



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

**Executive Committee Meeting  
Wednesday, July 11th  
Winthrop Rockefeller Institute  
Morrilton, Arkansas**

**Members Present:** Chad Cox, Matthew Cummings, Malissa Mathis, Rachel Mullins, Whitney Hall, Brandi Tripp, & Zeda Wilkerson.

**Call to Order:** President-Elect Mullins called the meeting to order at 9:36 a.m..

**Approval of Minutes from Executive Committee (EC) Meetings, March 8, 2018:** Minutes of the March 8, 2018 EC meeting were presented. Approval of the March 8, 2018 minutes was tabled due to revisions that are needed. Secretary Wilkerson will email EC asking for any additional needed edits, revise the minutes and send out via email to EC.

**NEW BUSINESS:** Vendor Registration is open for the Fall Conference. We have four gold sponsors at the moment for the fall conference. Blayne is working on online membership payment. He sent his invoice to Treasurer Tripp, and his service charge has went up just a little bit, Treasurer Tripp felt with the additional work that an increase is justifiable - \$920.

**President:** No report, as President Johnson is currently out of the country.

**President Elect:** President-Elect Mullins reported the following regarding fall conference preparation:

- Contacted Melissa Harlow at Wyndham Riverfront regarding updated list of meeting space reservations and issues with booking rooms on 4/7/18. With EC approval signed a revised contract on 4/16/18. Because of the need to increase the meeting space reservations, the food and beverage minimum increased to \$10,000. I also got a direct

bill approved as of 5/17/18 so that we can pay the balance after the conference instead of having to pay three days prior.

- Sent Whitney Hall recommended updates to committee chair page on the ArkACRAO website on 4/7/18
- Sent Whitney Hall online registration information for Fall Conference to forward on to Blayne on 4/7/18. Goal is to have vendor registration posted by May 1.
- Sent Annual Meeting Program Committee a draft of the “Save the Date” and “Call for Proposals” to review prior to my sending it to the ArkACRAO listserv – 4/7/18
- Sent “Save the Date” and Call for Proposals” to the ArkACRAO listserv – 4/11/18. Sent Reminder email to the listserv on 5/3/18
- Sent Clint Brown, Hospitality Chair, information on committee members, hotel information, pictures of hospitality suite, etc. on 4/12/18. I need to follow up with him to see who has reserved the rooms next to the hospitality suite.
- Emailed members asking about submitting a proposal
  - Jean Mitchell – Pivot Tables – 4-12-18
  - Malissa Mathis –Serving LGBTQ – 5/3/18
  - Tara Carr – 5/3/18
  - Tracy Finch – Staff Development – 5/3/18
  - Patti Carson – 5/3/18
  - Jason Henry (ASUB), Anne Benoit (NPC), & Ryan Cox (PTC) – Transfer Fair – 5/3/18
  - Cody Davis (UACCM Licensed Counselor) – mindfulness – 5/3/18
- Contacted SACRAO about sending representative 5/3/18 – no response yet
- See attached handouts for additional conference notes, proposal submissions, and questions for EC
- Position Survey – review for approval and send to listserv
- I’m Available – Suggest that we pattern it after SACRAO I’m available by adding several items. Review for approval and suggest creating online version.
- SACRAO Scholarship Application – Change deadline to November 15 and update on ArkACRAO Website. Could include in fall conference materials. Secretary Wilkerson has the word document of the application.
- Position Descriptions – Send Updates to Zeda by September 1. Zeda send reminder mid-August. We need a roll-call on the binders. We have added positions, and some binders have not been returned. President Elect Mullins suggested perhaps a Physical Binder isn’t the way to go.
- SACRAO bid – update on status?
- Reminder – Prepare reports for business meeting at Fall Conference

#### Status of Committees:

- Historian, Jamison Hall – will someone be reaching out to Jamison?
- Annual Financial Review, Vicky Summers is the new chair. Brandi had suggested that a previous Treasurer be added to the Committee. Rachel will ask Sarah Jennings. That committee arranges their meeting. Secretary Wilkerson and Malissa Mathis will help with registration at the Conference so that Brandi has time to meet with the committee.

- Articulation Workshops: Options include selecting chair or EC members assist in covering these responsibilities since a chair has not been appointed by the President. Need to remind institutions to update directory information. Deadline for updates? Who would print the directories?
- College Fair Automation, Patti Carson – Is there anything we need to remind her to do? Vice President Cummings will assist in this area.
- College Planning Program Clearinghouse, Mary Whiting – calendar has been sent to the listserv.
- Constitutional Review, Jessica Williams – Chris Riggins suggested that the constitution be reviewed to address the issue of Shorter College's repeated application for membership and denial based upon the lack of regional accreditation. Shorter College is a participating member of the Arkansas Course Transfer System. Any updates must be approved by the EC and sent to the listserv at least 30 days in advance.

Vice-President Cox recommended that maybe we have a Task force to look at this. Perhaps the constitutional review committee could be looking at this. Also possibly a password to log-in to review the calendar. President Elect Mullins will reach out to Jessica to review membership fees etc. Vice President Cox recommended that we review the accrediting bodies and President Elect Mullins will have the committee look at membership associate/etc.

- Hospitality, Clint Brown – Need to select charity for fall conference.
- Membership, Tami Hall – I will follow up with her to see if she has received any associate membership applications
- Professional Access and Equity, Barbara Dunn (resigned) – need to select a new chair
- Nominations and Election, Chris Riggins - send recommendations 30 days prior to Fall Conference.
- Recognition, Heather Funk –She plans to send out an email to the listserv soon asking for information on retirees.
- Site Selection, Debrah Mitchell – I told her I would provide her with further direction by the end of this week. I also suggest that she then email the options to me to share with the EC prior to Fall conference. President Elect Mullins will also reach out to Kim Bigger to see if she would like to serve on the site selection committee.

**Past President:** Past President Riggins could not be in attendance at the meeting, however he sent the following to be shared with the EC: The ArSCA is scheduled for July 9-11. He will create an informational flyer that will indicate Articulation Workshop Information, College Planning Program and College Fair Automation Coordinators Information, ArkAcrao purpose and mission, etc. He also stated we are not presenting sessions this year, only having an exhibit table, and invited anyone who would like to come help man the table.

**Secretary:** Secretary Wilkerson shared information regarding ArkAcrao t-shirts for the conference. T-shirts would be \$6.50 for regular sizes, \$8.50 for 2x and larger. Would it be possible for T-shirt size to be added to registration?

**Treasurer:** Treasurer Tripp provided the following report.

- Current bank balance
  - \$22,779.23
  - See balance sheet for details
- Membership invoices for 2018-19 were e-mailed out June 4<sup>th</sup> and are due by August 1<sup>st</sup>
  - 17/43 members have paid
  - 11/32 associates have paid (Park University has requested to not be a member after letting them know they would need to pay for two years of dues since they did not pay last year.)
- Support Staff Workshop Profit/Loss
  - See handout for details
- Fall Conference
  - We have received registration fees for 4 gold sponsors at \$970.70 each after the Stripe fee

# Support Staff Workshop 2018

## Profit/Loss

### Revenue

63 registration fees received	\$ 2,202.74
1 registration fee outstanding	

### Expenses

lunch/snacks	\$ 1,135.36
Speaker fees (2 speakers)	\$ 300.00
prizes/speaker gifts/badges	\$ 262.70
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	\$ 1,698.06

### Net Revenue

	\$ 504.68
<i>Projected once all fees paid</i>	\$ 539.68

**Arkansas Association of Collegiate Registrars and Admissions Officers  
Financial Report  
July 11, 2018**

**Beginning Balance October 5, 2017**

\$28,339.05

**Revenue**

2017 Support Staff Workshop	
2017 Boot Camp Registration	
2017 Fall Conference Registration	\$2,099.71
2017 Fall Conference Vendors	\$1,000.00
2017 Raffle	\$400.00
2017 Membership Dues	
Interest Payments	\$6.07
2018 Calendar Sales	\$450.00
2018 Membership Dues	\$2,800.00
2018 Support Staff Workshop	\$2,202.74
2018 Bootcamp	\$439.13
2018 Registrar's Therapy	\$518.57
2018 Fall Conference	
2018 Fall Conference Vendors	\$ 3,882.80
Business Check rewards	\$3.62

**Total Income**

\$13,802.64  
\$42,141.69

**Expenses**

debit	Sams	bags for registration table (2017)	\$14.88
debit	Sams	snacks/sodas for hospitality (2017)	\$333.83
debit	Staples	printing of name badges (2017)	\$59.59
debit	Walgreens	printing of pictures for ROTC vendor payment requirements (2017)	\$4.32
247	Whitney Hall	2017 Fall Conference presenter gifts	\$73.73
248	Chris Riggins	Karaoke machine and download of music (2017)	\$292.31
249	Fairfield Bay Animal Shelter	2017 raffle donations	\$400.00
250	Fairfield Bay Convention Center	2017 Fall Conference expenses	\$14,440.41
251	Post Master	mailing of ROTC packet for vendor payment (2017)	\$1.82
252	Arkansas Correctional Industries	balance printing of quickbooks (2017)	\$47.51
253	Southern Arkansas University	portable battery charger-gifts for 2017 Fall Conf. presenters	\$124.24
254	Harding University Media Center	Certificates for 2017 Articulation workshops	\$222.50
255	Harding University Admissions	2017 Articulation Workshop Host	\$250.00
256	TRC	gotocollegefairs.com annual fee	\$483.75
debit	SACRAO	registration fee for Keesha Johnson	\$275.00
debit	SACRAO	registration fee for Jessica Williams	\$275.00
257	Tara Carr	Support Staff Workshop speaker fee	\$150.00
258	Anne Raines	Support Staff Workshop speaker fee	\$150.00
259	Jean Mitchell	Support Staff Workshop name badges, prizes, goodie bags	\$262.70
260	Chris Riggins	Phi Theta Kappa Conference refreshments	\$105.51

261	Arkansas Tech Univ.	Support Staff Workshop catering	\$1,135.36	
262	ARSCA	2018 Exhibitor fee	\$250.00	
263	Post Master	stamps	\$10.00	
<b>Total Expenses</b>				\$19,362.46
			<b>Balance on Hand</b>	\$22,779.23
			<b>CD</b>	<b>\$9,697.36</b>

**Respectfully Submitted** \_\_\_\_\_  
 Brandi Tripp

**Vice President for Admission Administration:** Vice President Cox reported that Bootcamp was planned. This year’s event will be held on August 2<sup>nd</sup> at Central Baptist College in Conway. Cost is \$40 and we will have a few different presenters this year.

Articulation Workshops are set.

<b>Date</b>	<b>Region</b>	<b>Location</b>	<b>City</b>
Tuesday, 9/4	South	Henderson State University	Arkadelphia
Wednesday, 9/5	Northwest	North Arkansas College	Harrison
Thursday, 9/6	Northeast	East Arkansas Community College	Forrest City
Friday, 9/7	Central	Philander Smith College	Little Rock

**Vice President for Records:** Vice President Mitchell, provided the following report to be shared with EC:

61 staff members and 3 guests (speakers) began arriving at the Lake Point Conference Center in Russellville, AR for the ArkACRAO Support Staff Workshop at 9:00 am on March 15. Upon arrival, attendees were given a game sheet and directed to find out the favorite (or least favorite) movie of all the other attendees. This resulted in lots of visiting during the initial arrival time.

The first session, “Communication in the Workplace” was led by Tara Carr, Univ. of Arkansas. She began her session with some startling statistics about communication. She followed up with a short test for determining our communication styles and then showed examples of people with the same communication styles.

Lunch was served in the dining room overlooking the beautiful lake. Attendees were given ample time to enjoy the grounds and have a nice relaxing break.

The second session was led by Anne Raines & Kristen Karpinski, Univ of Arkansas on “Dealing with Difficult People”. Attendees were given cards to write down a particular difficult situation they had witnessed or been caught in. They emphasized that most of the time, the individuals that are being difficult were just people caught in difficult situations. At the end of the session, the cards were distributed to groups to suggest possible solutions and we discussed strategies for coping with these situations.

At the end of the event, attendees were given evaluation forms to complete. Evaluations were very positive, with comments “Presenters were awesome!”, “Very well done and presented”, and “This was the first ArkACRAO that I have attended. I LOVED IT!”.

We had 26 door prizes and for the attendees that did not receive door prizes we had mugs filled with goodies they could take back to the office – no one left empty handed!  
All in all, I would state that this was a very successful event.

The EC discussed the cost effectiveness of this event and thought it would be wise to share with whomever takes over the roll that a free venue works really well.

**Vice President for Registration:** Vice President Mathis shared today is Registrar’s Therapy, stating she felt it would be nice to hold Registrar’s therapy in this setting, though she was not sure we would break even on the event. UALR is graciously assisting with costs and we may still be in the red. EC discussed the need to be mindful of upcoming conferences since they will be more expensive. A couple future options were posed:

Vines center.org  
4H Center, Lake Degray,

There were no speaker fees for Registrar’s Therapy Workshop this year. Vice-President Mullins suggested we compile a list of very reasonable places to hold registrar workshop, but also suggested that we raise the registration fee for Registrar’s Therapy. President-Elect Mullins requested a motion. Vice-President Mathis made a motion to increase registrar’s therapy workshop fee to \$50. Vice-President Hall seconded. Motion carries.

**Vice President for School Relations:** Vice-President Cummings shared that will fill in for College Fair Automation. He will work with Vice-President Cox and President-Elect who recommended he reach out to Patty Carson (official Chair of college fair automation). Vice President Cox is listed as the Chair for Articulation, and will send out an email/electronic postcard with the date. Patty has information – and has been in touch with Past-President Riggins. President-Elect Mullins will follow-up with Patty to make sure she is on top of the list serv emails.

**Vice President for Technology:** Vice-President Hall is working with Megan Gabbard on publicity and publication, and list-serv etc. We need information updated on web directory so that directory printing is accurate and not delayed. Vice-President Cox said an email should go out to the contact on record, and he extended the deadline 3 x last year. It was decided an August 1 deadline would be reasonable for each institution to update their contact information, perhaps include a pdf of last year in email. Vice-President Cox stated that Mary Whiting suggested including Statement of good practices and forms in the quickbook. Vice-President Hall asked that Vice-President Cox email her the list of contacts. Vice-President Hall shared that she would like to see more social media. Instagram page, facebook, etc. Also updates are need to our website – committee chair changes etc.



Vice President Hall hopes to have a newsletter ready late summer or early fall, possibly after Articulation - mid-September 14<sup>th</sup>. Vice-President Hall suggested ArkAcrao email addresses should be used to set up accounts. Send to secretary login information so that it's archived in another place. Like us on facebook. Possibly we could have a door prize for liking page. Secretary Wilkerson suggested twitter. Vice-President Hall needs 4 weeks in advance for things to get out or Blayne may start charging additional for tight deadlines. She will email Blayne for an updated contract. Remember to send Megan Gabbard pictures from events. Vice-President Hall will so go through and make the position descriptions for the Historian and Publications/Publicity Chairs more in-depth.

**Legislative Liaison:** No new report.

**Nominations and Election:** No new report.

**Publications/Publicity Chair:** No new report.

**Historian Chair:** No new report.

**Constitutional Review:** No new report.

**Recognition:** Pamela Bowie could not attend today's meeting, but reported via Secretary Mathis that she and her committee are considering potential presentations for honorees at Fall Conference.

**Membership:** No new report.

**Professional Access and Equity:** Vacant.

**Hospitality:** No new report.

**Site Selection:** No new report.

**Articulation Workshop:** Vice-President Cox would like to have registration available by August 1<sup>st</sup>. Vice-President Hall indicated its better for the individual host to send out confirmation information after registration. We are approved for CEU's again. Vice President Hall stated we need President Johnson's signature. Vice President Cox is the person who will have to approve/ sign the certificate. President-Elect Mullins thanked Vice-President Cox for taking on the articulation workshop roll. He shared he is excited about EACC. A save the date email went out via the ArSCA listserv and Terri Callaway. Over the year, I'd like to look at creating a set rotation for articulation workshops. This would start with defining the sections of the state and eligible schools for hosting within those areas.

President-Elect Mullins encouraged Chad to reach out if assistance is needed. Philander says they have bigger space. She also asked if anyone had any recommendations for next year. Maicie Edwards from Helena expressed interest in helping. She will need to go through training for CEU credit. Vice-President Cox can work with her if she participates in helping this year. He would like to see us work on making a more regular rotation for our articulation workshops. Maybe a set articulation regional rotation? Think about Central as a bigger area? Vice President Cummings asked if we look at our attendance to see who does not attend to determine where we may want to make adjustments? Searcy and Monticello might make sense for Central and further south. Vice-President Hall expressed that several counselors were thankful for early announcements about articulation.

**College Planning Program Clearinghouse:** 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 at the Fall Conference with a time TBD.

**Adjourn:** Treasurer Tripp moved that the meeting be adjourned. Vice President Hall seconded. Motion passed. The meeting was adjourned at 11:15 a.m.

Respectfully submitted,

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Zeda Wilkerson, Secretary 2013-2015

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Keesha Johnson, President 2017-2018