



**Arkansas Association of Collegiate
Registrars and Admissions Officers
December 5, 2017
Executive Committee Meeting
University of Arkansas Little Rock –
Charles W. Donaldson Student Services Center – SSC213**

Members Present: Chad Cox (by phone), Whitney Hall (by phone), Keesha Johnson, Jean Mitchell, Rachel Mullins, Brandi Tripp, Chris Riggins, Mary Whiting, and Zeda Wilkerson.

Call to Order: The meeting was called to order at 10:22 a.m.

Approval of Minutes from Executive Committee (EC) Meetings, October 6, 2017: Minutes of the October 6, 2017 meeting EC meeting were read and reviewed. Vice President Cox made a motion to approve the minutes. Treasurer Tripp seconded. Motion passed and the minutes were approved. Copies of the approved EC minutes are included in the Secretary's Notebook.

Welcome: President Johnson welcomed the Executive Committee members present. Before turning discussion to new business, President Johnson invited comments on old business.

OLD BUSINESS: President Elect Mullins asked if the contract had been signed for Hot Springs. Keesha will send to us for review before signing. Treasurer Tripp mentioned that if a deposit is required she will need to know.

SACRAO 2021– Past President Riggins talked to Kimberly first week of November. She will see when she needs to start a bid. Past President Riggins said they will want the proposal. We will want to have Save the Date cards to pass out to vendors at SACRAO in February. President Johnson asked Treasurer Tripp if there is a process for getting her registered for SACRAO, and Treasurer Tripp said she can do the registration.

The SACRAO scholarship was discussed it was decided that December 1st needs to be the deadline. We need to make sure to announce the scholarship at the Fall Conference, and then the

applications can be reviewed and the recipient selected at the December EC Meeting. For this year's SACRAO scholarship Secretary Wilkerson will email out the applications to EC to review and vote.

NEW BUSINESS:

President: President Johnson invited Mary Whiting to attend and discuss the ArkAcrao Calendar. Prior to the calendar discussion the Executive Committee discussed possible committee chairs and using the pool of those who completed I'm available forms to create committees. Vice President Cox sent out a spreadsheet containing all those who completed the forms.

President Johnson opened the floor for the Clearinghouse Calendar discussion:

- Question of if changes need to be made.
- Need to present a united front (Keesha will represent ArkAcrao).
- Fairs at two-year schools
- Fairs at high schools – new personnel may not understand the role of ArkAcrao in coordinating the calendar. Might be best to physically go and see/talk to counselors, build relationships.
- There is a need to be mindful of college travel budgets. For some travel into November is not feasible.
- We need to know specific concerns from schools.
- We need to make sure districts are served not individual institutions/schools.
- Need to evaluate certain fairs to determine efficiency and equity.
- Need to be mindful of other organizations and their activities.
- Mary Whiting has been in contact with a few schools for their input. She also shared a variety of things she encounters or that must be taken into account when setting up the calendar.
- In addition to new personnel, high school schedules must be taken into consideration.
- Mary Whiting also noted a couple of fairs that are hosted very well, particularly ASU Beebe and National Park.
- We might also want to consider partnering the Department of Career and Technical Ed. for a centralized Little Rock area fair.

President Elect:

President Elect Mullins reported the following regarding fall conference preparation:

- President Elect Mullins has begun contacting possible keynote speakers inquiring about availability, fees, topics, etc.
- President Elect Mullins has left a message with Ms. Kimberly Bigger at Wyndham Riverfront in North Little Rock requesting to discuss the contract and view the facilities. She would like to change the number of rooms allotted. Currently the contract reflects 51

rooms the first night and 101 rooms for the second night. President Elect Mullins confirmed with the EC that typically we request 80 rooms for each night. She also asked the EC for suggested questions for Ms. Bigger. The EC suggested some things to ask regarding the cutoff date for numbers for meals, breakout room set up, AV equipment, and the hospitality suite.

- President Elect Mullins asked President Johnson when she anticipated finalizing the committee assignments so that she could begin planning some things with the Annual Meeting Program Committee. President Johnson stated that she hoped to have appointments completed by the end of the fall semester.
- President Elect Mullins requested that Ms. Tripp send her the 2016 Fall Conference Profit/Loss sheet so that she can have an estimate on typical expenses for the conference.

President Elect Mullins inquired if we had signed the contract for the hotel in Hot Springs for the 2019 Fall Conference. President Johnson stated that she would contact the hotel to get a copy of the contract and sign it (also under Old Business).

The hospitality room was discussed and President Johnson stated she would contact Clint and Jared.

Past President: Past President Riggins shared that two vendors from ACC would like to come to ArkAcrao. He shared that bingo cards/stamps are a good way to encourage everyone to visit the vendors tables and that at ACC they did a speed-dating type format where every vendor was able to give a 3 min. presentation. We would just need to be creative with the vendor layout.

- He will work with President Elect Mullins regarding the layout of the venue.
- President Riggins stated he will reach out to Randy Scaggs regarding the way to conduct the Nomination and Election slate.
- Past President Riggins will be attending SACRAO.

Secretary: No New Report.

Treasurer:

- Registrar's therapy did very well with \$102 profit. Linda had 24 people register.
- We ended our conference with \$2,070.48 loss. Treasurer Tripp challenged Chris for vendors for the 2018 conference.
- We have 4 members left to pay for 2017 and one left to pay for 2016.

President Johnson asked for a motion to approve the Treasurer's report. President Elect Mullins made a motion, Secretary Wilkerson seconded. Motion passed, minutes approved.

Vice President for Admission Administration: Vice President Cox stated he has gotten all of the information from Vice President hall, and is working on boot camp locations. It was mentioned that Mark might have some leads. The need for an articulation committee chair was discussed.

Vice President for Records: Vice President Mitchell reported she is working on door prizes for the Support Staff Workshop and the planned location is the Lake Point Conference Center in Russellville. Cost will be \$35, includes lunch, and the date will be either March 14th or 15th.

Vice President for Registration: No new report. Briefly discussed Registrar's Therapy and agreed that the format we've had the last two years has worked well where Bootcamp and Registrar's Therapy are in the same week. ARSCA is also mid-July.

Vice President for School Relations: Same as admissions administration.

Vice President for Technology: Vice President Hall has been in communication with Blayne. A few things discussed with Blayne were the console where emails are and web-page traffic. Vice President Hall also asked about constitutional review updates and electronic minutes from the last meeting. Secretary Wilkerson will email documents to Vice President Hall for uploading to the website. Vice President Cox wondered if there was a way we could have things pull directly to counselor pages, and President Elect Mullins said that she wondered if we could have a report print for the Junior/Senior Preview Days for institutions. Vice President Hall will discuss pricing with Blayne.

The EC discussed the role of Historian and agreed that the Historian Chair would take and photos and assist with the quarterly newsletter. Social Media accounts were also discussed. Vice President Hall will work with committee to discuss content for social media.

President Elect Mullins informed Vice President Hall that she had a counselor request that we have an option on the ArkACRAO website where counselors could print a handout with all colleges' preview days. Vice President Hall indicated that she would check with the webmaster to see if this was possible and what cost would be associated with the update.

College Planning Program/Clearinghouse Calendar: Report above under new business.

Articulation Workshop Chair: No new report.

Boot Camp: No new report.

Historian: No new report.

Legislative Liaison: No new report.

Nominations and Election: No new report.

Publications/Publicity Chair: No new report.

Constitutional Review: No new report.

Recognition: No new report.

Membership: No new report.

Professional Access and Equity: No new report.

Hospitality: No new report.

Site Selection: No new report.

Articulation Workshop: No new report.

College Automation Committee: No new report.

OTHER BUSINESS

Set Date, Place, & Time for next EC Meeting: The next meeting will be held in March with date TBD at 10:00 at the Wyndham in Little Rock. President Johnson will confirm date and details in advance of next meeting.

Adjourn: With no further business President Johnson requested a motion to adjourn. Treasurer Tripp made a motion, President Elect Mullins seconded. Motion passed. Meeting adjourned at 1:12 p.m.

Respectfully submitted,

Zeda Wilkerson, Secretary 2017-2019

Keesha Johnson, President 2017-2018