



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

**Executive Committee Meeting
Friday October 5, 2018
Wyndham Riverfront, Little Rock
Fairfield Bay, Arkansas**

Members Present: Patti Carson, Chad Cox, Amy Foree, Heather Funk, Whitney Hall, Keesha Johnson, Malissa Mathis, Rachel Mullins, Scott Post, Brandi Tripp, and Zeda Wilkerson.

Call to Order: President Mullins called the meeting to order at 12:00 p.m.

Approval of Minutes from Executive Committee (EC) Meetings: Revised Minutes of the March 8, 2018 EC meeting were presented. Vice President Hall moved that the minutes be accepted. President-elect Tripp seconded. Motion carried. March minutes approved. Minutes from the July 11, 2018 EC Meeting were presented. Vice President Cox made a motion, and Vice President Hall, seconded. A copy of the EC minutes approved are included in the Secretary's Notebook.

NEW BUSINESS

After the conference concluded a very short follow-up meeting was held.

Since the last EC meeting, President Mullins worked with the conference committee to finalize conference plans. President Mullins thanked the committee for all of their hard work, and stated that it would not have been a successful meeting without them. The conference committee included the following individuals. President Mullins noted that since there was not a PAE chair, she included all other PAE committee members in the communication regarding fall conference.

Ex Officio	Keesha Johnson	COTO
Chair	Rachel Mullins	UACCM
Past President	Chris Riggins	UCA
VP Admission Administration	Chad Cox	U of A
VP Records	Jean Mitchell	U of A
VP Registration	Malissa Mathis	UA-LR
VP School Relations	Mathew Cummings	COTO
VP Information Technology	Whitney Hall	SAU
Treasurer	Brandi Tripp	ATU
President Appointed – Member At Large	Justin Moore	CBC
PAE Committee Member	Tamara Bates	Philander Smith
PAE Committee Member	Kelci Martinez	HSU
PAE Committee Member	Maurice Osborne	Philander Smith
Hospitality Chair	Jarod Wickliffe	UCA

President Mullins also reported that she followed up with most of the committee chairs since the last meeting in preparation for fall conference and general business of the organization. President Mullins updated the I'm Available Form and created a position survey. It was sent to the ArkACRAO listserv on 9/5/18.

President Mullins has also begun appointing committee chairs for the 2018-2019 year. She hopes to have all chairs in place by the end of the month.

President-elect - President-Elect Tripp stated she will need a letter from President Mullins stating that Patti Carson will be the new Treasurer. She also stated:

- There are three outstanding membership dues – 3 regular members and 8 associate members.
- Profit/loss on the staff support workshop at the December Meeting.
- Bootcamp payment is needed from two individuals.
- Mentioned that we may want to look at a day-fee for those who can only attend on a per day basis.
- Also the question was raised if VP's should pay if they are coordinating an event such as bootcamp or support staff workshop.

It was determined that we need to establish guidelines for our events on whether VP's should or should not pay to be in attendance at an event they have planned.

Discussion was tabled for December Meeting. Vice President Post volunteered to contact sister organizations to see what they do.

There is interest in being able to take raffle ticket payments online. President-elect Tripp tasked Vice President Carson and Vice President Hall with meeting to determine if this would be possible.

President-elect Tripp also mentioned that we may want to consider an Assistant Treasurer position. Her suggestion would be that the Assistant Treasurer handle the registration fees coming in and the Treasurer handles the finances. President Mullins mentioned we can have President appointed positions. The idea would be that the assistant Treasurer would roll to treasurer. We may even want to appoint someone who can handle registration etc. for the event and also possibly have an Assistant Treasurer.

Vice President Post was given the table drape and the leftover t-shirts.

Treasurer – report given with President Elect Tripp’s report.

Vice President for Admissions Administration – Vice President Cox shared the following:

- Keiana from UAPTC is going to work with he and Maicie on Articulation Workshop regions.
- Would possibly like to plan a Transfer/Articulation Fair for coordinating 2 year schools and four years schools, sort of an articulation for 2 year counselors/advisors/trio.
- Maicie Edwards has accepted the Articulation Fair chair.
- College Fair Automation Chair will be Chris Riggins.

Vice President for Registration – Vice President Mathis asked if we would want to consider future conference sessions that would interest Graduate admissions or graduate records and registration. Would we want to consider sessions that would be attractive to graduate schools? Secretary Wilkerson suggested a session on Veteran Recruitment and Retention.

Vice President Mathis also suggested perhaps we use survey monkey to survey groups for feedback. Vice President Cox mentioned he and Vice President Hall had discussed perhaps an ArkAcrao survey monkey. Could have survey monkey for I’m available. Vice President Hall said she would take a look at the expense and the surveys. President Mullins suggested even a QR code to a program. Vice President Mathis volunteered to be the guinea pig and EC can serve as the test group.

Vice President for School Relations – President Mullins welcomed Vice President Foree to the Executive Council.

Vice President for Technology – Vice President Hall will email out a link to the EC with Pictures. The Publicity Chair will need to be appointed soon so that Vice President Hall can work with them on the newsletter and Historian Chair, Jamison was tasked with exploring ways to track and record the history of officers and chairs. Heath Sims was interested and Jennifer Wright as well maybe have her serve as a committee member under PR. The EC Page needs to be upated.

It was mentioned we need to have a consolidated preview day list, to be able to export.

General measurement of success after a college planning program. TACRAO & LACRAO do that. Very basic survey/form to evaluate the quality of the fair to be used in the future, etc. Vice President Cox felt there may be two separate forms...to evaluate both the school/and the college perspective.

Should we have an email address that is info@arkacrao.edu listserv? Vice President Hall will look at separate listservs for registrars/admissions. She will let us know where things are at when she talks to Joe.

Vice President Cox will follow up with an email with the articulation committee attendance.

- Notes for next year: Coffee/AV/Drink Service
- Contract for Hotel Hot Springs has been signed and sent.
- Contract for Springdale President Mullins will work with Deborah on.
- EC agreed that Jarod did a fantastic job with Hospitality and Rachel noted he has accepted for next year.
- Recognition. Last Fred award went to Mary.
- Whitney mentioned we might want some fun awards.
- Site Selection Chair– Heather Funk – Zeda will email heather site selection power points.
- May want to use Helms-Briscoe in the future.
- May also want to compile a list of sites we have held different events/etc. – good job for site selection.
- President- elect Tripp said someone mentioned we might want to look at Fort Smith.

New Business:

President Mullins received a letter regarding how tables are grouped at college fairs. We do not have a policy as an organization. It is up to the host site.

Vice President Hall will send out a new form for when we need registration posted, and she needs the info at least a month in advance.

Other Business:

Set Date, Place, & Time for next EC Meeting: Next meeting: Little Rock – December 6th
UALR – 10:00 a.m.

Adjourn: With no further business, President Mullins requested a motion to adjourn. President-Elect Tripp moved that the meeting be adjourned. Vice President Hall seconded. Motion passed. The meeting was adjourned at 1:05 p.m.

Respectfully submitted,

Zeda Wilkerson, Secretary 2017-2019

Rachel Mullins, President 2018-2019