



**ARKANSAS ASSOCIATION OF COLLEGIATE
REGISTRARS AND ADMISSIONS OFFICERS**

**Executive Committee Meeting
Friday, March 13, 2009
UALR
Donaghey Student Center**

Members Present: Robin Hayes, Wayne Banks, Sarah Jennings, Susan Dewey, Tracy Finch, Rosalyn Blagg, Chris Riggins, Amy Thomas, Ed Nipper, Regina Carter, Randy Scaggs, and Gin Brown. Darren Jones was unable to attend due to a commitment at UACC Morrilton.

Call to Order: President Hayes called the meeting to order at 10:50 a.m. President Hayes thanked everyone for their attendance and UALR for hosting the EC.

Approval of Minutes from Executive Committee (EC) Meeting-December 9, 2009: Minutes of the December 9, 2009 EC were presented. Rosalyn Blagg 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: Amy Thomas stated that she had received \$100.00 from Lee Hardman (UAPB) and that closed the outstanding registration fees for Fall Conference. The corrected financial report for the Fall Conference indicated a total profit of \$256.35. Additionally, the Army National Guard had paid the fee for College Planning Day. She noted that the US Army fee for College Planning Day was still outstanding. Amy also stated that she had received confirmation from SACRAO that ArkACRAO would be reimburse Chris Riggins registration fee. Amy also stated that Blayne Stewart had designed the letterhead at no charge and she was trying to secure a vendor. Randy Scaggs commented that he would need letterhead stationery by July for Articulation Workshops. President Hayes commented that EC, admissions, and other

coordinator function would require an invoice in order to receive reimbursement. The four colleges/universities that host the Articulation Workshops each receive a \$250 stipend. Amy presented the Treasurer's Report: Beginning Balance: \$37,108.54; Revenue: \$2,800.07; Expense: \$16,814.44; Balance on Hand; \$23,094.17 (3/13/2009). Tracy Finch made the motion to accept the Treasurer's Report as presented. Randy Scaggs second. Motion passed.

President's Update:

President Hayes asked Wayne Banks to give a SACRAO update. Wayne commented that SACRAO-New Orleans had 512 in attendance and that attendance was lower than usual but that was anticipated by the SACRAO EC. He stated that one state was not allowing any travel. SACRAO EC was extremely happy with having over 500 in attendance. There were 115 sessions and the 1 pre conference workshop had 23 in attendance. Wayne commented that there were 14 members in attendance from Arkansas, representing 8 different institutions that included: U of A-Fayetteville, ASU-Beebe, Hendrix, UACC-Batesville, SAU-Tech, SAU, Henderson, and Ozarka College. Wayne commented that the EC was considering revamping the conference and expanding the sessions/programs on the last day to encourage attendance. He noted that the 2010 conference would be in Chattanooga, Tennessee January 31 through February 3. Wayne stated that he had been selected to serve as Member at Large - Evaluations on the EC. President Hayes commended Wayne on his strong presence in SACRAO and noted that he represented ArkACRAO extremely well.

President Hayes stated as SACRAO Representative she attended the various function/programs and found them to be very informative and professionally presented. She noted the opening session speaker, Belle Wheelan was excellent. President Hayes said "KUDOS" to John Mason for bringing up the visit to ArkACRAO on numerous occasions and telling everyone that we presented a very professional and informative program. She also stated that there was some discussion of SACRAO returning to Arkansas in the future, possibly 2014. She further commented that she had attended the State Association's Presidents' Luncheon and appreciated the opportunity to represent ArkACRAO.

President Hayes commented that Darren Jones was unable to attend due to a commitment at UACC Morrilton. She noted that Darren was doing an excellent job as Legislative Liaison. She encouraged everyone to keep abreast of the legislature and how it affects Higher Education by reading the "Bills of Importance" that Darren has adding to the list serve. She also noted that Darren had been attending some of the Legislative session. President Hayes stated that Darren would be giving a full report at the July EC and the Fall Conference.

President Hayes noted the dates for the next Fall Conference 2009: October 7-9 at the Embassy Suites in Rogers and Fall Conference 2010 October 6-8 at De Gray Lake State Park. She stated that she would encourage the Site Selection Committee to consider various geographic locations but to keep in mind the travel of our membership.

Event Reports:

President Hayes commented that she would send out an email to the list serve reminding of the upcoming Staff Support Workshop and the dates of Boot Camp and Fall Conference.

Staff Support Workshop: Regina Carter and Rosalyn Blagg reported that the Staff Support Workshop is scheduled for March 26 at UALR from 9:00 am to 3:00 pm. Regina stated that room B and C in the Donaghey Student Center had been reserved. Amy Thomas commented that

thus far 24 had registered. President Hayes noted that door prizes should be based on the number of people registered. She stated for Regina and Rosalyn to obtain door prizes and turn the invoices in to Amy for reimbursement. Amy was asked to present an update on FERPA at the Support Staff Workshop. Regina and Rosalyn stated they were meeting after the EC to finalize the program.

Boot Camp: Randy Scaggs and Susan Dewey stated that Boot Camp was scheduled for July 28 at ASU-Beebe. President Hayes noted this was the last year for it to be held at ASU-B. It would next move to UACC-Morrilton for 2010 and 2011. Present Hayes further commented that she would make the physical and food arrangements. Randy and Susan noted that they had a meeting planned after the EC to complete plans for Boot Camp.

Fall Conference: Sarah Jennings, Annual Program Committee Chair, stated that she had been in contact with Melissa Daughterly of the Embassy Suites in Rogers. She stated that she was working on a tentative outline for the conference that she would make available for the May newsletter. She also said she planned a trip in June for a walk through of the areas to be used. Amy Thomas suggested that Sarah take pictures of the rooms so that she would have them as a reference. President Hayes suggested that Sarah plan at least 2 trips and that she had found them very helpful. President Hayes also noted that once Sarah had registration ready, to send it to her and she would post it on the web site. The registration will come back to the Treasurer. A first reminder of registration should go out in June and then each month thereafter. It is helpful to have the link to the hosting (Embassy Suite) website for registering for rooms. A discussion of the program included: having concurrent sessions for registrar personnel and for admission personnel and to include programs that would be of interest to personnel from community colleges and the private colleges/universities. Chris Riggins recommended that Sarah contact Mark Lloyd, Professional Access and Equity Committee Chair, as a part of the planning for the program.

President Hayes noted that she did not see how ArkACRAO could return to Mount Magazine State Park, the site of the 2009 conference, because of the space that was available. She commented that we had all but 4 rooms reserved and several people still had to travel up and down the mountain.

Articulation Workshops: Randy Scaggs, Chair, noted the dates and location of the Articulation Workshops: September 8 - Ozarka College, September 9 - Henderson State University, September 10 - University of the Ozark, and September 11 – UCA. He stated that the approval for the Articulation Workshops to count as in-service training for high school counselors/faculty had been a positive move to increase attendance. He further stated that a letter and email would go out to the high school counselors and administration in July announcing the Articulation Workshops. Information would also be posted to the list serve. Randy noted that Roger Palmer, former high school counselor who now works for the State Department of Education, had shared an updated email address for the counselors and administration.

College Planning Day: President Hayes noted that Mary Whiting, U of A Monticello, had accepted the chair of the College Planning Program Committee. This committee responsibility also includes the transfer fairs. Mary has regional assistants in place to help coordinate the programs. President Hayes further stated that Mary, Randy Scaggs, and she had met and drafted a letter that was sent to the high school counselor and administrators. The letter introduced Mary and explaining the College Planning Programs, the Articulation Workshops led by Randy Scaggs and the ArkACRAO website. A copy of the letter was given to the EC and is included in the

Secretary's notebook. Mary is also responsible for producing the Clearinghouse Calendar. The Calendar will contain the dates of the College Planning Days and the Transfer Fairs.

Publicity and Publications Committee: Tracy Finch, committee chair, will be responsible for producing the Directory and the Newsletter. President Hayes noted that the billing should all go to the Treasurer. Two hundred copies of the Newsletter are generally produced. Tracy discussed online posting of the information for the directory so that information could be continually updated. President Hayes stated, if needed, that ASU – Beebe could print the newsletter and program for the Fall Conference.

President Hayes recessed the meeting at 12:20 pm for lunch.

Meeting continued at 12:50pm.

Other Business:

Committee Appointments: President Hayes noted the following General Standing Committee appointments:

Nominations and Election Committee: Wayne Banks, SAU-Tech

Constitutional Review Committee: Tony Sitz, UCA

Professional Access and Equity Committee: Mark Lloyd, U of A Fort Smith

Annual Meeting Program Committee: Sarah Jennings, SAU

Hospitality Subcommittee: Chelsea Ward, UALR

Site Selection Committee: Sorrento Aubrey, UALR

Recognition Committee: Rachel Mullins, UACC Morrilton

Publicity and Publications Committee: Tracy Finch, ASU

Admissions Administration and School Relations Oriented Standing Committees:

Articulation Workshop Committee: Randy Scaggs, UACC Batesville

College Planning Program Clearinghouse Committee: Mary Whiting, U of A Monticello

Ad Hoc Committees: As needed

Audit Committee: 3 year cycle review

Website: Amy Thomas and Robin Hayes, ASU Beebe

President Hayes noted that the Membership Committee chair was still vacant.

President Hayes called for other business.

Wayne Banks, Nominations and Election Committee Chair, asked for direction from the EC in nominations for Presidents Elect. He noted that the President and President Elect has come from the Admissions/School Relations area for the past two years. President Hayes referred to the revision of the Constitution Article III, Section 3 that was passed at the Fall Conference 2008. It stated the Presidency of the Association should alternate each year between Admission/School Relations and Records/Registration related areas, with equal consideration given to individuals whose professional responsibility is for both areas. After discussion, the EC recommended to Wayne for the Committee to consider individuals for President Elect that represented Records/Registration related areas or individuals whose professional responsibility is for both Admission/School Relations and Records/Registration.

President Hayes opened the floor for a discussion on the possible revision of the immunization requirements for admission. No decision was made.

Randy Scaggs made a motion that based upon new information received by the EC that we amend previous action of the EC concerning the suspension of the SACRAO Representative position and the resignation of Mr. Chris Riggins by acknowledging Mr. Riggins as a member of the EC and ask that he continue in this position until the 2009 annual meeting. Furthermore, that the previous recommendation goes forward to the body at the annual meeting to charge the responsibilities of the SACRAO Representative position to the President of ArkACRAO. Rosalyn Blagg, second. Motion passed. President Hayes commented that the EC gladly welcomes Chris back.

President Hayes opened a discussion on the web site. She noted that if anyone needed to add any information to the web site to send it to either Amy Thomas or she and they would be responsible for making the information available to Blayne Stewart, web master. She noted that the web site would contain the new logo and the dates and information on Support Staff Workshop, Boot Camp, Fall Conference and SACRAO dates with a link to the SACRAO website. Randy Scaggs suggested that the following questions with answers be added: How can I obtain a Clearinghouse Calendar? How do I obtain a Directory? How do I become a member of ArkACRAO? Associate Member? Wayne Banks suggested that information on the various committees and how to become a committee member be included. President Hayes noted that Blayne Stewart has set up an account for Randy Scaggs for Articulation Workshop registration. A discussion was held on having an email account for President Hayes or Amy Thomas to receive questions and comments on ArkACRAO. No decision was made. A discussion on who pays for the Clearinghouse Calendar was tabled to give more time for study concerning the current fee schedule.

President Hayes noted that the next meeting of the EC would be at ASU-Beebe on Thursday, July 23 at 10:30 a.m. in the Student Center. She noted that the committee chairs would be asked to be in attendance.

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

Adjournment:

Randy Scaggs moved that the meeting be adjourned. Tracy Finch second. Motion passed. The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Approved:

Gin Brown, Secretary
2008-2009

Robin Hayes, President