copy of the Site Selection Committee's report is included in the Secretary's Notebook.

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

- Regina Wade-Carter – President
- Chelsea Bishop Ward – VP for School Relations
- Jean Mitchell – VP for Records
- Anthony Sitz – Retired from UCA
- Claire Gibson – Retired from Ouachita Baptist University
- Valerie Williams – Retired from UCA
- Joyce Baker – Retired from Ozarka College

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

**Membership** – Roz Blagg reported that the Membership Committee received five inquiries regarding ArkACRAO membership. The institutions requesting an application for membership are the following:

- Louisiana State University (Baton Rouge, Louisiana)
- Bacone College (Muskogee, Oklahoma)
- Imagine-Paul Mitchell Partner School (North Little Rock, Arkansas)
- Missouri State University- West Plains (West Plains, Missouri)
- Salon Professional Academy (North Little Rock, Arkansas)

Two of the above inquiries returned an application and need to be considered for Associate Membership:

- Bacone College
- Missouri State University

Ms. Blagg stated that both institutions are regionally accredited and non-profit. Roz Blagg moved to accept Bacone College for Associate Membership. Tracy Finch, ASU, second. Motion passed. Roz Blagg moved to accept Missouri State University for Associate Membership. Wanda McConnaughay, Ozarka College, second. Motion passed.

**Admission Administration and School Relations Oriented Standing Committees:**

**Articulation Workshop** – Ron Hudson stated that this year's Articulation Workshops were once again successful. Approximately 336 high school counselors, career coaches, and administrators were served. The breakdown for the 4 regions is as follows:

- Central – 157
- South – 59
- Northwest – 59
- Northeast – 61

Next year's host sites are as follows:

- Central - University of Central Arkansas
- South - University of Arkansas Pine Bluff
- Northwest - University of the Ozarks
- Northeast - Williams Baptist College

Mr. Hudson stated that he will be extending the invitation to institutions to determine who are willing to host during the Fall 2014 academic year as well.

**College Planning Program Clearinghouse** – Rachel Mullins reported for Mary Whiting. The 2012—13 calendar for college planning programs was released in mid-April. Scheduling and arranging the calendar included:

- Ana Hunt—SW, who also prepared the document for printing
- Deb Thompson—NE
- Mary Whiting—SE, NW, C

Scheduled fall programs will be completed in late October. Transfer fair dates are listed for 2013. There are always issues, including unscheduled programs, problems that inadvertently arise at scheduled fairs, etc. Most have been handled with ease. Ms. Whiting wanted everyone to know that she appreciates the comments, notifications of concerns, and support of all.

**Other Business:**

President Carter stated that she has been honored to serve as president this past year. President Carter passed the gavel to Susan Dewey. President Dewey thanked Ms. Carter for her guidance and dedication to ArkACRAO. President Dewey stated that she is honored to serve as president. She joined the organization in 2000 and has made many friends. President Dewey stated that she plans to keep ArkACRAO moving forward and appreciates the confidence we have placed in her.

President Dewey made some announcements regarding the conference.

**Adjournment:**

Robin Hayes, ASU Beebe, made a motion to adjourn. Alisa Waniewski, ATU, second. Meeting adjourned at 2:30 p.m.

Respectfully submitted,

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Rachel Mullins, Secretary 2009-2013

Approved:

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Regina Carter, President 2011-2012

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Susan A. Dewey, President 2012-2013