

ArkACRAO
ARKANSAS ASSOCIATION OF COLLEGIATE
REGISTRARS AND ADMISSIONS OFFICERS

Executive Committee Meeting
Thursday, July 17, 2008
Arkansas State University-Beebe
Beebe, AR

Members Present: Wayne Banks, Robin Hayes, Alisa Waniewski, Susan Dewey, Tracy Finch, Rosalyn Blagg, Chris Riggins, Darren Jones, Amy Thomas, Ed Nipper, Tony Sitz, Sorrento Aubrey, Glen Metheny, and Gin Brown

Call to Order: President Banks called the meeting to order at 10:15 a.m. President Banks thanked everyone for their attendance and ASU-Beebe for hosting the EC.

Approval of Minutes from Executive Committee (EC) Meeting-April 10, 2008: Minutes of the April 10, 2008 Executive Committee (EC) were presented. Alisa Waniewski noted a correction of the spelling of Maribeth Lynes name. Alisa Waniewski moved that the minutes be accepted. Tracy Finch second. Motion passed and the minutes were approved. A copy of the minutes is included in the Secretary's Notebook.

Treasurer's Report: Alisa Waniewski stated that twenty-two (22) member institutions and six (6) associate members had paid their dues as of July 16. She noted that she would be sending a reminder invoice to encourage members to pay their dues. Alisa presented the Treasurer's Report: Beginning Balance: \$27,746.72; Revenue: \$12,570.00; Expense: \$15,548.69; Balance on Hand; \$24,768.03 (7/18/08). Amy Thomas made the motion to accept the Treasurer's Report as presented. Rosalyn Blagg second. Motion passed.

President's Update: President Banks stated that he had been visiting member institutions the last two months to start or continue a dialog about ArkACRAO to the membership. He stated he had been receiving positive feedback with his visits and no negative comments. He asked the institutions why they were not attending ArkACRAO Fall Conference (FC). Reasons included: 1) several had another conference/meeting at the same time and 2) some did not know about the conference. The cost of the conference did not seem to be an issue. President Banks opened the floor for a discussion on various ways to better promote the FC and other events. It was noted that not everyone was on the list serve. It was also discussed to send information to the Director of Admissions, Dean of Enrollment Management and the Registrar and ask them to share the information with their appropriate people. Tracy Finch noted that sometimes ArkACRAO information may be spammed. Tony Sitz noted that the list serve may not always be the best way to communicate to the membership and sending individual emails to all the membership might need to be considered. Chris Riggins noted that because of turnover in personnel on all campuses that it might be helpful to encourage the Directors to provide the information to their staff. Susan Dewy suggested a post card to key people in the Admission's and the Registrar's offices. Tracy Finch reminded everyone that we need to keep the cost of postage in mind. One conflict that was noted is the AATYC Conference held in October and the push from the two year Presidents and Chancellors for personnel to attend AATYC. Referencing the first Wednesday, Thursday, and Friday of October, Tony Sitz stated that the dates of the FC were at least 20 years old. The October dates were established at a point in time that it was felt that the bulk of the fall recruiting was over. Glen Metheny suggested moving the FC to the first week of November. It was discussed that moving the FC to the spring could possibly interfere with those going to SACRAO or AACRAO. President Banks asked each of the EC and

Committee Chairs to spread the word about ArkACRAO. He asked Ed Nipper to add a bullet to the newsletter or any other publication to highlight the FC. President Banks stated that he would ask Randy Scaggs to announce the FC at the Articulation Workshops. President Banks noted that the contract for the FC 2009 that is to be held at Rogers had already been signed.

ArkACRAO Website status and update: President Banks stated that because of her additional duties and training on Banner, Tammy Rhodes felt she could no longer put in the time to update the ArkACRAO website and the EC needed to consider another institution to host the website. President Banks added he had appointed Tammy as chair of an Ad Hoc Web Site Committee but again due to her additional duties and training on Banner, the committee had not met. President Banks turned the floor over to Robin Hayes who presented a proposal from Blayne Stewart, Website Coordinator for ASU-Beebe and owner of Baskin Design. Blayne's quote for services included No Worries Hosting-\$20/month; Maintenance Service-\$15/month; Optional Items: email-free, statistics-\$5/month; and site redesign \$400 (one time fee). In addition to the Quote for Services, Robin also shared an email from Blayne containing suggestions for the website, a suggested home page design and logo design. A copy of each document is included in the Secretary's Notebook. Glen Metheny commented that with his duties at ASU-Beebe would Blayne have time to manage the ArkACRAO web site. Amy Thomas, who works for ASU-Beebe, commented that he would. She further stated that Blayne had visited with Randy Scaggs concerning the Articulation Workshops and Blayne had already worked on the information for Articulation Workshops so it would be available on the web site. Because of the timely matter of having the Articulation Workshop information available on the web site, this action was taken by an executive decision from President Banks. Robin Hayes made the motion to offer a one year contract, which could be renewed, to design and maintain the ArkACRAO website to Blayne Stewart. Ed Nipper Second. Motion passed. Tracy Finch made the motion to have the President, the President Elect and Articulation Workshop Chair to be the contact persons for the website. Alisa Waniewski second. Motion passed.

President Banks opened the floor for a discussion of the letter to the Chancellors and the Presidents. The letter highlights the activities and initiatives that directly support every institution who's Admissions and Records staffs are members of ArkACRAO. A copy of the letter is included in the Secretary's Notebook. Prior to the meeting a copy of the letter had been sent to the EC by email from President Banks. Robin Hayes suggested adding the membership list and contact information to information being sent. Tony Sitz suggested the addition of the ArkACRAO Directory and Alisa Waniewski suggested adding the FC information letter, including the dates of the FC. In addition to the Chancellors and Presidents the letter will be sent to Ed Franklin, Jim Purcell, Tim Wooldridge, Kearney Dietz. President Banks stated he would resend the letter to the EC once he had completed the updates.

A discussion followed on the ArkACRAO letter head. It was decided to use the new logo from the web site design by Blayne Stewart using the colors red and blue and shaded like the current letterhead with CRAO capitalized.

Committee Updates and Report:

Ad Hock Audit Committee: Charla Jennings report by an email received by President Banks. The audit committee will meet Wednesday night, October 1, 2008 to review the financial reports. Alisa Waniewski, Treasurer, has been contacted concerning the audit.

Constitutional Review Committee: Tony Sitz, Committee Chair, stated that with so many institutions having personnel (Dean of Enrollment Services, Director of Enrollment Services, etc.) responsibilities for both the Registrar and Admission office areas, the Constitution Review Committee feels that it's time to make the recommendation to revise the language in our constitution. The Constitution Review Committee recommends the following revision to Article III, Sec 3 of the current constitution:

Currently this section reads as follows: "The Presidency of the Association shall alternate each year between the Admissions/School Relations related areas and the Records/Registration related area."

The recommended revision is: "The Presidency of the Association should alternate each year between Admissions/School Relations and Records/Registration related areas, with equal consideration given to individuals whose professional responsibility is for both areas."

This revision will be voted on during the business meeting at the FC. An email advising the membership of the proposed change will be sent out prior to the FC.

Tony Sitz further noted that Article IV Sect. 1 state "A meeting of the entire Association shall be called annually on the first Wednesday, Thursday and Friday in October." He suggested a survey be done to see if a change of dates was in order.

Tony Sitz suggested that in place of having a Registrar Therapy as a pre-conference workshop offer a Veterans Affairs workshop for three to four hours. This workshop would be open to anyone and there would be no fee to attend. Tony volunteered to contact the Veterans Administration to secure representation for the workshop. Alisa Waniewski made a motion to expand the Registrars Mountain Top Chat to include Registrar's Therapy and have the pre-conference workshop on Veteran Affairs. Tracy Finch second. Motion passed. Tony stated he would email Robin Hayes, Annual Meeting Program Chair, and President Banks with the information once he had secured the representatives from the VA.

President Banks recessed the meeting at 11:55 am for lunch.

Meeting continued at 12:35 p.m.

Site Selection Committee: Sorrento Aubery, Chairman, stated that the committee had visited several different hotels. They were: The Crown Plaza, Holiday Inn Presidential, Holiday Inn Airport, and the Peabody all in Little Rock, the Holiday Inn in Jonesboro, and the Holiday Inn in West Memphis. Sorrento noted the average price of a room was between \$135 and \$140 and that they would not lock in a rate for 2010. Ed Nipper stated that we need to look for room rates under \$100 because of the state rates and individual budgets. Alisa Waniewski stated that the Crown Plaza should be removed from the list and not be considered because several years ago the FC was scheduled there and then due to state budget cut backs, ArkACRAO had to cancel the meeting. The cancelation was done several months prior to the FC but the Crown Plaza insisted on a payment of \$3,000. President Banks thanked Sorrento for his and the committee's work on site selection. He instructed Sorrento and the committee to look at other locations including the Lake Hamilton Resort, the Arlington, both in Hot Springs, the Wyndham in North Little Rock, and De Gray Lodge, near Arkadelphia.

Nomination and Selection Committee: President Banks reported in the absence of Charla Jennings Chair, that in accordance to the ArkACRAO Constitution, the association officers shall be elected at the business session of the annual meeting in October. The Nomination and Election Committee will have a slate of officers for the 2008-2009 year. The offices open are: President Elect, Treasurer, Vice President for Records and Vice President for School Relations. The slate of officers will be approved by the EC and will be presented to the membership at least thirty (30) days before the annual meeting. Additional nominations may be made from the floor of the business meeting. President Banks commented that the committee is in the process of contacting nominees to see if they will agree to serve.

SACRAO Update: Chris Riggins, SACRAO Representative, reported on the Summer Planning Meeting that was held in New Orleans on June 1 and 2. Over one hundred sessions which included user groups and forums were selected out of the sessions that the committees had compiled. Two pre-conference workshops were selected. The room rates at the Astor Crown Plaza will be \$160 and it is the highest room rate SACRAO has ever had, but it was stated as a very low rate for New Orleans in February. SACRAO is scheduled for February 7-11, 2009. President Banks, who attended the Summer Planning Meeting, added that it was discussed to have a Higher Education Workshop for people in the community during the SACRAO Conference.

Event Reports:

Boot Camp: Robin Hayes stated that Boot Camp would be held Tuesday, July 29 on the campus of ASU-Beebe. The dates and information had been posted on the list serve and e mails had been sent to all the

Directors of Admission. Thus far fourteen (14) Admission representatives had registered. The program includes a communication presentation by Charlotte Strickland and a new program: Financial Aid and Its Importance in Recruiting.

Therapy for Registrars: Rosylyn Blagg and Tracy Finch, co chairs, asked that anyone that had ideas or questions they would like to discuss at Therapy for Registrar's to please email them.

Fall Conference: Robin Hayes, Annual Program Committee Chair, handed out the session schedule for the FC to be held October 1- 3 at Mt. Magazine State Park Lodge near Paris. She stated that the program was still a work in progress. Robin noted that Mary Baxton, AACARO Vice President for International Education would welcome the group at the dinner on Wednesday night and later present an AACRAO Washington Update. Representing SACRAO, John Mason would discuss "Increase Students in Our Incoming Classes". Mountain Top Chats are planned for both Registrars and Admissions. Other topic includes FERPA Update, Discovering Diversity, and Understanding the Arkansas Technical Career Student Loan Forgiveness Program. A discussion was held concerning meals and the location of the conference. Tracy Finch made the motion to raise the registration fee to \$100 per person and to include all meals in that fee. The exception would be for vendors and their fee would remain at \$75.00. Amy Thomas second. Motion passed. Alisa Waniewski made the motion to discontinue the discount rate when five (5) or more members from an institution attended the FC. All members would pay the \$100 registration fee per person. Ed Nipper second. Motion passed. Robin noted that there were several different room rates and encouraged all members to make their reservations early.

Other ArKACRAO Events:

Articulation Workshops: Present Banks reported for Randy Scaggs, Chair, that the registration would be available soon on the list serve for the Articulation Workshops.

College Planning Day: Glen Methney noted that the 2008 calendar was available and thanked everyone for their contribution. He also noted that due to changes in responsibilities at Harding that this was the last year he would be able to serve as Clearinghouse Coordinator. President Banks thanked Glen for his years of service as Clearinghouse Day Coordinator and noted what a great job Glen had preformed.

Other Business:

President Banks turned the floor over to Ed Nipper, Publication and Publicity co chair. Ed stated that he and his co chair, Sarah Jennings, made the decision to reduce the number of Directories printed to 900 and the cost would be approximately \$2,300. Not all the schools had responded with updates and today was the deadline. They had a one week window before going to the print. If institutions had not paid two years in a row, they would be dropped from the Directory. Ed noted this was the last year he would be able to serve as a co-chair due to increase in job responsibilities. Ed stated that Scott Post had agreed to take his place.

President Banks called for any other business. None was presented.

Adjournment:

The meeting was adjourned at 2:10 p.m.

Respectfully submitted,

Approved:

Gin Brown, Secretary

Wayne Banks, President 2007-2008

Robin Hayes, President 2008-2009