

ArkACRAO
ARKANSAS ASSOCIATION OF COLLEGIATE
REGISTRARS AND ADMISSIONS OFFICERS

Executive Committee Meeting
Tuesday, December 9, 2008
ASU - Beebe

Members Present: Robin Hayes, Wayne Banks, Sarah Jennings, Tracy Finch, Amy Thomas, Regina Carter, Randy Scaggs, Rosalyn Blagg, and Gin Brown.

Call to Order: President Hayes called the meeting to order at 10:40 a.m. and thanked everyone for their attendance. President Hayes noted that Susan Dewey and Darren Jones were unable to attend due to obligations at their campus. President Hayes noted that President Banks had kept the EC and the membership well informed and that she intended to carry on that policy.

Approval of Minutes from Executive Committee (EC) Meeting-October 3, 2008: Minutes of the October 3, 2008 EC were presented. Randy Scaggs moved to accept the minutes as presented. Tracy Finch second. Motion passed and the minutes were approved. A copy of the minutes is included in the Secretary's notebook.

New Business:

Treasurer Report: Beginning Balance: \$37,108.54; Total Income: \$2,492.30; Total Expense: \$15,281.63; Balance on Hand \$24,319.21 (12/08/2008). Tracy Finch moved that the Treasurer's report be accepted as presented. Regina Carter second. Motion passed. A copy of the Treasurer's report is included in the Secretary's Notebook. Amy noted that she and Alisha Waniewski, past treasurer, had spent several hours acquainting Amy with Quick Books, the computer program used by the treasurer, and discussing responsibilities. Amy noted that Alisa had everything well organized. She also noted that Alisa encouraged the EC to establish a policy for nonpayment of fees for events. Amy stated that currently two attendees had not paid for the College Planning Program in October at Pine Bluff and that one person had not paid for the fall conference. A suggestion was made if overdue fees were not collected by the time invoices were sent out for membership billing, to include an invoice for the overdue fees with the billing. Additional discussion included: if an institution had not paid in two years, the institution not be allowed to participate in college planning day or any other ArkACRAO event. Tracy Finch made the motion to table making a policy on collection of late fees until Amy had a chance before the next meeting to follow up on fees still owed. Regina Carter second. Motion passed. Amy noted that she had ordered new checks. President Hayes instructed Amy to order and pay for new letter head stationary and envelopes. Randy Scaggs suggested that we buy in bulk because the Articulation Workshop information was sent to approximately three hundred high schools with three letters to each school (counselor, principal, and superintendent). President Hayes stated that she and Amy would discuss the amount needed before Amy proceeded with ordering the stationary.

President's Update:

Fall Conference: President Hayes distributed a financial report on the fall conference at the Lodge at Mount Magazine. Total Revenue: \$13,780; Total Expense: \$ 13,623.65; Total Profit \$156.35. She further stated that one person as of 11/13/08 had not paid their registration fee.

One hundred-twenty-eight members were in attendance. One vendor attended. Sixty-two conference evaluations were returned with comments included: Excellent/good conference; John Mason and Sgt. Seamans – both were over the top; more positive comments on the Loan Forgiveness program by Deborah Germany and FERPA Update by Amy Thomas; and the buffet received positive comments. An area that did not meet expectations was the plated banquet meal. President Hayes noted that from conversations with Mary Baxton, AACRAO Vice President for International Education, that she was very impressed with the overall conference and professionalism of ArkACRAO. Mary stated that she would be sharing only good things at AACRAO concerning ArkACRAO. President Hayes said she would share the evaluations with Sarah Jennings, President Elect, to help her in preparing for the fall conference 2009. Rosalyn Blagg, who was unable to attend the conference due to illness, stated that she had only positive comments from her staff. Wayne Banks commented that Robin had done a great job. A discussion was held to consider the Lodge at Mount Magazine as an annual or every other year site for the conference. Randy Scaggs raised the questions if they could accommodate the group as some people had to stay at other locations and others drove in. President Hayes stated that there were some rooms that were already booked thus we did not have the entire lodge. Possible they could accommodate us if we booked several years in advance and we encouraged the membership to share rooms. She further stated how good the staff at the Lodge was to work with. The EC decided to bring the question of the Lodge at Mount Magazine as the site for the fall conference every other year to the business meeting during the 2009 fall conference. President Hayes noted that she had signed the contract with DeGray State Lake Resort on October 8, 2008.

Hospitality Performance Network: President Hayes stated that Shaun Gleason, a representative of Hospitality Performance Network had been in touch with her. The Network appears to be a free resource to help organizations find sites for conferences. She noted that they also offer fee based services such as web registration and billing reconciliation. She distributed a handout on the Network and stated that she would share the information with the chair person of the site selection committee, Sorrento Aubrey. Tracy Finch suggested that the group might be a possible vendor or presenter for the 2009 fall conference. Handout information on the Network is included in the Secretary's Notebook.

Committee Updates:

President Hayes stated that Chris Riggins, who served as SACRAO Representative and served on the EC, had resigned. Chris had stated that he was not going to be able to attend the 2009 SACRAO conference or attend future EC meetings due to budget cut backs at UCA. Tracy Finch moved to accept Chris resignation from the EC and as SACRAO representative with regrets. Amy Thomas, second. Motion passed. President Hayes stated that Chris had made many valuable contributions to ArkACRAO and was a "good guy" and he would be missed. President Hayes noted that Chris's registration fee for the 2009 SACRAO conference had already been paid by ArkACRAO. Rosalyn Blagg moved that 1) the SACRAO responsibilities/position be assumed by the President as part of the President's responsibilities; 2) with the upcoming SACRAO Conference in February 2009 that ArkACRAO pay for the registration fee and reimburse for room, travel and meal expenses that follow allowable conference expenses under Arkansas reimbursement guidelines; and 3) to receive reimbursement the President will turn in proper documentation of allowable expenses to the Treasurer. Regina Carter, second. Motion passed. Amy Thomas was to contract SACRAO to see if Chris's registration could be changed to President Hayes. Tracy Finch noted that the EC decision today was due to the Chris's

resignation, the upcoming SACRAO conference and that registration for the conference for Chris had already been paid. She further noted that there would need to be a constitutional revision for this to become a continuing policy. Tracy Finch moved that President Hayes contact the chair of the Constitutional Review Committee, Tony Sitz, and inform him of the EC decision 1) to combine the SACRAO Representatives responsibilities with the President's responsibilities and 2) for the payment for SACRAO Conference registration fee for the President's and the President's reimburse for room, travel and meal expenses that follow allowable conference expense under Arkansas reimbursement guidelines; and 3) to receive reimbursement the President will turn in proper documentation of allowable expenses to the Treasurer. By informing the committee of the EC's action they could draft appropriate revisions to the Constitution. Sarah Jennings second. Motion passed.

President Hayes noted that she had filled the following General Standing Committees for 2008-2009:

Nominations and Election Committee: Wayne Banks
Constitutional Review Committee: Tony Sitz
Professional Access and Equity Committee: Mark Lloyd
Annual Meeting Program Committee: Sarah Jennings
Site Selection Committee: Sorrento Aubrey
Recognition Committee: Rachel Mullins
Publicity and Publications Committee: Tracy Finch

Admissions Administration and School Relations Oriented Standing Committees:

Articulation Workshop Committee: Randy Scaggs
College Planning Program Clearinghouse Committee: Mary Whiting

Ad Hoc Committees:

Audit Committee: three year cycle review
Website: Amy Thomas and Robin Hayes

President Hayes stated that the Hospitality Subcommittee and Membership Committee appointments are not complete at this time.

Event Reports:

Therapy for Registrars – Regina Carter and Rosayln Blagg serve as co-chairs. Rosalyn noted that plans are to continue the practice of having the Registrars Therapy as a preconference workshop. President Hayes noted that the State Veterans Affairs Office workshop this year had been well attended and received very positive comments. She further commented that Tony Sitz had been instrumental in setting up the workshop. The only expense (\$138.00) had been for refreshments.

Boot Camp – Susan Dewey and Randy Scaggs serve as co-chairs. The last program had been held at ASU Beebe received good evaluations with twenty seven in attendance. Randy noted the program would be held at ASU-Beebe the last week in July with invitations being sent out in June. He asked President Hayes to make the food arrangements.

Staff Support Workshop- Regina Carter and Rosayln Blagg serve as co-chairs and reported that the workshop will be held March 26 at UALR from 9:00 am to 3:00 pm.

Fall Conference 2009 – Sarah Jennings serves as program chair. Wayne Banks noted that he had signed the contract for the Embassy Suite at Northwest Arkansas Hotel, Spa, and Convention Center. A discussion was held on possible programs. As a preconference workshop, Walt

Coleman, motivational speaker and NFL referee, was discussed. President Hayes encouraged Sarah to use a committee to help plan the program and to make at least two visits to the Embassy Suite in order to know how the hotel was laid out and thus be able to plan better.

Articulation Workshop-Randy Scaggs, Chairman, noted that the locations and dates were already set for 2009 as they were set one year ahead. This year the programs will be September 8 – 11 and is the same week of as Labor Day due to the late date of Labor Day. He noted September 8 - Ozarka College, September 9 - Henderson State University, September 10 - University of the Ozark, and September 11 - UCA. Randy encouraged any school to volunteer to be on the rotation list and serve as a host for the Articulation Workshops. Randy also discussed moving to an A&B travel area in three years. President Hayes thanked Randy for his dedication and hard work. She stated that she would be representing ArkACRAO at all of the Articulation Workshops and would be presenting the welcome.

College Planning Programs – President Hayes noted that Glen Matheny due to his change of position at Harding University would no longer be able to serve as chair of the College Planning Program. She further stated that we greatly appreciate Glenn for all of his hours of dedication to ArkACRAO and the College Planning Program. He has done an excellent job. President Hayes stated that Mary Whiting had accepted the chair position. She noted that Randy Scaggs, Mary Whiting and she would be meeting in the next two weeks to draft a letter to all of the high school counselors encouraging them to use the College Planning Day Programs in scheduling their activity and to combine their programs. The letter would be sent in early January. She also noted that Mary had already emailed information concerning two-year campus transfer days in the spring of 2009.

Other Business:

President Hayes stated that she would ask Blayne to post the Constitution on the website. She noted that if anyone had pictures of the fall conference to send them and they would be also posted.

President Hayes noted that the next EC meeting will be at UALR on March 13 at 10:30 a.m. She asked Regina Carter to assist with arrangements for the meeting.

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

Adjournment:

The meeting was adjourned at 12:30 p.m. President Hayes invited everyone to enjoy lunch at the Holiday Open House.

Respectfully Submitted:

Approved:

Gin Brown, Secretary

Robin Hayes, President