



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

Executive Council Meeting
Thursday, July 13, 2017
University of Central Arkansas
Conway AR
10:00 a.m. to 1:00 p.m.

Members Present: Chris Riggins, Keesha Johnson, Linda Holland, Barbara Dunn, Megan Gabbard, Amy Foree, Debrah Mitchell, Brandi Tripp, Chad Cox, Jessica Williams, Jean Mitchell, Matthew Cummings, as well as Randy Scaggs and Whitney Hall (both via telephone).

Call to Order: President Riggins called the meeting to order at 10:19 a.m.

Welcome: President Riggins welcomed the Executive Committee and Committee Chairs present, and thanked everyone for attending the meeting.

Approval of previous minutes from Executive Committee (EC) Meeting, March 10, 2017:

Minutes of March, 2017 EC meeting were read and reviewed: President Riggins requested a motion be made to approve the minutes. Brandi Tripp moved that the minutes be approved. Jean Mitchell seconded. Motion passed and the minutes were approved. Copies of the approved EC minutes will be included in the Secretary's Notebook.

Treasurer's report: Brandi Tripp supplied the July 13, 2017 Financial Report.

- Current bank balance
 - \$16,429.65 and
 - See balance sheet for details.
- Fall Conference
 - Lacking registration fee for 2 people. Contact has been made for payment.
- We still have a balance in the PayPal account, I will work with Blayne to retrieve.
- Support Staff Workshop 2017 –
 - Revenue of \$209.76 see Profit/Loss sheet provided for details.
- Membership dues received for 2017 from:
 - 14 members
 - 8 associate members.
- Fall Conference 2018

- Two paid vendors
- The tax form for ArkACRAO was submitted.

President Report: President Chris Riggins spoke on the following points.

- Jordan Hale from UAFS has accepted another position at the university. His new position is not part of ArkACRAO. As of June 2017, Jordan resigned from the VP of School Relations. Replacement for his position will be voted on during the October conference.
- SACRAO coming to Arkansas:
I was contacted on July 3, 2017 by SACRAO President Louis Hunt that SACRAO 2020 will be held in the state of Virginia. The year 20201 is the year for SACRAO to return to the central region and he would like for us (ArkACRAO) to submit a bid. The bid should be submitted by mid-March 2018 for the year 20121.
- The Arkansas Career Development Association (ACDA) Conference is scheduled for July 20-21, 2017. (Who can attend? Mary Whiting, Mark Pruitt, and Megan Gabbard.) ** Derrick Winston from College Fair Automation will be in attendance.
- Arkansas School Counselor Association (ArSCA) Conference is scheduled for July 19-21, 2017. (Who can attend? Mary Whiting, Mark Pruitt, and Megan Gabbard.) ** Derrick Winston from College Fair Automation will be in attendance. Also ArkACRAO has purchased an exhibitor table, and welcome anyone to come out and help man the table.
- ArkACRAO Official Letterhead. A copy of the letterhead in use. Should the organization's name should be typed out below the logo? The committee agreed that it should. Megan will work to revise the letterhead design.
- ArkACRAO website links:
I think the website needs links such as School Counselor, Purchase College Planning Program Calendar, and College Fair Automation. If we can implement these links then it could reduce some phone calls and emails regarding the above mentioned areas.
 - Chad suggested to add under "Resources."
 - A suggestion was also made to create two separate Listserve be created for School Counselors and Career Coaches:
 - Create by adding verbiage to the registration for Articulation Workshop on our website.
 - This list could be dumped and replaced each year with new registration.
 - Information would only be accessible to ArkACRAO members.

President-elect Report – Keesha Johnson

- Will send Brandi a request for speaker fees for Andy Masters.
- Will send out cost for the conference to the EC in the next few days.
- \$1200 for meeting space (entire event)
- \$100 AV rate (entire event) but we may need to bring some projectors and laptops.
- \$100 for sound system on the deck if we choose.
- \$15/hour, plus .50/mile, and a \$20 cleaning fee for the Hospitality Van.
- Condo rentals are \$150/night (2br, 2 bath), can split into individual bills.
- Will send out call for proposals next week.
- Pre-conference with Dr. Markham (ADHE)

- Will work with Matt on Hospitality
- Need to finalize meals by 7/14/17.
- Need SACRAO/ACRAO reps registration fee waived and comp lodging.

Past President: Past President Scaggs reported that two vendors have confirmed for the 2017 Fall Conference to be held in Fairfield Bay. A couple of others have said maybe. He hopes to end up with 4-5 vendors for the conference. He asked that President Riggins supply the names of the Members at Large for the nominations committee.

- Randy will reach out to past presidents to invite them to the Past President's luncheon.
- President Elect Keesha Johnson, asked for a list of vendors who will be presenting at conference.

Vice President for Admissions Administration & Vice President for School Relations Combined Report:
Whitney Hall and Magen Gabbard reports

- Boot Camp is set for July 20, 2017, Central Baptist College, Conway, AR
 - Contact: Justin Moore, Director of Admissions
 - Agenda is attached via email.
 - Online registration closes today at 5:00 PM; 25 attendees have been confirmed as of 3:00 PM.
 - Final details are finishing up, which include: preparing the remaining attendee folders, approving presentations, and gathering more door prizes.
 - A food and beverage invoice will be provided following the event.
 - Agenda attached.
- Articulation Workshops – Mark Pruitt, Harding University

In regard to the upcoming Articulation Workshops, the following dates and locations have been set:

Tuesday, Sept. 5: Arkansas Northeastern College, Blytheville

Wednesday, Sept. 6: UAFS, Ft. Smith

Thursday, Sept. 7: SAU, Magnolia

Friday, Sept. 8: Harding University, Searcy

Last year, Registration and Opening Remarks were moved to an earlier start time so everyone could depart by noon or shortly thereafter. The same schedule will continue this year. Registration is at 8:45 am and Opening Remarks will begin at 9:30 am. Each location has been visited and verified they will provide a welcome from a school executive, as well as provide Financial Aid updates from someone in their Financial Aid Office. Tables, chairs, and breakfast items have all been requested. Follow up with each location will be after July 15.

Registration for the Articulation Workshops will open Aug. 1 and close Aug. 31. Because of the overwhelming number of emails sent to Blayne Stewart last year regarding online registration issues, it has been requested that all emails be sent to Chad Cox. Chad has been contacted regarding the online registration process, and he confirms it should be good to go. A follow up will be made soon.

Save the Date emails to both College Admissions counselors and High School Guidance Counselors/Career Coaches have been sent out via the Listserve. One issue that has come up from several Guidance Counselors/Career Coaches is the fact that the date of the Central Articulation

Workshop (Friday, Sept. 8 at Harding) is the same date as some other required event for them in Little Rock. It has been requested we change our date, as many of them will be at the other event. This may be an issue for years to come. Obviously, it cannot move the workshops later because of the calendar, nor can it move to a Monday-Thursday format because of Labor Day. Would it be possible to move the Workshops to the previous week? Or could the organization contact the other venue and see if they can move their event to a different date in the future?

- Clearinghouse Calendar – Mary Whiting, University of Arkansas at Monticello

The Clearinghouse calendar was completed on April 3, 2017, and was distributed electronically to the identified contact person for each institution/current member of ARKACRAO. Any current updates have been made through the Listserv. Sales of calendars are in progress. Brandi can provide information regarding funds received.

Notes:

For the most part, everyone involved was agreeable and helpful. A few comments have come in regarding counselors contacting others in AA about a date. November and January are being held as done in the past for possible scheduling. Any information is needed that is available, including contacts. A few contacts have been received about scheduling for next year, too. Notes are being held right now. Any additional information would be helpful.

- College Fair Automation – Megan Gabbard, University of Arkansas at Fort Smith

The following contacts were scheduled:

- Counselors - April 3, May 3, and May 5 (Webinars) and May 15
- Scheduled - August 1
- Colleges - May 3 and June 1

ARSCA – A representative from GotoCollegeFairs is presenting at Articulation Workshops. As of July 10, 20 member schools have ordered scanners.

- Boot Camp
- College Planning Program Clearinghouse
- Articulation Workshops
- College Fair Automation
- Other

Vice President for Records: Jean Mitchel has been busy scheduling Support Staff Workshop 2018.

- When: Thursday, March 15, 2018
- Where: At Lake Point Conference Center, Russellville AR
- Speakers: Session: “Communicating Effectively in the Workplace”
Tara Carr, Assistant Director Admissions School & College Relations
University of Arkansas, Fayetteville

Session: "Dealing with Difficult People"

Anne Raines, Associate Director Enhanced Learning Center
University of Arkansas, Fayetteville

- I and my small committee are now working on getting door prizes for the event.
- Need to confirm that there's no charge for meeting space – if there is a charge, we need to factor that into our budget.
- Proposed budget:
 - 35 attendees at \$35.00 \$1,225.00
- Expenses:
 - Speaker fees 2 @\$150.00 \$300.00
 - Lunch \$18.00 per person \$630.00
 - Break – cookies/beverage \$ 55.00
- Total expenses \$985.00
- Balance \$240.00
- There will be miscellaneous expenses for various supplies (name badges, mints/chocolate to be placed on tables etc.) that will be covered by the valance of the income.
- With Chad's help, will have a Save the Date ready at fall conference.

Vice President for Registration: Linda Holland is pleased to present this year's agenda for Registrar's Therapy to be held July 19-20, 2017 at the Holiday Inn Express and Suites located at 2330 Sanders Rd, Conway AR 72032 (behind the Walmart Supercenter).

Registrar's Therapy Agenda

Wednesday, July 19

12:30 – 1:00 p.m.	Registration
1:00 – 1:15 p.m.	Welcome and Introductions
1:15 – 1:30 p.m.	SACRAO/ACRAO Welcome and Conference Info - Wayne Banks, SAUT
1:30 – 2:20 p.m.	Using Ergonomics to Reduce Pain or Injury - Ellen Haverstick, PT, Advanced Physical Therapy
2:20 – 2:30 p.m.	--- Break ---
2:30 – 3:20 p.m.	Remedies for Registrars - Chelsea Ward, GuidEd Solutions
3:30 – 4:30 p.m.	Taking Care of Business - Erick Lindstrand, Office Depot

Thursday, July 20

8:30 – 9:20 a.m.	The Legacy of Winthrop Rockefeller - Janet Harris, Director of Programs Winthrop Rockefeller Institute
9:20 – 9:30 a.m.	--- Break ---
9:30 – 10:20 a.m.	Update from ADHE - Dr. Maria Markham, Director of Arkansas Department of Higher Education
10:20 – noon	Birds of a Feather

- Prep for Registrar's Therapy Continues...
 - Sent email reminders to all presenters, will contact again on Monday, July 17th.

- Currently 21 people are registered to attend. Registration will be open through morning of the event, but have asked those who plan to attend to register by this Friday, July 14th if possible.
- At \$40 each, event has a current budget of \$840.00. Payment of \$320.00 has been made to the hotel to cover the meeting space, coffee and water. Gifts for speakers will be purchased.
- Purchasing sodas and snacks to provide during breaks, but dinner and breakfast is on their own.
- Door prizes will be drawn for at the end of each session, some prizes are being provided by the presenters, others will be purchased.
- Opportunities for networking on Wednesday evening.
- Will be stopping by the hotel following this EC meeting to test the hookups for audio equipment.
- Advanced Physical Therapy is providing enough bags for Registrar's Therapy and Boot Camp.
- Conway Chamber of Commerce is providing some content for attendee bags.

Constitutional Review Committee– Amy Foree, Chairperson

1. Proposal for new position:

Vice President for Information Technology

Shall be responsible for coordinating the affairs of the Association in the professional area of technology. This VP shall serve as a member of the program committee for the annual meeting and coordinate program activities to the professional areas of information technology. This officer shall be responsible for coordinating updates to the ArkACRAO website. This officer shall be elected by a majority of the votes and serve a two-year term. Specifically:

- IT needs at the annual conference
- Act as liaison between board members and website developer
- Amy included an email from TACRAO about their VP Info Technology position and suggests that we read it for more information.

Discussion by EC: It would be a good idea to have one person communicate with Blane in order to streamline the process.

2. Add Association Historian Chair position:

For comparison purposes:

Section 8. The Publications/Publicity Chairperson shall be appointed annually by the President and shall be an ex-officio member of the Executive Committee. The president may appoint one or more members to this position.

The Publicity and Publications Committee – shall have responsibility for publishing a minimum of two (2) newsletters per year. Further responsibilities shall be the publication and distribution of the ArkACRAO Directory and submission of article to the regional (SACRAO) newsletter.

Discussion by EC: If Historian Chair is created, this position should be responsible to:

- *Take or collect pictures to be shared at Fall Conference.*
- *Collect archive info such as how long colleges have been members, or how long an individual has been a member of ArkACRAO.*
- *Maybe help supply information on retirees.*

3. Should appointments for Nominations and Election Committee be made by chair (past-President) instead of President?

Discussion by EC: Explained this change is not needed because the intent or reason is to uphold a “balance of power.”

- *Would like to see the word “Chairman” changed to “Chairperson” in the constitution.*

Hospitality Committee– Matthew Cummings, Chairperson

- Working on the Community Project for Fall Conference, the Animal Shelter is a possibility, still researching others.
- Working on ice breakers and games
- Shuttle for Hospitality
- If we have an outside event, people may want to bring blankets.
- Plans for visit the facility for hospitality planning purposes prior to the event.

Legislative Liason – Chris Robinson, Chairperson submitted the following report as a summation identifying a few items/bills that impacted this past year.

Key items that shaped this past year are based around the implementation of the Master Plan for Higher Education in the state of Arkansas.

- Performance Based Funding Initiative and the metrics associated with it.
- AR Futures Grant
- Strategic Communication Plans
- Commitment to attract and graduate non-traditional students.

These initiatives are being implemented with the intent to increase overall graduation rates in the state and provide a better prepared local workforce.

Gender Equity and sanctuary topics were the topic of many discussions.

The ability to complete the FAFSA and new submission protocols along with the ability to apply for AR Challenge earlier in addition to YOUNIVERSAL opportunities has had positive feedback.

Listed below are a few items that were prevalent in the latest legislative sessions.

Appropriations Finance/Financial Aid Academic Affairs
Licensure Impacting Higher Ed
State Agency Bills Impacting Higher Ed Impacts All Higher Ed Institutions
Impacts Some Higher Ed Institutions
Interim Study, Task Force and Non-Funded Legislation ADHE Bills (non-finance)

Attached is Chair Robinson full report, which lists in detail each bill and ACT.

Membership Committee – Jessica Williams, Chairperson

- Associate Members to be presented for a vote at fall conference:
 - Grand Canyon University (On-line School)
 - Newman University
- Will look to see how long current institutions have been members of ArkACRAO.

Publications and Publicity Committee & Technology Liaison – Chad Cox, Chairperson

- a. Directory
 - i. Online Directory Updates
 - 1. 1st reminder went 5/23
 - 2. 31 have updated since then, 46 have not
 - ii. Quick Book Quotes
 - 1. Print & bind 7x8.5" saddle stitched booklet, 80# Accent/Finch cover, 60# white text, 76 inside pages, 750 quantity (same as last year)
 - a. ASU – \$2,215 (plus applicable sales tax)
 - b. UA - \$2,607.42 (could be reduced to \$2,118.00 if 20# paper was used instead)
 - 2. In 2015, we paid UCA \$283.25. In 2014, we paid UAFS \$1490.68.
 - 3. Target to be print ready by end of July.
- *Discussion by EC: Debrah Mitchel suggested we get a bid from the Prison in Wrightsville, AR. She said the quality and price were good on things she had them print, gave number to Chad to check into..*
 - a. Newsletter
 - i. Behind schedule - hopefully by end of August
 - 1. Wayne at AACRAO
 - 2. Conference Preview
 - 3. Quilt
 - 4. SACRAO Review
 - b. List Serve
 - i. Proposal – Use the individual member list of the online directory as the basis for list serve maintenance.
 - 1. Only 18 schools have listed anyone
- Technology Liaison
 - a. New Process
 - i. Technology Request Forms

- b. Forms
 - i. Interactive forms on website

Recognition Committee – Barbara Dunn, Chairperson was appointed after a vacancy was left by Christine Pacheco.

- Will recognize individuals who have provided long-time service in their position, those who are retiring/have retired, and those who are leaving their post in ArkACRAO.
- Will order awards/plaques for those being commemorated during the ArkACRAO Annual Fall Meeting.

Discussion by EC: The President would like to see the organization also honor or mention institutions that have received outstanding achievement awards (regionally or nationally). A creation of a “Rookie of the Year for Admission/Registrar was also discussed but nothing voted on.

Site Selection Committee – Debra Mitchell, Chairperson is waiting to hear back on an additional location for vote. But the three they are considering are:

- Lake DeGray State Park
 - The Hotel Hot Springs (formerly the Austin, completely remodeled)
 - The Arlington
-
- May also look at the Embassy Suites.
 - Debrah also presented the possibility for finding an event planner for future events.
- Discussion: Such services are paid by the hotel, they take care of all negotiations with hotel for conference space, audio visual, sleeping room rates, etc. It would cut down on the leg work required to visit all of these locations.*
- A motion was made by Debrah Mitchell, seconded by Amy Foree, to research and bring forth nominations for an event planner service to be voted on by the membership at the fall conference in October. All EC were in favor.

New Business –

- Whitney Hall would like us to look at TACRAO’s site which shows what each committee is doing each month. Can include in the binders for EC to increase efficiency.
- EC committee may meet again about a month prior to Fall Conference. No date set yet.

President Chris Riggings thanked everyone again for attending the meeting. Motion to adjourn by Brandi Tripp, and second by Amy Foree.

Adjourn: Meeting adjourned 1:05 p.m.

Respectfully submitted,

Zeda Wilkerson, Secretary 2015-2017

Chris Riggins, President 2016-2017