



Arkansas Association of Collegiate
Registrars and Admissions Officers

Virtual Executive Committee Meeting
Tuesday, December 12, 2023

Membership:

Whitney Hall, President
Kyanna Beard, President-Elect
Tracy Finch, Past-President
Linda Holland, Treasurer
Vacant, 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

All members were present except President-Elect Beard. Since there is a vacancy in the secretary role, Alexis Scrimshire past secretary and current Publications/Publicity Chair will take minutes for the meeting.

Call to Order: President Hall called the meeting to order at 9:32 a.m.

Approval of Minutes from Executive Committee (EC) Meetings, October 6, 2023: Meeting minutes distributed via email for review and approval. Past-President Finch moved to approve the minutes, second by VP Heath-Sims. Motion passed and minutes approved.

Old Business

Appointed Task Force for Statement of Good Practice Review – *Jennifer Cunningham, UAHT; Chad Cox, UA; Luke Kordsmeier, UACCM; Chris Riggins, UCA; Vilma Espinoza, SAU; George Brooks, ATU; Ashlee Dixon, HSU; Mary Whiting, UAM (*ex-officio*).

Treasurer's Finance Report (Linda Holland)

We have taken care of all outstanding payments for conference. We have not received \$1,000 from the National Guard. Processed one refund for fall conference registration fee. Sent check for Whitney's registration for SACRAO. Preparing for tax filing. Haven't heard anything from the IRS regarding our penalties. We have to redo our Payrock application, and once that is taken care of we can finish moving to the new account.

Officers and Executive Committee Reports:



President – President Hall gave the following report:

- Authorized the contract with Hotel Hot Springs as the host site for the 2026 annual conference; removed a few hotel rooms from the group block to reduce the risk of a budget loss
- Completed “early bird” registration for SACRAO Conference in Lexington, KY, for February 3-7, 2024
- Met with VP Sims to update the association’s scholarship for a member hoping to attend SACRAO Conference; deadline is December 13 with review and selection from EC by December 15; award covers the “early bird” registration cost with submission by January 5
- Collaborated with PE Beard and VP Sims in North Little Rock at the 2025 annual conference host site, Wyndham Riverfront, to review facilities, discuss agenda format, dining options, local hospitality features, and corrections to the contract; Emily D’Alessio in Sales serves as the prime source of contact for the ArkACRAO event and will be sending an updated contract for record purposes
- Referred to I’m Available Forms submissions and event registration forms between 2022 and present to fill association placements for the fiscal year; heavily recruited some individuals for more overlooked roles; EC appointed positions were filled initially, followed by *chairpersons of committees, then shared with VP Sims to update the ArkACRAO website:
 - Executive Council
 - Legislative Liaison – Dylan Herekamp, OC
 - Publications/Publicity – *Alexis Scrimshire, ATU (*placed prior to fall conference*)
 - Historian – *Jennifer Wright-Cunningham, UAHT
 - General Standing Committees
 - Annual Financial Review – *Sarah Philpot, JBU; Stephanie Holder, ASU
 - Annual Meeting Program – *Kyanna Beard, UA-PTC
 - Constitutional Review – *Caysie Martin, NPC
 - Hospitality and Charity – *Ashley Henry-Saorranno, UA-PTC; Amy Cabrera, HC; Rachel Wright, ATU
 - Membership – *Ashlee Dixon, HSU
 - Nominations and Election – *Tracy Finch, ASU
 - Professional Access and Equity – Emily Mendiola, UAM
 - Recognition – *Vilma Espinoza, SAU
 - Site Selection – *Tod Martin, HU; Kimberly Bigger, BRTC; Jon Swain, UA; Brandi Tripp, ATU (*ex-officio*)
 - Admission Administration and School Relations Oriented Standing Committees
 - Articulation Workshops – *Rebecca Willems, Univ. of the Ozarks
 - College Planning Program – Clearinghouse – *Mary Whiting, UAM
 - College Fair Automation – *Allie Taylor, UA; Jazahiel Martinez, UAFS



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- A special task force was appointed and comprised entirely of members of admissions and recruitment, to uphold the membership's officially granted motion to review the Statement of Good Practice, as well as discuss potential consequences if members do not properly abide:
 - *Jennifer Cunningham, UAHT
 - Chad Cox, UA
 - Luke Kordsmeier, UACCM
 - Chris Riggins, UCA
 - Vilma Espinoza, SAU
 - George Brooks, ATU
 - Ashlee Dixon, HSU
 - Mary Whiting, UAM (*ex-officio*)

President Elect – President Elect Beard was not present. No report.

Past President – Past-President Finch had no report.

Secretary – Position is currently vacant. No report.

Vice President for Admissions and Administration – VP Welch gave the following report:

-The website has been updated to include save the dates and locations of each articulation workshop in 2024

-There will be a meeting on December 13, 2023 to discuss further information and announcements

Vice President for School Relations – VP Berry gave the following report:

The 2024 ArkACRAO Bootcamp will be held at the University of Central Arkansas, Skyboxes. She is entertaining the date of Thursday, August 8, 2024. She would like to keep the same presentations as before; however, she is going to try and bring in Alisha Lewis from ADHE as well as local high school counselors for their own panel session.

Vice President for Information Technology – VP Heath-Sims had no report.

Vice President for Records – VP Bromley gave the following report:

Looking at hosting Support Staff Workshop on March 15, 2024 in-person. Looking at holding the workshop for half a day at UACCB.

Vice President for Registration – VP Herring gave the following report:



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The 2024 Registrar's Therapy is scheduled to be held July 18-19. The location has not yet been secured, but a meeting is scheduled December 19 to evaluate Petit Jean State Park Mather Lodge as the possible location.

Legislative Liaison – Mr. Dylan Herekamp had no report.

Publications/Publicity – Ms. Alexis Scrimshire had no report.

Historian – Ms. Jennifer Wright-Cunningham gave the following report:

Working to create a google drive. Discussed about the importance of having historic information regarding conference to access.

General Standing Committee Reports:

Annual Financial Review – no report.

Annual Meeting Program – Focus on the Future is the theme for conference this year.

Constitutional Review – no report.

Hospitality and Charity – no report.

Membership – no report.

Nominations and Election – no report.

Professional Access and Equity – no report.

Recognition – no report.

Site Selection – Will be looking for a budget conscious conference.

Admission Administration and School Relations Oriented Standing Committees:

Articulation Workshop – Save the dates will be generated soon.

College Planning Program - Clearinghouse - Added potential dates for fall 2024 in the excel sheet to expedite the planning process for Mary.

College Fair Automation – Meeting with GoToCollegeFairs soon. Excited about Allie Taylor, UA leading the committee. Looking at changing from GoToCollegeFairs to slate a decision will be made in June.

New Business

Discussion of President Hall's Continuation

President Hall has taken a new position as the Associate Director of Development for Major Gifts at SAU Magnolia and is no longer in an Admission role. The EC was supportive of President Hall continuing in the capacity of president. It was recommended that the change was communicated to the membership. Anyone in the membership who has a comment or concern with President Hall's continuation can share their concerns with [President-Elect Beard](#) and/or [Past-President Finch](#). They will share any concerns with the Executive Council. Motion made by VP Heath-Sims and seconded by VP Berry. Motion carried.



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Election – Secretary Vacancy

Megan Gabbard left Higher Education and therefore the secretary role has a vacancy.

There is an inconsistency in the constitution that created discussion for how the vacancy should be filled. After discussion the EC has decided to follow Article II, Section 10 clause 10 of the constitution, but will work with the Constitutional Review committee to revise the constitution for the future. There is an individual who expressed interest in the role of secretary. President Hall will contact that individual and see if they are willing to accept the role. The EC will be notified by email for a vote. If anyone in the membership who has a comment or concern with the decision they can share their concerns with [President-Elect Beard](#) and/or [Past-President Finch](#). They will share any concerns with the Executive Council.

Selection of SACRAO Scholarship Recipients

There are currently 3 applicants. On Thursday, December 14, President Hall will send out those applications for EC review and selection.

Future ArkACRAO EC Meeting: 9:30 a.m. on March 13, 2024

Adjournment: Past-President Finch moved that we adjourn. The meeting adjourned at 10:38 am.

Respectfully submitted,

A handwritten signature in blue ink that reads "Alexis Scrimshire".

Alexis Scrimshire, past-secretary 2021-23

A handwritten signature in black ink that reads "Whitney Hall".

Whitney Hall, President 2023-2024