



Arkansas Association of Collegiate
Registrars and Admissions Officers

Executive Committee Meeting

Wingate by Wyndham Little Rock, AR
Thursday, July 27th, 2024

Membership:

Whitney Hall, President
Kyanna Beard, President-Elect
Tracy Finch, Past-President
Linda Holland, Treasurer
Allie Taylor, Secretary
Sydney Welch, Vice President for Admission Administration
Heath Riddle-Sims, Vice President for Information Technology
Casey Bromley, Vice President for Records
Connie Herring, Vice President for Registration
Ashley Berry, Vice President for School Relations
Dylan Herekamp, Legislative Liaison
Alexis Scrimshire, Publications/Publicity Chair
Jennifer Wright Cunningham, Historian Chair

Call to Order: President Hall called the meeting to order at 10:07 am.

Approval of Minutes from Executive Committee (EC) Meetings, March 13, 2024

Motion to approve minutes by Tracy Finch and seconded by Ashley Berry.

New Business:

An email to the Executive Council (EC) was sent by President Hall regarding the college fair automation switch from GoToCollegeFairs to StriveScan starting in the Fall 24-25 travel season. The EC approved this motion on April 12th, 2024. The official partnership announcement with StriveScan was sent via email to membership on May 23rd, 2024.

An email to the Executive Council (EC) was sent by VP Welch on May 28th, 2024 for the approval of the changes to the Statement of Good Practices. The EC approved the changes on May 29th, 2024 via email reply.

Officers and Executive Committee Reports:

President, Whitney Hall:

Authorized the new partnership contract with StriveScan to serve as the college fair automation partner for the upcoming season; this is at no cost to the organization, but the agreement allows member institutions to obtain a \$900 discounted rate for the upcoming recruitment season; prior to the Board's transition, supported a joint virtual session hosted by StriveScan directed to ArkACRAO members within the admissions area – thus, to seek any feedback, etc.



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Participated in discussions revolved around ARSCA for the end of June.

Received profile approval on June 18 from ADHE for the PDSAM incentive provided at the four regional Articulation Workshops for all high school attendees; contacted Program Advisor, Bobette Ray, multiple times to discuss further steps to receive the ADE ID but still requires an individual training session before the application checklist can be submitted; the ADE ID must be placed on every official certificate passed out to participants as valid proof of approved professional development for their district records

Collaborated via Zoom with PE Beard surrounding conference planning initiatives; sought VP Sims on some outreach ideas as well as possible panel topics and framework features – plans to submit a conference session proposal due by July 15; willing to participate in any of those capacities, if desired

2024 Annual Conference - Corporate Sponsorships, the following are Gold Level returnees secured as of June 26:

- Parchment \$1000
- Arkansas Army National Guard \$1000 (additional criteria required; payment follows conclusion of event)
- Vicki Gray with The Grad Team \$1000 (\$500 monetary with \$500 in-kind opportunity – photographing attendee headshots)

Anticipating several more to come through, including StriveScan – as they verbally offered to manage all the registration aspects as well as provide the nametags; completed follow-up invitation outreach to approximately 25+ potential vendors

Upcoming travel – includes Registrar’s Therapy set for July 17-18 in Morrilton and Boot Camp in Conway set for August 8

President-Elect, Kyanna Beard:

Vice President of IT, Sims and President-Elect beard met for a discussion over the schedule for conference. Emails are being sent out about more proposals for presentations – proposal registration closes on Monday, July 15th

Conference registration opens on August 1st

With Beard’s connections, most of the keynote speakers will have low fees if not free

Possible Speakers:

Dr. Raymond Long from Big Brothers Big Sisters

Aaron Stranger – CEO of the Innovation Hub & Refuge Village for homeless veterans

Suggested Fundraisers:



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Children Protective Services in Little Rock
EMERSE in Little Rock
Ronald McDonald House

Suggested we cut the cost in other places so that we can order conference t-shirts, plans on looking at different places in Little Rock that would sponsor a t-shirt for us.

Past President, Tracy Finch: No Report.

Treasurer's Report, Linda Holland: Financial statement given, spoke about a few tax issues that were taken care of.

Secretary, Allie Taylor: ArkACRAO Secretary documents will be sent too Jennifer, the Historian Chair to be added to our Google Drive inventory.

Vice President for Admission Administration, Sydney Welch:

- The updated Statement of Good Practices is live on the website. Thank you again to the task force for completing this
- Director's only meeting will be this afternoon following lunch via Zoom

Articulation:

- Host site visits have been completed. Rebecca Willems has typed up the notes and sent those to the host sites. More communication after August 1 will go out. Registration opens August 1.
- We passed out "Save the Date" flyers at ArSCA which included a QR code to the new Statement of Good Practices

College Fair Automation:

- An offer for a chairperson has been made to Rebecca Castillo
- We passed out information sheets about StriveScan at ArSCA

Clearing House Calendar:

- The majority of the planning of the calendar is completed by Mary. We are in the process of building it on the website. Our goal is to have it completed at the beginning of July.

Vice President for School Relations Report, Ashley Berry: ArkACRAO Bootcamp is scheduled for Thursday, August 8 at The University of Central Arkansas. Our sessions consist of presenters from both 2 year and four-year institutions, along with a mix of public and private colleges. We will also have a representative from the Arkansas Department of Higher Education lead a state aid session as well. Registration will be open in July.



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ArkACRAO is currently participating in the ArSCA School Counselor Conference on June 24-26 in Hot Springs as an exhibitor. We will be promoting our college fair automation software as well as our updated Statement of Good Practices.

Vice President for Information Technology, Heath Riddle-Sims: Fall Travel Calendar is almost completed, membership renewal payment

Vice President for Records, Casey Bromley: The 2024 ArkACRAO Support Staff “Spring Breakaway” Workshop was held at UACCB in Batesville on March 15, 2024. There were 16 attendees representing 6 colleges from around the state. Presentations included “Count Down to Vacation”, “ARtalk” and “The Magic in YOU!” and ended with some relax and recharge time for everyone. It was great networking with everyone and learning new techniques.

Vice President for Registration, Connie Herring: This year’s Registrar’s Therapy is scheduled to be held Wednesday, July 17th and Thursday, July 18th at Mather Lodge at Petit Jean State Park. We have 22 registered for the event. We will have three sessions which include an ADHE report, Leadership Styles, and Destressing. We will also have a Birds of the Feather session and some outdoor activity time scheduled.

Legislative Liaison, Dylan Herekamp: No Report. May want to investigate the LEARNS Act – reach out to schools to see if this is something we can help with. Reaching out to Herekamp (absent) to see how we can help in some way.

Publications/Publicity Chair, Alexis Scrimshire: No Report.

Historian, Jennifer Wright Cunningham: No Report.

General Standing Committee Reports:

Annual Financial Review – Sarah Philpot (Absent, President Hall presented)
She will not make business meeting in conference so she will not be fulfilling the role, but role will be covered by conference.

Annual Meeting Program – Kyanna Beard
VP Sims suggested a new innovative competition for conference. Teams can upload proposals for innovative ideas they have. At the end of conference, teams will present to membership who will crown a winner for the best idea and win an award. This is an idea for Fall Conference on 2025.
Conference Registration – Those who register will be able to view the conference schedule once they register.



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Constitutional Review – Caysie Martin

Working on recommendations from EC, latest it will be sent for review is Sept. 3rd

Hospitality and Charity – Ashley Henry-Saorrano

Looking for more committee members

Committee Members will stay close to Hospitality room in case of emergencies

Membership – Ashlee Dixon (Absent, President Hall presented)

No longer fulfilling role, Whitney is now helping. No replacement at the moment.

Nomination and Election Committee – Tracy Finch

Secretary, Allie Taylor created a running document with EC positions, who occupies each position and their term. Anyone that would like to serve, contact Past President Finch. Nominations will open after the conference. Committee work will begin right after the conference.

Professional Access and Equity Committee – Chair is vacant. (President Hall presented)

No Report. In need of more committee members.

Recognition Committee – Vilma Espinoza (Absent, President Hall presented)

Getting a list prepared of those that are outgoing to get awards ready to present at Fall Conference.

Conference planning for recognition gifts and those that are retiring, presenting. VP Sims suggested doing awards for participation during the conference.

Site Selection – Todd Martin

Proposed Dates for 2026 Fall Conference: Oct. 7, 8, & 9, 2026

Eureka Springs – Best Western has no availability

El Dorado – New convention center, working on room rates and more information

No catering in house but they will set up tables and tablecloths, dishes, etc.

Convention Center – AV included, 1 big room and 4 breakout room \$2800 per day complete package

Catering Ideas: Paula's catering, Mad House 101, Flying Tamale

Ft. Smith – Waiting on contacts

Searcy – On campus at

Convention Center on campus

Hotel on campus



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Reached out to new Hampton Inn close to campus for room rates and more information
Food - \$15-20 per plate; Room Rates on Campus - \$77 - \$95 per room; Set up fees - \$1,000
AV Equipment – still getting information
President Hall suggested this may cut some of the traditions we have if we try to do it on a college campus, bringing certain items in, parking and other issues. Conference goers would be split up between 2 hotels.

Admissions Administration and School Relations Oriented Standing Committees:

Articulation Workshops –

2024 Host Sites:

- East – Williams Baptist University, Walnut Ridge, AR
 - o September 3, 2024 at 1:00 pm
 - o Presentations will be held in Manley Chapel
 - o Information Exchange will be held in Southerland – Mabee Center Gym
 - o Set up starts at 12:00 pm
 - o WBU will have financial aid rep available
 - o WBU will have president do a “welcome”
 - o ADHE financial aid rep has been asked, but still waiting on confirmation
 - o College Format is Z-A
- South – Southern Arkansas University, Magnolia, AR
 - o September 4, 2024 at 9:00 am
 - o Presentations will be held in Donald W. Reynolds Campus & Community Center – Foundation Hall
 - o Information Exchange will be held in Donald W. Reynolds Campus & Community Center – Grand Hall A
 - o Set up starts at 8:00 am
 - o SAU will have financial aid rep available
 - o SAU will have president to a “welcome
 - o ADHE financial aid rep has been asked, but still waiting on confirmation
 - o College Format is Z-A
- North – University of Arkansas at Fort Smith, Fort Smith, AR
 - o September 5, 2024 at 9:00 am
 - o Presentations will be held in Smith-Pendergraft Campus Center – Reynolds Room
 - o Information Exchange will be held in Smith-Pendergraft Campus Center – Reynolds Room
 - o Set up starts at 8:00 am



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- UAFS will have financial aid rep available
- UAFS will have chancellor do a “welcome”
- ADHE financial aid rep has been asked, but still waiting on confirmation
- College Format is Z-A
- Central – University of Arkansas at Pulaski Technical College, Little Rock, AR
 - September 6, 2024 at 9:00 am
 - Presentations will be held in CHARTS Building (Center for Humanities & Arts) – Theatre
 - Information Exchange will be held in Campus Center – Grand Hall A & B
 - Set up starts at 8:00 am
 - UAPTC will have financial aid rep available
 - UAPTC will have chancellor do a “welcome”
 - ADHE financial aid rep has been asked, but still waiting confirmation
 - College Format is Z-A

Numbers per Last Year:

- East: 104 total
- South: 139 total
- North: 129 total
- Central: 188 total

Check-In:

- Still going to use QR Codes for everyone
- Easier to download into Excel for everyone to update their contacts for colleges & high schools

2025 Articulation (Possibilities):

- September 2, 2025 at Arkansas State University - East
- September 3, 2025 at South Arkansas Community College - South
- September 4, 2025 at University of the Ozarks - North
- September 5, 2025 at National Parks Community College - Central



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Registrars and Admissions Officers

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College Planning Program – Clearinghouse – Mary Whiting
Fall College Fair Calendar is complete – Released on Tuesday, July 9th
A few things in progress just waiting on a few updates from host sites
Talked with hosts of rogue fairs to have them included, some reached out
Southwest added Arkansas High School College Fair
Deadline proposed for site hosts – request to host form will be implemented next fall 2025

College Fair Automation – Sydney Welch
Recruiting a new chair who seems interested
Gave out information at ArSCA about StriveScan and have signed the contract.
Will have BREIF video for articulation, getting students to sign up previous for college fairs
Counselors will sign up for articulation via strive scan to see the students' side

NEW BUSINESS

VP Sims made a motion for 4 affordable laptops to be purchased for conference/event use by the Executive Counsel. VP Sims presented laptop prices estimated around \$180 These laptops would be used for presentations at conference. Typically, to use laptops provided by the host site of conference, we are charged, and this elevates that charge. The laptops will stay with VP of IT when laptops are not in use. President-Elect Beard made an amendment to motion, VP Herring seconded the motion.

Reimbursements for travel during site selection can be filed if they are less than 30 days from the travel date. Past President Finch made a motion to meet after conference to discuss the reimbursements for travel for site selections, VP Sims seconded the motion.

Next meeting – Annual Business Meeting – October 4, 2024 – Wyndham Riverfront Little Rock

Adjourn: President Hall adjourned the meeting at 11:53 am.

Respectfully submitted,

A handwritten signature in red ink, appearing to read 'Allie Taylor', written over a horizontal line.

Allie Taylor, Secretary 2023-2025

A handwritten signature in black ink, appearing to read 'Whitney Hall', written over a horizontal line.

Whitney Hall, President 2023-2024