



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

**Executive Committee Meeting  
Thursday, December 02, 2010  
UALR  
Little Rock, Arkansas**

**Members Present:** Gin Brown, Sorronto Aubrey, Tracy Finch, Jean Mitchell, Rachel Mullins, Randy Scaggs, Amy Thomas, and Phillip Wilson. General Standing Committees: Shelley Price and Tammy Young. Guest: ACPA President Logan Hampton.

**Call to Order:** Due to traffic delays, President Brown called the meeting to order at 12:15 p.m.

**Approval of Minutes from Executive Committee (EC) Meeting, October 8, 2010:** Minutes of the October 8, 2010 EC meeting were presented. Amy Thomas moved that the minutes be accepted. Tracy Finch second. Motion passed and the minutes were approved with one correction: the next meeting will be Friday, March 5, 2010 at 11:30 a.m. at UALR. A copy of the minutes is included in the Secretary's Notebook.

**NEW BUSINESS**

President Brown thanked UALR for hosting the EC meeting and opened the meeting with introductions. President Brown asked Mr. Wilson and Ms. Young to report first since they would need to leave the meeting early.

**Legislative Liaison:** Phillip Wilson reported that the legislative session is coming up in January. Last year, Mr. Wilson had access to software that allowed him to stay updated on current legislation. Mr. Wilson hopes to have access to the software again this year so he can send out information on issues of relevance to the listserv. Mr. Wilson reported that it looks as though there will be no new monies for higher education. The lottery may have some changes, but it looks as though the dollar amount will not change much. Mr. Wilson stated that all of

ArkACRAO needs to be working with their local legislators. President Brown asked Mr. Wilson and Mr. Scaggs to be in charge of making handouts like the legislative panel suggested at the annual meeting if the need arises to contact legislators as an organization. Mr. Wilson suggested that committee meetings were the best to go to because legislation is usually already decided once it goes to the open body. Mr. Wilson said he would let the EC know when he is going to a committee meeting in case any of the EC members would like to go with him.

**Site Selection:** Tammy Young had several questions regarding site selection. Ms. Young first asked about site selection committee members. President Brown reported that she had divided out the volunteers that completed an "I'm Available" form at the fall conference and sent a list to the committee chairs. President Brown asked the committee chairs to contact the individuals on their list to let them know that they were on that particular committee and instruct them on how they can get involved.

Ms. Young also asked if the EC had any recommendations on locations to look at. President Brown stated that we try to rotate between metro and rustic settings. The EC discussed a few former sites. President Brown asked Ms. Young to make recommendations in our summer meeting so that the EC can pick the top three to recommend to the body.

Ms. Young asked for an approximate budget. President Brown reported that in the past the budget has varied. Some sites such as Rogers are more expensive than others such as De Gray. President Brown stated that the goal is to break even on the conference, although that is not always possible. On average we have close to 100 attendees paying \$100 per person in conference fees. Vendors and sponsors help tremendously with the cost. President Brown plans on handing out letters to the vendors at SACRAO again this year inviting them to be a vendor at ArkACRAO.

Phillip Wilson asked if Ms. Young should be looking for a site that would accommodate just ArkACRAO or ArkACRAO and ACPA. President Brown stated that we would not know until the next annual business meeting. Mr. Wilson asked if the EC should make the decision on site selection instead of the body voting since the body only meets once a year. President Brown said that she would look at history but thought that it would take a constitutional change. Randy Scaggs pointed out that the EC would have more time to evaluate cost, technology, and other pertinent factors; however, the body voting creates buy in.

**President:** President Brown asked that the EC and committee chairs please keep a notebook to pass on to the person who fills his/her position next. President Brown then gave out contact information for the EC members. President Brown stated that Chelsea Ward could not attend today because her baby is due tomorrow, and Sarah Jennings could not attend because of activities on her campus. President Brown also stated that Erica Fulton would be reporting by phone.

President Brown reported that she and Randy Scaggs went to Jonesboro on October 27, 2010 to sign the contracts for the next annual meeting, and the site is large enough to accommodate ArkACRAO and ACPA. President Brown gave a copy of the 2011 and 2012 contracts to Randy Scaggs and gave a copy of the 2012 contract to Rachel Mullins for the Secretary's Notebook. Mr. Scaggs went to an ACPA meeting and met their president, Logan Hampton, who is the Director of the Student Center at UALR. Mr. Scaggs, President Brown, and Amy Thomas plan to have an initial meeting with ACPA representatives to discuss conference details.

President Brown also reported that she is working with Blayne Stewart to update the website with information on past presidents, the ArkACRAO scholarship, the fall newsletter, standing committee chairs, EC minutes, etc. President Brown asked Tracy Finch to send her an updated directory to post on the website. President Brown informed the EC that Mr. Stewart's contract with ArkACRAO allows him two weeks to post information to the website once it is sent to him. President Brown asked the EC to set dates early if we are planning an ArkACRAO event so there is sufficient time to update the website and have an on-line registration form. Amy Thomas reminded the EC that all registration should go through her so that she can collect the fees. The EC discussed having a contact person on the website. The EC recommended that the president should be the contact person listed so that he/she can distribute inquiries to the appropriate person.

President Brown reported that as President Elect and Conference Chair last year, it was difficult to reach past presidents. President Brown recommended that it become a duty of the Past President to invite former past presidents to the program at the fall conference meeting. Past President Sarah Jennings has agreed to this duty.

**President Elect:** Randy Scaggs stated that he was honored to serve as President Elect. ACPA President Logan Hampton then briefly joined our meeting. Mr. Hampton stated that he was glad to have us on UALR's campus and was looking forward to a combined meeting of ArkACRAO and ACPA because it provided a unique opportunity to offer a great conference to Arkansans. Representatives from ACPA and ArkACRAO will try to meet before the end of the year to discuss some of the details of the fall conference. A tentative date of Friday, December 17, 2010 was set.

**Secretary:** Rachel Mullins requested that EC members please e-mail her or bring a typed report to the EC meetings.

**Treasure:** Amy Thomas reported that the balance on hand as of 12/02/2010 was \$27,660.09. We also have a CD worth \$9,486.17 for a total of \$37,946.26 equity. Ms. Thomas stated that the following institutions have not paid their dues yet: Black River Technical College, Cossatot Community College, East Arkansas Community College, UA Community College Batesville, Centenary College of Louisiana, Connors State College, Drury University, Southwestern College – KS, and University of Phoenix at Little Rock. Ms. Thomas plans to send invoices out again before the end of the year. Ms. Thomas will also e-mail the secretary a list of members and a copy of the treasure's report.

Ms. Thomas reported that she has closed the Pine Bluff CPP after repeated attempts to collect unpaid fees. Ms. Thomas asked that the EC send her to the Pine Bluff CPP again next year. Ms. Thomas stated that military representatives have neglected to pay for the last several years. In discussion with Mary Whiting, it was determined that no military representatives will be allowed to attend the Pine Bluff CPP without prior payment or payment upon arrival. Ms. Thomas stated that we would have broken even on the event this year if the four branches of the military would have paid their fees. Ms. Thomas also reported that she is still looking into the matter of if we should file taxes as was discussed at the previous EC meeting. President Brown encouraged the EC to let her know if there were any other programs that Ms. Thomas needed to attend.

**Publications/Publicity Chair:** Tracy Finch reported that the directories are out and cost \$2,451 to print.

**Vice President of Registration:** Erica Fulton reported by phone that she and Jean Mitchell are working on a venue for the Support Staff Workshop in the spring. The workshop will probably be the first or second day of spring break. Ms. Fulton stated that they are looking at the possibility of having part of the event on the River Queen in Little Rock. The cost for the River Queen is \$24.95 per person. Jean Mitchell will contact the Wyndham hotel about the possibility of using meeting rooms.

**Fall Conference:** President Brown gave the EC a copy of the evaluations from the 2010 Fall Conference. A copy of the evaluations is in the Secretary's Notebook. The conference received good reviews. One issue, however, was in regards to vegetarian meals. Although President Brown had informed the lodge of how many vegetarian meals we would need, some attendees were dissatisfied with their vegetarian meals.

Amy Thomas suggested that we update the registration form because there was some confusion in regards to payment for guest meals. Ms. Thomas also distributed a report on the 2010 Fall Conference: Revenue: \$14,370; Expenses: \$9,332.98; Net Revenue: \$5037.02.

President Brown encouraged the EC to offer assistance to Randy Scaggs as he plans next year's Fall Conference.

### **Committee Chair Reports**

**Nominations and Elections:** President Brown will select a committee and will distribute the slate of officers at the July EC meeting.

**Constitution:** President Brown requested for Tony Sitz that the EC let him know if any issues arise that need to be addressed. The EC recommended that Mr. Sitz look at the possibility of a constitutional change in the process for site selection. The EC also recommended that candidates for associate membership could be candidates for membership from any of the regional accrediting agencies rather than just North Central.

**Membership:** Gin Brown reported for Chad Cox. Two associate members were approved at the Fall Conference: Ranken Technical College and Baker University. One was tabled for further discussion: United States Coast Guard Academy (USCGA). USCGA is accredited by the New England Association; however, our constitution states that we will only accept candidates from North Central Association. The general consensus at the Fall Conference seemed to be that accreditation by any of the six regional accrediting bodies is acceptable; however, it would take a constitutional change before we could extend an offer of associate membership to USCGA. The EC will look into this. In the meantime, USCGA may purchase a calendar each year if desired.

**Recognition:** Shelley Price requested that the EC notify her of anyone who needs to be recognized at the Fall Conference. Ms. Price reported that she will send out a request for nominations to the listserv in July. Ms. Price also stated that she wished more ArkACRAO members would volunteer to be on committees. President Brown said that she would send the "I'm Available" form out again through the listserv.

**Articulation Workshop:** President Brown reported that the Articulation Workshop Committee does not have a chair at this time. Randy Scaggs stated that the chair needs to be someone seasoned since it is a highly visible position. The EC discussed potential chairs. President Brown will continue to seek someone for the position.

**College Planning Program/Clearinghouse Calendar:** President Brown reported that the College Planning Program/Clearinghouse Calendar Committee does not have a chair at this time. However, Mary Whiting is considering accepting the position again this year. The EC discussed possible candidates in the event Ms. Whiting declines. President Brown distributed and discussed Ms. Whiting's handout from her College Planning Program session at the Fall Conference.

### **OTHER BUSINESS**

**Statement of Good Practice:** Sorronto Aubrey reported that much of the discussion during the admissions' lawn chat at Fall Conference was in regards to the Statement of Good Practice. There is an issue each year with some individuals failing to follow the guidelines. The EC discussed whether the Statement of Good Practice should be revised and possible ways to encourage representatives to abide by it. President Brown distributed a copy of the Statement of Good Practice. She also asked the EC to review it in the next two weeks and e-mail her any recommendations for updates.

**SACRAO:** President Brown reported that she is happy to represent ArkACRAO at the SACRAO meeting in Atlanta, GA in February. President Brown is rooming with Tracy Finch to help offset cost. President Brown encouraged EC members to go to SACRAO if possible.

**SACRAO Scholarship:** President Brown reported that the SACRAO Scholarship deadline was yesterday. President Brown will wait a few days to make sure all applications are in. President Brown, Sarah Jennings, and Randy Scaggs will then select the winner. Tracy Finch asked that the winner write an article for the newsletter describing their experience.

President Brown reported that we will have an audit this year. She also distributed an updated copy of the "I'm Available" forms. Ms. Brown thanked the EC for their diligence in serving ArkACRAO.

**Set Date, Place, & Time for next EC Meeting:** The next meeting will be Friday, March 11, 2011 at 10:30 a.m. at UALR.

**Adjourn:** Sorronto Aubrey moved that the meeting be adjourned. Amy Thomas second. Motion passed. The meeting was adjourned at 3:25 p.m.

Respectfully submitted,

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Rachel Mullins, Secretary 2009-2011

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Gin Brown, President 2010-2011