



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

**Executive Committee Meeting
Thursday, December 5, 2019
UA-Pulaski Technical College
Little Rock, Arkansas**

Members Present: Brandi Tripp, Chad Cox, Tawana Greene, Kim Bigger, Rachel Mullins, Scott Post, and Ana Hunt.

Call to Order: President Tripp called the meeting to order at 10:29 a.m.

Approval of Minutes from Executive Committee (EC) Meetings, October 4, 2019: Copies of the October 4, 2019 EC meeting minutes were emailed and reviewed. Kim Bigger moved that the minutes be accepted. Ana Hunt seconded. Motion passed and the minutes were approved. Copies of the approved EC minutes are included in the Secretary's notebook.

EXECUTIVE COMMITTEE REPORTS

President: Fall conference email evaluation results were emailed out, overall they were favorable other than some comments regarding the hotel. She thanked everyone for all the hard work. Still working on committee chair designations; reached out to Mary Whiting regarding her continuation as CPP chair, but she has asked for additional time to consider in light of the death of her mother. A complete list of recommendations/assignments should be available to email soon.

President Elect: Completed walk-through was done for SACRAO; will have business meeting at SACRAO; after seeing what VA does this year, we will most likely not have a meal, but should be able to provide additional information. President Tripp mentioned there were members who signed up to assist with the conference but since we won't have a fall conference due to SACRAO, she will forward those name to President-Elect Cox for any assistance he deems necessary.

Past President: On 10/5/19, I contacted the Texarkana Arkansas Convention Center and Helms Brisco regarding a revised contract for 2021. A draft revised contract was sent to me on November 8th. I sent revisions back (date corrections were needed). My contact at the hotel has confirmed that she has received my revisions, but I am still waiting on the final version to sign.

Prior to transitioning the responsibilities of VP for Information Technology responsibilities to Ana Hunt, I completed the following duties:

- Added to the listserv all those who had requested it on their Fall Conference registration form
- Submitted website updates to the ArkACRAO webmaster
 - 9/24/19 Request:
 - Meeting minutes for July 13, 2017, Annual Business Meeting – October 5, 2017, March 8, 2018, July 11, 2018, October 5, 2018, December 6, 2018, and March 7, 2019
 - 10/11/19 Request:



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- Revised Constitution
- Revised Executive Council Members Page
- Revised Membership Page
- Revised Past Presidents Page
- Add Charlotte Strickland PowerPoint to the Presentations Page
- 10/16/19 Request:
 - Meeting minutes for July 2019 and 2018 Annual Business Meeting

Position Descriptions – I would like to submit to the EC for consideration revisions to the following position descriptions:

- Past President
- Vice President for Information Technology
- Hospitality
- Membership
- Publicity and Publications

The draft revisions were emailed to President Tripp for review on 11/20/19 and emailed to EC on 11/25/19. Brandi saw the following revisions: cost of the CPP need to be updated with new fee structure and under membership chair, the recommendations need to be sent to Chad Cox made a motion to approve the recommendations with the changes, second by Kim Biggers; all in favor, motion carried. President Tripp will make the changes and forward to Secretary Greene for inclusion the Secretary's Notebook.

Secretary: No new report.

Treasurer: profit/loss from all 2019 events were provided; we made a profit at fall conference.

1. Support Staff Workshop: revenue = 1,258.88 – expenses = 756.24 for a total profit of 631.32
2. Registrar Therapy: revenue = 1,075.94 – expenses = 168.37 for a total profit of 787.57 with 120 in registration still outstanding which will increase revenue to 907.57 once collected
3. Boot Camp: revenue = 1,435.88 – expenses = 563.77 for a total profit of 792.11 with 80 in registration still outstanding which will increase revenue to 872.11
4. Fall conference: revenue = 22,139.40 – expenses = 21,503.50 for a total profit of 635.90 with 1,650 in registration still outstanding which will increase revenue to 2,285.90. President Tripp noticed there were discrepancies in speaker fees that will need to be changed but we will still have a profit.

Scott made the motion to accept the Treasurer's report, second by Chad Cox; motion carried.



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Vice President for Admission Administration: Joey Hughes was unable to attend, but the following report was emailed:

- Mary Whiting is awaiting confirmation regarding hosting Southern Articulation at UAM. She is very much hoping to host this year. SAU Tech would be the second option followed by Henderson State as the 3rd option.
- Awaiting confirmation from John Proctor regarding leadership for College Fair Automation partnership.
- Kyanna Beard is being nominated for Articulation chair if we are ready to move forward with committee nominations.
- I am for regional college fairs for juniors in the spring.

Vice President for Records: Support Staff workshop location has not been determined and will be held March 19, 2020. A few locations have been recommended and will try to keep it in Little Rock or Conway. Received confirmation from Audra from UA-Fayetteville for a presentation on International Students; made contact with group from UACCB regarding Autism. One other topic that was recommended was Customer Service. Scott asked if anyone has contacts to forward them. Brandi mentioned she will send topics Mrs. Charlotte Strickland presents on that he can review.

Vice President for Registration: no report

Vice President for School Relations: Amy Foshee was unable to attend; no report.

Vice President of Information Technology: Ana Hunt is working on getting old minutes uploaded; she did notice that Scott's position/title needs to be updated, so she will get that updated as well.

Legislative Liaison: Chris Robinson was unable to attend; no report

Publications/Publicity: Heath Sims was unable to attend, stated he had no report.

Historian: Jamison Hall was unable to attend; no report

OLD BUSINESS

NEW BUSINESS:

SACRAO Scholarship: the following applications were submitted. Patti mad the motion to select Tawana Greene as the 2020 recipient, second by Scott Post; motion passed.



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SACRAO 2021: Planning is in full swing. SACRAO provides a \$5500 LAC seed money to get started; \$5000 will be used and the remaining \$500 is for security. Vicky Summers, LAC and Chris are on the account along with the SACRAO Treasurer. Jonathan Reece, current SACRAO Treasurer has accepted another position at his institution, so he is stepping down; another Treasurer will be named at the conference; all committee chairs are in place and he's met with everyone except Tracy Finch, chair of Corporate Sponsorship, and he will follow up with her in January.

SACRAO will be watching both the 2020 and 2021 budgets really close; Chris stated that he will send an email to the listserv to request volunteers to staff the 2021 conference table during the conference. He's looking to purchase promo stickers to give out at the conference. However, he needs assistance since he doesn't do the ordering in his department. It was recommended he check 4imprint.com for pricing. Little Rock Visitors Bureau will also provide materials. He will also visit other agencies for promotional items.

Once there is a list of all AR attendees, during the breakfast on Wednesday morning, we will need to decorate all the tables with 2021 items. Chad made the recommendation that each school could provide promotional items. The theme will be from 2004: Rocking on the River, Part 2 and the logo has been made. Kim recommended he look on oriental trading and find guitars, records, etc. and have them shipped to VA to avoid having to check it all when flying. Guitar pics were also recommended, Chris stated he will go by Guitar Center to see if they have any items or if they'd be willing to sponsor.

There will be a 1 minute 31 second video played from the Visitor's Bureau and if possible, since we will be in the DC area, to have one of the AR senators or representative (Kim recommended Rick Crawford, NE representative –sings & plays and instrument) to give an official welcome. Kim also recommended Mike Huckabee as an option.

President Tripp mentioned if there was an opportunity or is there usually a time to meet with the current LAC prior to leaving SACRAO. Chris and Hope Reynolds, VA LAC have spoken about the potential for her chairs and the AR chairs to meet. He's recommending Saturday since VA will host their annual business meeting on Sunday morning. But, if it's not possible for everyone to meet together, each committee chair may just need to meet up as schedules permit. He has shared the current LAC chair and committee contact information for follow-up and assistance—even they can't attend the conference, it's recommended they reach out by March. Chris does want Chad to speak with their Physical Arrangements Chair because everyone's work evolves around the arrangements and to ensure there is no overlap.

Recruiting Rules: Chad mentioned that NACAC had rules, but a school asked if there were any rules on recruiting students during Junior year without a 6 semester transcript.



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Website: Rachel mentioned that as we adjust our contract with Blaine, we need to consider the amount of updates we make and how often they're made since the hours need adjusting. We typically run out and he has mentioned that it needs revising. Currently the contract states 30 hours of work

Date, Place, & Time for next EC Meeting: President Tripp asked which March dates worked for everyone. Kim gave the dates for Spring Break and the date for Support Staff Workshop was considered. Chad asked that look at the day before or the day after the support staff workshop. He also stated that if we keep the meeting in LR to push it back 30 minutes. The next meeting will be held on Wednesday, March 18, 2020 at 10:30 am at UA-PTC. If the location is not available, President Tripp will notify everyone by email.

Adjourn: Chad Cox made a motion to adjourn the meeting, second by Ana Hunt. Motion passed. The meeting was adjourned at 11:52 am

Respectfully submitted,

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

Tawana Greene, Secretary 2019-2021

Brandi Tripp, President 2019-2020