



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

**Executive Committee Meeting
Thursday, July 14, 2011
Wingate by Wyndham
Little Rock, Arkansas**

Members Present: Gin Brown, Sorronto Aubrey, Regina Carter, Erica Fulton, Sarah Jennings, Amy Mahan, Jean Mitchell, Rachel Mullins, and Chelsea Bishop Ward. General Standing Committees: Ron Hudson and Tammy Young.

Call to Order: President Brown called the meeting to order at 10:30 a.m.

Approval of Minutes from Executive Committee (EC) Meeting, March 11, 2011: Minutes of the March 11, 2011 EC meeting were presented. Sarah Jennings moved that the minutes be accepted. Regina Carter second. Motion passed and the minutes were approved. A copy of the minutes is included in the Secretary's Notebook.

NEW BUSINESS

President Brown gave the welcome and thanked the committee members for their attendance and hard work between the meetings.

President: President Brown reported that she sent the revised Statement of Good Practice to the listserv. President Brown and the EC discussed the proposal President Brown mentioned at the last EC meeting regarding a college fair automation system. Information regarding the system can be found at www.collegefairautomation.com. One issue regarding the system was that high school counselors would have to buy in to the idea before it could be considered because students would have to input their information into the system prior to college planning programs. Another concern was that the system was too expensive. President Brown replied to College Fair Automation that ArkACRAO was not interested at this time.

President Brown also reported that she, Amy Mahan, and Robin Hayes had met with ACPA representatives. During the meeting, ACPA representatives mentioned that they felt the 2012 conference should be held separately and they were looking at a site location in northwest Arkansas for their 2012 conference. Sarah Jennings stated that she was glad that ACPA had reached that determination on their own since ArkACRAO would not be able to have a joint conference for the Fall 2012 meeting anyway. The joint Fall 2011 conference was simply on a trial basis. President Brown stated that although ACPA has been great to work with, she felt it may be in the best interest of ArkACRAO to have separate conferences in the future. President Brown and the EC recommended that if ArkACRAO receives another request for a joint conference, the EC should wait until it can be discussed by the membership at fall conference and voted on at that time.

President Elect: Regina Carter reported that from the last time the EC met, the Planning Committee for the Fall Conference has had a series of meetings: April 14th via a phone conference, May 13th at the Austin Hotel to finalize the food menu, May, 25th at ASU Beebe, June 10th at the Austin Hotel with the EC committee of ACPA to discuss what progress has been made concerning the Fall Conference, and June 17th at UALR to go over/discuss a projected budget for the fall Conference. Due to an illness with a family member, Ms. Carter was not able to attend the June 10th meeting.

Ms. Carter reported that so far the Planning Committee's progress consists of six confirmed concurrent sessions for ArkACRAO. ACPA has not started their call for proposals yet. Jordan O'Rourke, President Elect for ACPA, indicated that should be done sometime this summer. ADHE Interim Director Shane Broadway will bring greetings from the State of Arkansas on Wednesday night, and Dr. Jackie Elliot will be the keynote speaker. For the general session on Friday, Adrienne McDay, AACRAO's immediate past President for Access and Equity, will be the speaker. Ms. Carter is going to contact Phillip Wilson again who is organizing the legislative panel. Ron Hudson along with Robin Hayes who took the lead on the theme/logo for the fall Conference has done an excellent job. B/media is in the process of working on an electronic registration form, which should be ready soon. Ms. Carter stated that her goal is to have the registration form available and Conference at a Glance sent out before the end of July. So far, we have had 7 rooms for October 4th, 13 rooms for October 5th, and 15 rooms for October 6th booked at the Austin Hotel. The next Planning Committee meetings are scheduled for July 19th and August 4th via phone conferences. A copy of the tentative Conference at a Glance, proposed budget, and theme/logo is in the Secretary's Notebook.

President Brown stated that she will contact Wayne Womack about sending information to the listserv regarding Talent/No Talent and the charity for the Fall Conference. Chelsea Bishop Ward said to offer her support to Mr. Womack. Amy Mahan has worked with Blayne Stewart on designing the registration forms so that the treasurer receives an e-mail as well as the person registering. Regina Carter asked that EC members be available to introduce the presenters at the Fall Conference. President Brown commended Ms. Carter for doing a great job of organizing the conference and confirmed that the EC is here to help in any capacity needed.

Past President: Sarah Jennings reported that the slate of officers for next year must be sent to the listserv 30 days before the Fall Conference business meeting. President Brown has appointed

a Nominations and Elections Committee. As Past President, Sarah Jennings will be the chair. The exiting Vice President for Admission Administration, Sorronto Aubrey, and exiting Vice President for Registration, Erica Fulton will also be on the committee. Additional members include Robert Summers from Arkansas State University – Newport and Zeda Wilkerson from Ozarka College. The committee will send recommendations to President Brown. President Brown will then send the recommendations to the EC to vote via e-mail. The recommended slate of officers will then be sent to the listserv 30 days prior to the fall business meeting.

As the past president, Ms. Jennings will also send letters out to the past presidents inviting them to attend.

Treasure: Amy Thomas has had a name change to Amy Mahan. Ms. Mahan reported that ArkACRAO's cash on hand is \$25,661.21, CD value is \$9,286.17, pending dues to be received totals \$5,400, and Total Assets equal \$40,347.38. Ms. Mahan reported that invoices were mailed on June 17, 2011. The following Associate Members have requested to be removed from ArkACRAO's membership: University of Phoenix – Little Rock Campus, Murray State College, and Arkansas Rural Endowment Fund. Three Associate Members have been removed for failure to pay dues for two years in a row: Centenary College of Louisiana, Southwestern College – Kansas, and Victory University. Ms. Mahan also reported on the Support Staff Workshop. There were 68 registrations: 63 paid attendees, 3 presenters, and one not paid. Total Revenue: \$1,890; Total Expenses: \$2,164.35; Net Revenue: -\$274.35. President Brown reminded the EC that a committee will be assigned to conduct an audit. It is ArkACRAO's practice to conduct an audit every three years. Amy Mahan stated that all of the records are on the computer, so the audit should be fairly simple to conduct. A copy of the treasure's reports is in the Secretary's Notebook.

Vice President for Admission Administration: Sorronto Aubrey reported that Boot Camp will be held at the University of Arkansas Community College at Morrilton on July 28, 2011. Information regarding registration has been distributed to the listserv. A copy of the tentative agenda is in the Secretary's Notebook. Registration will begin at 8:00 am, and there will be a speaker in the afternoon. Mr. Aubrey thanked Chelsea Bishop Ward and Susan Dewey for their hard work in preparing for Boot Camp.

Vice President for Records: Jean Mitchell reported that Registrar's Therapy is to be held July 14, 2011 thru July 15, 2011. The agenda was put on ArkACRAO's website. Rick Jenkins from ADHE is scheduled to talk about the common course numbering system. Ms. Mitchell remarked that she is impressed by the way Mr. Jenkins is always willing to help. Another session will focus on the special needs of returning troops. Ms. Mitchell reported that the director of the hotel was easy to work with, and she comped the coffee and tea. Ms. Mitchell expects the Registrar's Therapy will have a net loss of \$25 or \$30. President Brown thanked both Jean Mitchell and Erica Fulton for the great job they did with organizing programs this year.

Vice President for Registration: Erica Fulton reported that she felt fortunate to have the opportunity to work with everyone on the EC, especially her co-chairs, formally Regina Carter and currently Jean Mitchell. Ms. Fulton reported that she plans on submitting an article about the Support Staff Workshop for the newsletter. The Support Staff Workshop this year was a

huge success. Attendance nearly doubled from last year. Ms. Fulton expressed her gratitude to the presenters and her co-chair. She also thanked the EC for donating mugs to be used as door prizes. Ms. Fulton distributed copies of the evaluations to the EC. A copy of the evaluations is in the Secretary's Notebook. Ms. Fulton gave the following planning tips for next year: (a) use evaluations as a tool for planning, (b) allow for networking time – can be done via group activities, (c) continue to incorporate group activities and allow necessary time, (d) suggest that start time is around 10:00 am – this year's workshop seemed too short (e) continue to provide pertinent handouts and professional tips even if time is not allotted for discussion, and (f) location is everything! The participants seemed to enjoy it being on a boat. Ms. Fulton also provided participants with a directory of attendees and remarked that it would help if whoever is planning it next year could get e-mail addresses from the registration forms. President Brown also encouraged the EC to set dates early when planning future events.

Vice President for School Relations: Chelsea Bishop Ward reported that she is working with Sorronto Aubrey and Susan Dewey to plan Boot Camp.

Legislative Liaison: Tammy Young reported for Phillip Wilson that there is no news for this meeting. Mr. Wilson will continue to send updates to the listserv.

Publications/Publicity Chair: President Brown reported for Tracy Finch. Ms. Finch was at another conference and could not attend. It is time to get articles in for the Fall Newsletter. Ms. Finch is currently working on the directory and a Summer Newsletter. Ms. Finch consulted the EC regarding a request she received from a vendor wanting to put an article in the newsletter. After some discussion, the EC advised Ms. Finch to tell the vendor that we cannot accept an article at this time since we do not have a current policy in place; however, will work on implementing one in the future. President Brown stated that she will get with Tracy Finch and Regina Carter to begin working on establishing guidelines.

Hospitality: President Brown reported for Wayne Womack that the service project for this year's Fall Conference will probably be Arkansas Children's Hospital. President Brown has the Karaoke machine at her campus and will bring it to the Fall Conference.

Professional Access and Equity: Sorronto Aubrey reported for Chris Riggins who could not be present because of another meeting. The Professional Access and Equity committee provides recommendations for annual meetings program topics, monitors ArkACRAO committees and activities for representation of minority interests and sensitizes the Association about issues concerning the recruitment and retention of minority students in higher education. Therefore, the committee has recommended the following sessions for the Fall Conference: (a) Strategically Using Your Website for Recruitment and (b) Encouraging Minority and First Generation Students.

Site Selection: Tammy Young reported that she plans to look at tentative sites soon. Some of the areas she is considering are Bentonville, Springdale, and Fort Smith. Ms. Young asked that the EC to please forward names if we know someone from our campus that would like to help. Ms. Young also asked the EC for suggestions on locations to look at. The EC discussed tentative sites. Sorronto Aubrey noted that locations in Little Rock are usually either too expensive or too

small; however, he advised that Ms. Young may want to check places like the Wyndham in North Little Rock or the Doubletree again. President Brown stated that the Site Selection committee reports to the EC. The EC then narrows it down to three suggestions and recommends their top suggestion. It is then voted on at the Fall Conference.

Membership: Sorronto Aubrey reported for Chad Cox. ArkACRAO has had institutions apply that were not members of North Central. We have also had inactive members want to rejoin. Because of this, Mr. Cox has sent proposed changes to the By-Laws. The proposed changes are as follows:

ARTICLE I -MEMBERSHIP

Section 3.

Associate members shall be those individuals or representatives of organizations who have purposes parallel with those of ArkACRAO, who represent a not-for-profit organization, agency, or institution, and who desire to participate in the Association's nonvoting activities. Institutions who are candidates for membership to ~~North Central Association of Colleges and Secondary Schools~~ **one of the six regional accrediting agencies** may apply for associate membership by providing proof of ~~North Central~~ candidacy status. Candidates for associate membership must petition the Membership Committee, meet qualifications for membership, be approved by the Membership Committee, and be approved by a majority vote of the general membership. There shall be an annual fee of \$100 for each institution.

Rationale for change: As ArkACRAO seeks to promote the advancement of education, particularly higher education in Arkansas, we should not restrict associate membership to only members accredited by the North Central Association. As Arkansas' students become more accomplished, more out-of-state schools will be vying for their attention and four of our six border states fall under the Southern Association's scope. By making associate membership more accessible, we will increase the influence of ArkACRAO's statement of good practices during the recruitment season and therefore better serve the students of our state.

Section 5.

Membership fees are due no later than July 30 each year, prior to attendance at the annual meeting, with June 1 of each fiscal year designated as the billing date. Paid membership status is required to be included in the ArkACRAO Directory. Failure to pay annual dues will render an institution inactive. **Inactive members may be reinstated upon submission of dues unless the institution has been inactive for a period of more than two (2) consecutive years. Inactive institutions for two (2) or more consecutive years must petition for membership and be approved by a majority vote of the general membership.**

Rationale for change: We do not have a policy for reinstatement of inactive institutions.

Jean Mitchell moved to present the proposed changes to the membership through the Constitution Committee. Amy Mahan second. Motion passed.

Articulation Workshops: Ron Hudson reported that he met with the former chair, Randy Scaggs, a couple of weeks ago. Upcoming Articulation Workshops are set for September 6 at Arkansas State University Mountain Home, September 7 at Mid-South Community College, September 8 at Cossatot Community College of the University of Arkansas, and September 9 at Philander Smith College. Mr. Hudson reported that we will be able to give professional development credit to counselors who attend. Mr. Hudson is contacting ADHE to have someone give an update. Mr. Hudson also plans on going to each campus to pass on the information that Mr. Scaggs gave him. Sarah Jennings stated that the templates Mr. Scaggs e-mailed were helpful to her institution when an Articulation Workshop was held on their campus. Mr. Hudson also discussed with Mr. Scaggs the rotating cycle of where Articulation has been hosted in the past. Mr. Hudson stated that he may send an e-mail out to see if other institutions would be interested in hosting. President Brown stated that she hopes to attend all four Articulation Workshops to bring greetings from ArkACRAO. Mr. Hudson reported that he has talked to Blayne Stewart, and each site will have a registration link on the ArkACRAO website. However, in the past, counselors have sometimes registered for one location but then attended different one.

College Planning Program Clearinghouse: President Brown reported for Mary Whiting. President Brown reminded everyone that we voted on the update to the Statement of Good Practice and College Planning Program Host Information and Recommendations. President Brown asked that the EC please encourage everyone to follow these. Giveaways are always a concern, but please stick to the listed items.

OTHER BUSINESS

Website: President Brown reported that ArkACRAO used up our maintenance hours before our contract was up with Blayne Stewart of b/media. Mr. Stewart has been good to continue working on the website even though we have ran out of hours. One explanation for running out of hours is that ArkACRAO is doing more on-line registration than previously. President Brown stated that she has researched other companies, and ours is very reasonable. We were getting 12 maintenance hours for \$555. President Brown recommended that we increase that to 24 hours of maintenance, which would be approximately \$840. Amy Mahan moved to renew our contract with b/media for the next year and increase the maintenance to 24 hours. Regina Carter second. Motion passed.

Set Date, Place, & Time for next EC Meeting: The next meeting will be Friday, October 7, 2011 after the Fall Conference at approximately 12:30 p.m. at the Austin Convention Hotel and Spa in Hot Springs.

Adjourn: Amy Mahan moved that the meeting be adjourned. Regina Carter second. Motion passed. The meeting was adjourned at 12:55 p.m.
Respectfully submitted,

Rachel Mullins, Secretary 2009-2011

Gin Brown, President 2010-2011