



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

**Executive Committee Meeting
Friday, October 8 2010
De Gray Lake Resort State Park
Bismarck, Arkansas**

Members Present: Gin Brown, Sorronto Aubrey, Erica Fulton, Sarah Jennings, Jean Mitchell, Rachel Mullins, Amy Thomas, and Chelsea Bishop Ward.

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

Approval of Minutes from Executive Committee (EC) Meeting, July 15, 2010: Minutes of the July 15, 2010 EC meeting were presented. Sarah Jennings moved that the minutes be accepted. Sorronto Aubrey second. Motion passed and the minutes were approved. A copy of the minutes is included in the Secretary's Notebook.

NEW BUSINESS

President Brown offered her support to new and returning EC members and stated that she appreciated their willingness to serve. President Brown also stated that the association is only as good as its leadership. President Brown distributed folders to all EC members which included an agenda for today's meeting, a copy of the July 15, 2010 EC minutes, the ArkACRAO Constitution and By-laws, ArkACRAO Quick Notes that President Brown developed, and a copy of the letter Past President Jennings sent to the body prior to fall conference regarding ACPA's request to have a joint meeting for the Fall Conference in 2011. President Brown then gave a brief description of the structure and roles of the EC members and asked the EC members to refer to the constitution for an official description of their positions. President Brown also discussed some of the items addressed on the Quick Notes sheet such as the ArkACRAO website.

Treasurer's Report: Amy Thomas reported that there were a few members or associate members that had not paid their dues for 2010-2011 year. Ms. Thomas is planning on contacting them again as well as the two new associate members voted on at this year's Fall Conference. Ms. Thomas will send an updated list of the membership to Rachel Mullins and Gin Brown.

Ms. Thomas distributed a handout on the CPP in Pine Bluff. The CPP had a Revenue of \$1577, Expenses of \$2064.19, and Net Profit of -\$487.19. Ms. Thomas has had one more person pay since the report was printed, so ten individuals have not paid their registration fee. If those ten pay, the CPP in Pine Bluff will reflect a profit. Ms. Thomas thanked the EC for voting for her to go to the CPP in Pine Bluff because it was an eye opening experience as a registrar. At the event, Ms. Thomas handed invoices to anyone who had not paid yet, and she stated she will invoice them again. President Brown stated that Mary Whiting expressed how helpful it was that Ms. Thomas came. Ms. Whiting felt support from the organization, and Ms. Thomas plans to continue to go to this event in the future.

Ms. Thomas also distributed reports on Registrar's Therapy and Boot Camp. A copy of all handouts distributed are in the Secretary's Notebook. Boot Camp had a profit of \$246.74. Ms. Thomas stated that whenever EC members ask her about the budget for these type of events, she tells them that it is whatever you bring in from the fees. The goal is to break even.

Ms. Thomas asked the EC two questions:

1. Were we supposed to file taxes?

Although we have a tax id number, the EC was unsure of the answer to this question at this time. President Brown encouraged Ms. Thomas to ask former treasurer Alisa Waniewski.

2. When does the treasurer get audited?

Ms. Brown stated that there is an ad hoc committee every three years. This is a safety factor to protect the treasure. The audit should take place at the end of this year.

Boot Camp: Sorronto Aubrey reported that Boot Camp was a success. Mr. Aubrey worked in connection with Randy Scaggs, VP for School Relations, and Susan Dewey, former VP for Admission Administration, to plan the event. Part of the reason Boot Camp had a profit is we did not hire any outside speakers this year. Mr. Aubrey suggested that we continue to rely on the expertise of ArkACRAO members in the future. Boot Camp was held at the University of Arkansas Community College at Morrilton this year, and it will be held there again next year. President Brown stated that we always try to have the event located in the central part of the state and hold it just before school starts in the fall.

Mr. Aubrey also reported that the Admissions' lawn side chats had asked him to bring some concerns to the EC regarding articulation workshops. It was suggested that ArkACRAO form a committee to put information from all colleges and universities to send to high school counselors who miss articulation. After discussion, the EC decided this was unnecessary because counselors have an opportunity to pick up information at articulation workshops, CPPs, and individual visits. The EC felt that if a counselor wants materials from a particular school, they will have ample opportunity to get it at one of those venues.

Chelsea Bishop Ward stated that she is excited to be serving as VP for School Relations and will be in contact with Randy Scaggs for guidance with the position.

Support Staff Workshop: Erica Fulton reported that she too did not feel that it was necessary to hire outside individuals for ArkACRAO events such as the Support Staff Workshop and Boot Camp. Ms. Fulton also reported that the only changes she may make to next year's event is to have a motivational speaker and more time to network.

Jean Mitchell expressed her excitement to serve on the EC and stated that Regina Carter had left her a notebook to guide her in fulfilling her role as VP for Records.

President Brown reported that Phillip Wilson will continue as Legislative Liaison this year. Mr. Wilson had organized an excellent pre-conference workshop for this year's Fall Conference. President Brown stated that she believes it was well received. Mr. Wilson wanted to get current legislators, but there was a budget meeting the same day which prevented them from coming. Mr. Wilson asked two chancellors and a former representative to participate in the panel. The panel encouraged ArkACRAO to have a voice as a group. They suggested that ArkACRAO go to legislative meetings as a group when key issues are being voted on. The panel also suggested that we make brief handouts with bullet points and large font to hand to the legislators. They said the key was to keep it short so that the legislators would read it.

President Brown reported that Tracy Finch has agreed to continue as Publications and Publicity Chairman. President Brown asked that we encourage staff at our institutions to submit articles to Ms. Finch.

President Brown reported that several committee chairs have agreed to continue to serve. Wayne Womack has agreed to serve as chair of the Hospitality Committee. President Brown asked Randy Scaggs for suggestions for the Articulation Workshops chair. Mr. Scaggs suggested David Kenley from ASU, but President Brown has not received an answer from him at this time. President Brown is unsure if Mary Whiting will continue as the College Planning Program Clearinghouse chair. President Brown stated that she plans on telling Ms. Whiting that she can refer any individuals with concerns to herself or the VPs for Admissions to answer their questions. President Brown asked the EC to recommend names if Ms. Whiting does not continue to serve.

OTHER BUSINESS

President Brown encouraged any EC members who could to attend SACRAO in February. President Brown also stated that she would send the scholarship application information out on the listserv and put it on the website.

President Brown reported that she and President-Elect Randy Scaggs will be in contact with ACPA President David Mayes and ACPA President-Elect Logan Hampton regarding the joint Fall Conference. Amy Thomas requested to be on the committee that will plan the meeting so that she can give input as the Treasurer.

Set Date, Place, & Time for next EC Meeting: The next meeting will be Thursday, December,

2, 2010 at 10:30 a.m. at UALR. (**Correction: Change of time to 11:30 am**)

Adjourn: Amy Thomas moved that the meeting be adjourned. Sorronto Aubrey second. Motion passed. The meeting was adjourned at 1:35 p.m.

Respectfully submitted,

Rachel Mullins, Secretary 2009-2011

Gin Brown, President 2010-2011