



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

**Executive Committee Meeting
Holiday Inn Convention Center Texarkana, AR
Thursday, March 31, 2022**

Membership:

Zeda Wilkerson, President
Tyler Bittle, President-Elect
Chad Cox, Past-President
Samantha Huggins, Treasurer
Alexis Scrimshire, Secretary
Kyana Beard, Vice President for Admission Administration
Heath Sims, Vice President for Information Technology
Lozanne Calhoun, Vice President for Records
Sarah Philpot, Vice President for Registration
Brandie Gibbs, Vice President for School Relations

All members were present except for President-Elect Bittle, VP Sims, and VP Calhoun.

Call to Order: President Wilkerson called the meeting to order at 12:05 pm.

Approval of Minutes from Executive Committee (EC) Meetings, December 15, 2021: meeting minutes distributed via email for review and approval. Vice President Gibbs moved to suspend the reading of the minutes, second by Treasurer Huggins. Motion to approve and accept the minutes by Past-President Cox; second by Secretary Scrimshire. Motion passed and minutes approved.

Treasurer's Finance Report, Samantha Huggins

Beginning Balance as of February 28, 2022: \$30,590.10
Deposits: \$450.00
Checks: \$1,274.82
Ending Balance: \$29,765.28
Estimated CD Balance (no recent statement): \$9,767.85

Treasurer Huggins went to the bank to get added to the account but they wanted to take Patty Carson off at the same time and Linda Holland needed to be there as well to do that. Treasurer Huggins and Linda are going back to the bank on Friday, April 1 to get everything situated.

There are some outstanding items such as President Wilkerson's SACRAO expenses and the expenses of the recipient of the SACRAO scholarship which will need to be reimbursed.

Vice President Gibbs moved to accept the treasurer's finance report, seconded by Secretary Scrimshire. Motion passed.



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

**Executive Committee Meeting
Holiday Inn Convention Center Texarkana, AR
Thursday, March 31, 2022**

President (Zeda Wilkerson)

President Wilkerson reported she is humbled by the confidence placed in her by the ArkACRAO membership to serve as the President for the remainder of the 2021-22 term. She completed the following items during the month of March:

- Scheduled March EC meeting to be held in Texarkana. Coordinated this with Pam Siefert in the Sales Department at the Holiday Inn Texarkana, and also planned for a virtual option for officers unable to be present in person.
- Emailed with Brandi Tripp to get input on previous fall conference planning. She was a tremendous help and sent a detailed checklist to both President Wilkerson and our President-elect Tyler, Bittle (ASU-B).
- Confirmed with SACRAO that the SACRAO at ArkACRAO fall conference representative, will be our own Chad Cox.
- Asked Brandi Tripp to serve as the Financial Audit Committee chair due to her experience as a former treasurer for ArkACRAO.
- Coordinated with Tawana Greene and Chad Cox to provide signed copies of the February 2022 Business meeting minutes to Samantha Huggins and Linda Holland so that Samantha could be added to the ArkACRAO Bank account.
- President Wilkerson will be reaching out to AACRAO regarding the AACRAO rep for the Fall Conference.

One of the first things we must do is establish a theme for the Fall Conference.

She is working to fill all of the committee slots. She spoke with Luke Kordsmeier (UACCM) at SACRAO about serving as the hospitality chair for the Fall Conference.

President Wilkerson is going to distribute role descriptions to Executive Committee members for their review or their positions.

It was decided that Registration would remain at \$110 with a T-shirt.

President-Elect, Tyler Bittle: No report.



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

**Executive Committee Meeting
Holiday Inn Convention Center Texarkana, AR
Thursday, March 31, 2022**

Past President, Chad Cox

Past-President Cox has a list of SACRAO vendors for 2022 and will reach out to them with a “Save a Date” for ArkACRAO. He did mention it to many during the SACRAO meeting. We have a goal of 8 vendors.

We do not have changes for our sponsorship levels, but will update to clarify vendor roles

Jennifer Wright – SACRAO Outstanding Presentation, and it was discussed to ask her to do her session at ArkACRAO.

Arrangements for the 2023 fall conference in Jonesboro are in progress

Outstanding memberships – working on getting these paid, about 30.

Secretary (Alexis Scrimshire): No report.

Vice President for Admission Administration, Kyanna Beard:

VP Beard is meeting with College Fair next week. Bootcamp dates and location will need to be determined soon. It was discussed that UACCM is a convenient location to hold bootcamp. VP Gibbs offered to help with bootcamp.

Vice President for Records, Lozanne Calhoun:

VP Calhoun sent the following report to be shared - Support Staff Workshop will be held virtually on April 21st currently with two topics, but she is working on one more.

Vice President for Registration, Sarah Philpot: No report.

It was discussed that the VP of Registration was responsible for Registrar Therapy and that it was normally hosted midsummer.



Arkansas Association of Collegiate
Registrars and Admissions Officers

Executive Committee Meeting
Holiday Inn Convention Center Texarkana, AR
Thursday, March 31, 2022

Vice President for School Relations Report, Brandie Gibbs:

An Admissions Therapy has been on the wish list, and has been brainstormed with a few ideas, but not sure it can fit the timeline at this time.

Vice President for Information Technology, Heath Riddle-Sims: No Report

Legislative Liaison: No Report – this position is currently unfilled

Publicity/Publication: No Report – this position is currently unfilled

General Standing Committee Reports: No Report – these positions are currently unfilled

Constitutional Review
Nomination and Election Committee
Professional Access and Equity Committee
Hospitality Subcommittee
Site Selection
Membership
Recognition Committee

Admission Administration and School Relations Oriented Standing Committees: No Report - these positions are currently unfilled.

Articulation Workshop
College Planning Program Clearinghouse
College Fair Automation

Set Date, Place, & Time for next EC Meeting: TBA - Will be decided once the dates for bootcamp have been established.

OTHER BUSINESS

NEW BUSINESS

Adjourn: President Wilkerson adjourned the meeting at 12:52 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Alexis Scrimshire".

Alexis Scrimshire, Secretary 2021-2023

Zeda Wilkerson, President 2021-2022