



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

**Executive Committee Meeting  
Friday, March 11, 2011  
UALR  
Little Rock, Arkansas**

**Members Present:** Gin Brown, Sorronto Aubrey, Regina Carter, Tracy Finch, Erica Fulton, Jean Mitchell, Rachel Mullins, Amy Thomas, Chelsea Bishop Ward, and Phillip Wilson.  
General Standing Committees: Chad Cox, Chris Riggins, and Mary Whiting.

**Call to Order:** President Brown called the meeting to order at 10:45 a.m.

**Approval of Minutes from Executive Committee (EC) Meeting, December 2, 2010:** Minutes of the December 2, 2010 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.

**NEW BUSINESS**

President Brown thanked UALR for hosting the EC meeting as well as the EC members and committee chairs for taking the time to serve ArkACRAO.

**President:** President Brown reported that she sent a letter to all of the presidents and chancellors in December informing them of the initiatives and efforts of ArkACRAO. If the school had an officer or committee chair, President Brown also included that in the letter. President Brown reported that she had received a verbal but not written resignation for the position of President Elect from Randy Scaggs. President Brown conferred with Tony Sitz regarding the procedure to follow according to the constitution. President Brown called for nominations from the EC via e-mail with Regina Carter being nominated. Following a unanimous vote via e-mail from the EC, Regina Carter has accepted the position of president elect. President Brown also reported for

Tony Sitz that he is reviewing the constitution to see if any revisions are necessary and should send something to her within the next two weeks. President Brown reported meeting with ACPA on three occasions: December 17 with Amy Thomas and Robin Hayes at ASU Beebe; January 28 with Regina Carter, Robin Hayes, and Amy Thomas at the Austin; and March 9 with Regina Carter and Robin Hayes at UALR. The next meeting with ACPA will be April 4 via phone. President Brown reported that she went to SACRAO, and it was a wonderful conference. Several ArkACRAO members were in attendance. UACCM provided President Brown with transportation to the conference. At the conference, President Brown and some other ArkACRAO members distributed letters to vendors informing them of ArkACRAO and ACPA and invited them to attend the Fall Conference. ACPA president elect Jordan O'Roark plans on distributing copies of the letter to vendors at the AACRAO national meeting. President Brown will give a full report on the SACRAO conference at the Fall Conference. E-mails from the ArkACRAO website are now coming to President Brown. President Brown reminded the EC that the webmaster has two weeks to put information on the website so we need to get any information that needs posting to Amy Thomas or me early. Ron Hudson, as Articulation Workshop Chair, can also send information to be posted to the web site. President Brown has shared information with all of the committee chairs regarding their role per the constitution and volunteers from the "I'm Available" forms collected at Fall Conference. President Brown asked the committee chairs to contact the volunteers and help them get involved.

**President Elect:** Regina Carter thanked the EC for the opportunity to serve ArkACRAO as president elect. Ms. Carter stated that even though it is under unusual circumstances, she is eager to receive the challenge. Ms. Carter reported that she, Gin Brown, Amy Thomas, Robin Hayes, Cindy Harkey and Jordan O'Roark met at the Austin Hotel on January 28, 2011 for a joint conference committee meeting. The committee discussed having three keynote speakers which is really having three general sessions. ACPA representatives indicated that they usually have a national speaker come in on the first day to kick off the conference. The joint conference committee agreed that if funds were available, that person would be the keynote speaker at the Wednesday night opening dinner. Ms. Carter advised the joint conference committee that ArkACRAO was going to ask Thomas Pennington, legal council for Arkansas Tech University, to do a session on legal updates. The joint conference committee agreed to combine lunches on Thursday of the conference. This would allow ArkACRAO to have our SACRAO overview and ACPA to present their awards.

The next joint conference committee meeting was on March 10, 2011 with Regina Carter, Gin Brown, Robin Hayes, David Mays, Jordan O'Roark, Logan Hampton, and Darryl McGee in attendance. The committee discussed the possibility of having Michelle Murray as the keynote speaker. Ms. Murray is scheduled to speak at ACPA's national meeting the week of March 19. If she is reasonable, good, and agrees to speak for us, then ACPA will arrange for her to be the keynote speaker at Fall Conference. The joint conference committee went over the preliminary schedule that Ms. Carter and Jordan O'Roark had planned. The ACPA representatives wanted to add a Student Affairs Chat session, and on Friday from 11:15 to 12:00 will introduce the new officers for ArkACRAO/ACPA. ACPA will also pass their gavel to their President-Elect. Ms. Carter indicated to the group that Bruce Cunningham had sent an e-mail indicating that ArkACRAO could choose an AACRAO board member to attend our Fall Conference. President Brown, Ms. Hayes, and Ms. Carter selected Tracy Jamison who is the VP for Admissions and Enrollment Management. ACPA representatives wanted to know if Ms. Jamison would present

on enrollment management and how it relates to or effects student services. Ms. Carter agreed to ask her. ACPA wanted to have a representative on the Hospitality Committee and recommended Mark Lloyd from U of A Fort Smith. ACPA also wanted to have someone from the Governor's Office or a politician who could give greetings from the state of Arkansas. Ms. Carter recommended Shane Broadway. The joint conference committee agreed, and Ms. Carter volunteered to contact him to see if he could come on Wednesday night. Lastly, the joint conference committee agreed on a theme for the conference which will be a New Adventure/ New Direction. Robin Hayes will give this project to a graphic artist at ASU Beebe to work on a design. The joint conference committee concluded the meeting by scheduling a conference call for April 14, 2011 at 2:00 pm to discuss updates and finalization of the program. Ms. Carter distributed a copy of the tentative Fall Conference schedule to the EC and discussed each session. A copy of the tentative schedule is in the Secretary's Notebook. ArkACRAO and ACPA will have separate registration tables at the Fall Conference; however, both logos will be on all of the nametags. Ms. Carter reported that we have been given \$1,000 to help offset the cost of the keynote speaker. Ms. Carter also reported that we will probably have three tracks for concurrent sessions: registrar, admissions, and student affairs. ACPA will send out a call for proposals in May. Ms. Carter would like to have the schedule finalized by July when registration begins. Ms. Carter asked the EC to let her know as soon as possible if we or someone we know wants to do a session. Chris Riggins asked how we will choose which sessions to include if we get more proposals than we have openings. Ms. Carter responded that they will look at the proposals and determine what best meets the organizations' needs. Typically, they will try to follow having sessions on one of the three tracks mentioned above. President Brown pointed out that ACPA is following more of our typical schedule. Chelsea Bishop Ward suggested that we have an admissions session that doesn't focus on recruitment because some colleges have separate admissions and recruitment offices. Ms. Carter asked the EC if we could comp Blayne Stewart's room since he will be coming to present on social media, and the EC agreed. President Brown asked the EC members to encourage their institutions to participate in the talent/no talent act. It was agreed that ACPA must have at least two acts to participate.

**Vice President for Admission Administration:** Sorronto Aubrey had no report at this time. President Brown reminded Mr. Aubrey to set the date for Boot Camp early. Boot Camp will be a UACC Morrilton this year.

**Treasure:** Amy Thomas reported that ArkACRAO's equity total was \$32,022.98. This includes checking/savings: \$22,036.81, accounts receivable: \$700, and other current assets: \$9,286.17. Ms. Thomas also submitted a Profit and loss Report for the 2010-2011 year. Total Income: \$25,183.96. Total Expenses: \$19,414.73. Net Income: \$5,769.23. Ms. Thomas also gave a report of invoices that have not been paid yet. There are seven institutions that have not paid their membership dues yet. If institutions do not pay their membership fees for two years in a row, ArkACRAO will not allow them to be a member the following year. Ms. Thomas reported that she has not received the support staff fees yet; however, she has paid for it. She has paid \$2,114, which is \$550 above the price that has now been agreed upon. Ms. Thomas will speak to the Arkansas River Boat Company about getting the \$550 back. A copy of the treasure's reports is in the Secretary's Notebook.

**Vice President for Registration and Vice President for Records:** Erica Fulton and Jean Mitchell distributed copies of the tentative agenda for the Support Staff Workshop. Erica Fulton thanked the EC for the opportunity to host the workshop on the Arkansas Queen Riverboat. Ms. Fulton reported that the Arkansas Queen Riverboat normally would have been approximately \$3000; however, she was able to negotiate with them to get the boat at approximately half the cost. Ms. Fulton and Ms. Mitchell reviewed the evaluations from last year's Support Staff Workshop. Based upon the evaluations, they have decided to give more networking opportunities this year. Ms. Fulton asked the EC if we should allow on-site registration. The EC agreed with Ms. Fulton that on-site registration would not be feasible due to limited space. Ms. Mitchell stated that she would send information on the Support Staff Workshop out to the listserv again and inform everyone that there will not be any on-site registration. Ms. Fulton reported that she will check on the maximum number of attendees allowed on the Arkansas Queen Riverboat. If we have more attendees than originally discussed with the Arkansas Queen Riverboat, it will raise the cost. The presenters are bringing their own laptop and projector, so that equipment will not have to be rented. Copies of the tentative Support Staff Workshop agenda and last year's evaluations are in the Secretary's Notebook.

**College Planning Program Clearinghouse:** Mary Whiting discussed the difficulties of her position. It is a year around job, and she receives more negative than positive comments. However, Ms. Whiting expressed her gratitude for various individuals who assist her in the different regions. Ms. Whiting then distributed her recommendation for a revised Statement of Good Practice. She reported that the changes she was recommending were based upon comments she has received, problems that have arisen at CPPs, and statements of good practice she has reviewed from other states. Ms. Whiting also distributed a College Planning Program Host Information and Recommendations document that she would like to use. Ms. Whiting asked the EC to please review the proposed documents. Ms. Whiting also reported that she is currently working on the calendar. She assured the EC that she tries to be fair and represent ArkACRAO well in solving problems that arise. She also stated that her school covers the cost of the postage for mailing the calendar.

President Brown thanked Ms. Whiting for taking the time to develop the proposed documents and stated that they have a lot of positive features. Tracy Finch expressed her concern that it was unfair that Ms. Whiting's institution paid the postage to mail the calendar. Ms. Whiting indicated that it would be difficult for her to bill ArkACRAO for the postage because of auditing. Phillip Wilson moved to waive rooms and registration fees for the University of Arkansas at Monticello following Mary Whiting's instructions for various ArkACRAO conferences and professional workshops up to \$500 to help offset the cost of mailing the ArkACRAO Calendar and other related activities to the institution of the College Planning Program Clearinghouse Chair. Regina Carter second. Motion passed. Ms. Whiting thanked President Brown for the support she has given her. Chris Riggins asked if wristbands that were a part of a promotional piece were allowed to be distributed at CPPs. Ms. Whiting stated that the EC must determine what is best for the group.

The EC discussed the proposed Statement of Good Practice and College Planning Program Host Information and Recommendations. The EC made two additions to the proposed Statement of Good Practice recommended by Ms. Whiting. Chelsey Bishop Ward moved to adopt the revised Statement of Good Practice and College Planning Program Host Information and

Recommendation documents. Sorronto Aubrey second. Motion passed. A copy of the Statement of Good Practice and the College Planning Program Host Information and Recommendations are in the Secretary's Notebook.

**Articulation Workshops:** President Brown reported that Ronald Hudson has agreed to replace Randy Scaggs as Articulation Workshop Chair. Ms. Brown has sent Ronald Hudson examples from the events hosted last year.

**Legislative Liaison:** Phillip Wilson reported that he has been sending legislative updates to the listserv. Copies of the e-mails are in the Secretary's Notebook. Mr. Wilson reported that the lottery scholarship amounts will be changing to \$4,500 for four-year institutions and \$2,250 for two-year institutions. Another piece of legislation that will probably pass is regarding a common course numbering system. It will not change course numbering systems at the local level but will effect reporting. There is also legislation regarding performance based funding. In the future, up to 25 percent of allocation from the state may come from performance based funding. Previously it was 10 percent. There was also legislation regarding institution employees being allowed to carry concealed handguns on campus; however, it was stalled in committee. Mr. Wilson also reported that the joint budget committee has only met twice. He also stated that there are many new legislators this year. Mr. Wilson stated that he will continue to send out updates to the listserv.

**Publicity and Publications:** Tracy Finch requested news from our campus by noon on Monday. Ms. Finch reported that she has not gotten many articles yet. Ms. Finch is writing an article for SACRAO's newsletter.

**Constitutional Review:** President Brown reported that she shared the EC's suggestions from the last meeting, and Tony Sitz is working on updates.

**Professional Access and Equity:** Chris Riggins reported that President Brown had shared with him some e-mails from SACRAO regarding multicultural scholarships. Mr. Riggins is going to get a committee together soon and would like to have a session at the Fall Conference. Mr. Riggins reminded the EC that the role of Professional Access and Equity is to look at who is on the EC and the committee chairs and makes recommendations to keep things equal.

**Hospitality:** President Brown reported for Wayne Womack that he has contacted the individuals who volunteered to be on the Hospitality Committee. Mr. Womack is looking at either the Rice Depot or Children's Hospital for the charity. Ms. Brown reported that ACPA wants to get involved in the charity. Jean Mitchell is making another quilt to give away at the conference. Mr. Wilson is contacting businesses in the area asking for donations as well. Chelsea Bishop Ward stated that she will forward him the form for Talent/No Talent and offer her support.

**Membership:** Chad Cox reported that there are no new request for membership at this time.

## **OTHER BUSINESS**

**Bootcamp:** Sorronto Aubrey, Chelsea Bishop Ward, and Susan Dewey will be meeting soon to start planning this year's Bootcamp.

**Registrar's Therapy:** President Brown recommended that since the fall conference is in Hot Springs, we may want to consider Hot Springs as a location again. July 14-15, 2011 are the tentative dates for the Registrar's Therapy, and it will begin at approximately 1:00 pm. The EC meeting will be held in the morning at the location of the Registrar's Therapy.

President Brown reported that she received an invitation for colleges and universities to set up tables at the Arkansas School Counselors Association's meeting, which will be June 12-14, 2011 in Hot Springs. Sheri Neil with the Springdale School District is the contact person at 479-263-2265 or [sneil@sbcglobal.net](mailto:sneil@sbcglobal.net). Ms. Brown stated that she will share this information with the listserv.

**Set Date, Place, & Time for next EC Meeting:** The next meeting will be Thursday, July 14, 2011 at 10:30 a.m. at a location to be determined.

**Adjourn:** Chad Cox moved that the meeting be adjourned. Amy Thomas second. Motion passed. The meeting was adjourned at 2:15 p.m.

Respectfully submitted,

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Rachel Mullins, Secretary 2009-2011

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Gin Brown, President 2010-2011

Approved 7/14/2011