



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

**Executive Committee Meeting
Friday, October 9, 2009
Embassy Suites
Rogers, Arkansas**

Members Present: Sarah Jennings, Sorronto Aubrey, Gin Brown, Regina Carter, Tracy Finch, Erica Fulton, Rachel Mullins, and Amy Thomas.

Call to Order: President Jennings called the meeting to order at 11:25 a.m. President Jennings thanked the executive committee for helping to make the Fall Conference 2009 a success.

Approval of Minutes from Executive Committee (EC) Meeting, July 23, 2009: Minutes of the July 23, 2009 EC meeting were presented. Tracy Finch 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.

President Jennings welcomed the following new committee members and thanked them for taking the time to serve:

Sorronto Aubrey, UALR, Vice President for Admissions Administration, 2 year term
Erica Fulton, UAPB, Vice President for Registration, 2 year term
Rachel Mullins, UACCM, Secretary, 2 year term

There was a discussion on the length of terms for each EC position. Length of terms can be found in the ArkACRAO Constitution and By-laws. President Jennings asked for suggestions to fill the Legislative Liaison position since Darren Jones is now Vice Chancellor of Student Services at the University of Arkansas Community College at

Morrilton and will no longer be able to serve in that position. Phillip Wilson from Rich Mountain Community College was recommended. Wayne Womack from University of Arkansas at Fort Smith was recommended in the event that Mr. Wilson is unable to serve.

Committee Chairs: President Jennings called for recommendations for committee chairs. The EC made the following recommendations:

General Standing Committees

- Nomination & Election – Robin Hayes, ASU Beebe
- Constitutional Review – Tony Sitz, UCA
- Professional Access & Equity – Chris Riggins, UCA
- Annual Program Committee – Gin Brown, Ozarka College
- Hospitality Subcommittee – Chelsea Ward, UALR
- Site Selection Committee – Emily Ward, ATU
- Recognition Committee – Shelley Price, UACCM
- Membership Committee – Chad Cox, University of the Ozarks
- Publicity and Publications Committee – Tracy Finch, ASU

Admissions Administration & School Relations Committees

- Articulation Workshops – Randy Skaggs, UACCB (or his recommendation if unable)
- College Planning Program Clearinghouse – Mary Whiting, UAM

President Jennings will contact each of these individuals to see if they are able to serve.

Other Business:

Tracy Finch suggested that we send an article to the high school counselors regarding the success of the Fall Conference 2009 and funds raised for the Rice Depot. It was suggested that we take a picture at the next EC meeting to include in the article. It was also suggested that we send the article to the Vice Presidents of the colleges so they can see the value of ArkACRAO.

Amy Thomas has the contract for the Fall Conference 2010. President Jennings and Sorronto Aubrey will work together to finish up the contract with Austin Resort in Hot Springs for the Fall Conference 2011. Once President Jennings signs the contract, she will give it to Amy Thomas and a copy to Rachel Mullins.

Gin Brown requested help getting speakers for the Fall Conference 2010, especially the keynote speaker. She would also like topic suggestions for the breakout sessions.

President Jennings will attend the Southern Association of Collegiate Registrars and Admissions Officers (SACRAO) in Chattanooga, TN January 30 – February 2, 2010. President Jennings stated that she will take a letter to give to all the vendors at SACRAO asking them if they would like to be a vendor at ArkACRAO next year. Gin Brown asked if any other EC members were planning on attending SACRAO and suggested that they go in a group if possible. Tracy Finch volunteered to send out a press release to organize a group from ArkACRAO. It was also suggested that ArkACRAO provide a scholarship to attend SACRAO for someone whose institution's budget does not allow them the funds to attend. An application could be sent out to the listserve and the scholarship could cover airfare, hotel, and conference fees. Amy Thomas suggested that

we look at the budget at the next EC meeting and decide on the matter. Tracy Finch volunteered to work on an application for the scholarship.

President Jennings said that a high school counselor was concerned that students were receiving a letter from one institution stating that if the student would bring their transcript and test scores to a College Planning Program, the institution would award them a scholarship “on the spot.” The EC decided they would need to see the letter before any recommendations could be made in regards to the matter.

Gin Brown reported that during the Fall Conference 2009 Registrars’ Spa Chat, some expressed in interest in having Registrar’s Therapy as a separate meeting in the spring. The EC discussed the possibility of having a meeting in June or July on a Thursday afternoon to Friday morning. It was suggested that we have a central location or ask campuses to volunteer to host. Regina Carter volunteered to explore possible dates and locations. Amy Thomas moved that we explore the possibility of having a Registrar’s Therapy separate from the Fall Conference. Tracy Finch second. Motion passed.

Set Date, Place, & Time for next EC Meeting: The next meeting will be Friday, November 20, 2009 at 10:30 a.m. at DeGray Lake Resort Lodge. President Jennings will contact DeGray Lake Resort Lodge to see if they will allow us to have a meeting room on that date so that we can see the facilities in preparation for Fall Conference 2010. If not, we will meet at the UALR.

Adjourn: Regina Carter moved that the meeting be adjourned. Sorronto Aubrey second. Motion passed. The meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Rachel Mullins, Secretary 2009-2011

Sarah Jennings, President 2009-2010