



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

**Executive Committee Meeting
Friday, October 7, 2011
Austin Convention Hotel and Spa
Hot Springs, Arkansas**

Members Present: Regina Carter, Gin Brown, Chad Cox, Susan Dewey, Amy Mahan, Jean Mitchell, Rachel Mullins, Delores Voliber, and Chelsea Bishop Ward. Guest: Blayne Stewart of b|media.

Call to Order: President Carter called the meeting to order at 11:30 a.m.

Approval of Minutes from Executive Committee (EC) Meeting, July 14, 2011: Minutes of the July 14, 2011 EC meeting were presented. Susan Dewey moved that the minutes be accepted. Chad Cox second. Motion passed and the minutes were approved. A copy of the minutes is included in the Secretary's Notebook.

NEW BUSINESS

President Carter gave the welcome and expressed her excitement to serve in this capacity. President Carter thanked Gin Brown for providing a good example to follow behind. President Carter then welcomed newcomers and asked all members of the EC to introduce themselves and tell a little bit about their background. Gin Brown passed on to President Carter a notebook and filing system that she had kept while in the president's position. Ms. Brown also passed on a folder from Erica Fulton to Delores Voliber. President Carter thanked Gin Brown for providing the EC with packets containing information on committee responsibilities, quick notes, and the constitution. President Carter also mentioned that she has a book with notes for the president elect that she will pass on to Susan Dewey soon.

President: President Carter reported that she has been looking over the Fall Conference evaluations and is very pleased. She has seen nothing negative so far, and feels that this is a joint venture that turned out well. President Carter is also looking over the “I’m Available” forms and will be giving names to the committee chairs soon. Don Lugafet from Business Imaging Systems approached President Carter about wanting to present at next year’s conference. In exchange he offered to provide the hospitality room. The EC agreed that it would be beneficial to allow Mr. Lugafet to present. The EC also suggested that we waive his registration fee and comp his room. President Carter mentioned that we soon need to get the contract for the next conference at the Wyndham in Little Rock. Ms. Brown encouraged Ms. Dewey and President Carter to go visit conference locations in Jonesboro and Little Rock soon and reminded that copies of the contract should be given to the secretary and the treasurer. President Carter reported that she still has a few committee chairs to assign, such as membership and site selection. President Carter is also still looking for someone to fill the legislative liaison position. President Carter stated that she will try to fill the rest of the positions as soon as possible. President Carter spoke to Mary Whiting, and she is unsure if she will continue to chair the College Planning Program Clearinghouse Committee; however, she will have a decision made by the first of the year. Ms. Whiting mentioned that whoever fills the position has to remove themselves from their institution and must serve ArkACRAO instead of being self-serving. Ms. Whiting is trying to find a person that she can train for a year. Susan Dewey offered to help with the central region again next year. Ms. Dewey suggested that we talk about the calendar and protecting it at Boot Camp. Chad Cox questioned if individuals outside the organization who purchase a calendar get the updates sent to the listserv. The EC was unsure. Ms. Dewey also reminded the EC that Ms. Whiting requested in the annual business meeting that we discuss having a cap on how many calendars should be mailed to each institution. After some discussion, Gin Brown moved that each paid member may receive up to four copies of the clearinghouse calendar beginning with the 2012-2013 calendar. Any other copies requested may be purchased at the non-membership rate. Susan Dewey second. Motion passed. The EC also recommended that a statement may need to be added to the calendar regarding copying for internal use only.

President Elect: Susan Dewey thanked the EC for the opportunity to serve as president elect and feels that we are going to do a great job planning the conference next year.

Past President: Gin Brown mentioned that there are multiple ArkACRAO logos being used. Some of them have all lowercase letters for example. Ms. Brown asked that everyone use the logo that has the correct capitalization which is ArkACRAO. An example of the logo that should be used is found at the top of the minutes. Ms. Brown also discussed further the contents of the packets that were distributed to the EC and mentioned that the constitution needs the updates that were passed at the annual business meeting. The new delinquent fees policy would also need to be added to the packet. The EC added the secretary to the list of individuals who are authorized to post to the website.

Vice President for Records: Jean Mitchell reported that the annual Registrar’s Therapy Workshop was held on July 14th & 15th at the Wingate hotel in Little Rock, AR. There were 18 registered attendees from various colleges across the state. After greetings and welcome messages, attendees introduced themselves. The first presentation featured Dr. Vaughn

DeCoster from the Fayetteville Veteran's Center. He presented "From Boots to Books", a graphic picture of some of the situations our veteran students have been exposed to during their deployment. By learning what some of these students are returning from, we can better prepare to meet their academic and social needs as well. Following Dr. DeCoster's presentation, Cynthia Moten and Rick Jenkins from the Arkansas Department of Higher Education gave attendees an update on ACT 747, the legislative act concerning the common course numbering for transfer credit. The question/answer session was very informative greatly appreciated by those in attendance. That evening attendees were dismissed for dinner on their own. Several from different schools decided to go together for dinner at the Cajun's Warf. This was a great opportunity to network, share experiences and stories, explore downtown Little Rock, and enjoy good food! The attendees met again on Friday morning for Institutional Chats: How do you do this? This roundtable discussion was an opportunity for participants to ask questions and share experiences in dealing with the common challenges we all face. Topics were broad and included such items as commencement, transfer credit, and enrollment services. The attendees parted company looking forward to seeing each other again at the ArkACRAO fall conference in Hot Springs!

Ms. Mitchell discussed three possible locations for the Support Staff Workshop: Arkansas 4-H Center in Little Rock, Agora Conference Center in Conway, and Brewer-Hegeman Conference Center at the University of Central Arkansas in Conway. Information on each facility is in the Secretary's Notebook. After some discussion, the EC recommended that the Support Staff Workshop be held at the Arkansas 4-H Center. The cost to ArkACRAO will be approximately \$25.60 per person, which includes lunch. Ms. Mitchell questioned if the registration fee should be raised. Gin Brown mentioned that in the past we have tried to keep the cost low so institutions could afford to send as many support staff as possible. The EC recommended keeping the registration cost at \$25 per person. The tentative date for the workshop is Monday, March 12. The tentative theme is "What's in your toolbox?"

There was some discussion in regards to Registrar's Therapy. It has had low attendance and continuously goes in the hole. Some members of the EC suggested having it as a pre-conference workshop or a one day event during the end of May. The EC will discuss this matter further at the December meeting.

Vice President for School Relations: Chelsea Bishop Ward's report was given during the annual business meeting.

Treasure (Correction to Treasurer): Amy Mahan's report was given during the annual business meeting. Ms. Mahan also mentioned that she has paid \$5,671 so far for the 2011 Fall Conference. The fall conferences typically cost between \$11,000 and \$20,000. Ms. Mahan will report more on the fall conference at the December EC meeting.

OTHER BUSINESS

Website: Blayne Stewart of b|media made several recommendations regarding ArkACRAO's website. First, Mr. Stewart noted that we have some logo consistency issues. Some individuals have used the one on the top of the website, which is low quality. Mr. Stewart recommended that we add different versions of the logo that we want to be used under resources on the website. The EC agreed with this recommendation. Second, Mr. Stewart recommended that we review the content of the website. The EC agreed with this recommendation, and a Website Review

Committee was formed. Members shall be Regina Carter – Chair, UALR; Amy Mahan, ASU Beebe; Chelsea Bishop Ward, UALR; Chad Cox, University of the Ozarks; and Robin Carr, U of A. The review committee will meet via e-mail. Mr. Stewart’s third recommendation was that we consider redesigning the website since it is four years old. Mr. Stewart showed the EC an example of how he was wanting to update it. The design he wanted to purchase would cost \$80. If he developed the design himself, it would probably cost approximately \$200 in contract hours. Mr. Stewart cited advantages to the new design to be that it is easier to read, gives options that we don’t already have, and is more modern and clean. Mr. Stewart also agreed that he would not purchase the same design to use for any other companies that he serves. Jean Mitchell moved that we have Blayne Stewart purchase the \$80 design to update the look of the website. Chelsea Bishop Ward second. Motion passed.

There was some discussion regarding how institutions could update their information in the ArkACRAO Directory. The Delinquent Dues Committee had discussed the possibility of each institution being able to log in on ArkACRAO’s website to update their information year around. Mr. Stewart said that it would probably cost four to six hours to create that sort of system; however, the con would be that anyone who logs in to the system would be able to update any institution’s information. There were also some concerns with uniformity. Mr. Stewart stated that it would take a lot more programming and would be more expensive to limit an individual’s access to their institution only. The EC will discuss this matter further at the December meeting when Tracy Finch is present to give feedback from the Publicity and Publications Committee’s viewpoint.

SACRAO: President Carter reminded the EC that the SACRAO scholarship application deadline is November 4, 2011. Information regarding the SACRAO scholarship was distributed at the Fall Conference via the Fall 2011 Newsletter. The EC will select a recipient at the December meeting.

Susan Dewey suggested adding to the past president’s duties contacting vendors for the Fall Conference. Ms. Dewey noted that it should still be a group effort; however, the past president could lead the efforts. The past president currently contacts past presidents inviting them to the Fall Conference, chairs the Nominations and Election Committee, and serves as a resource for the current president. Ms. Dewey has contacted vendors for the past couple of years and noted that the person who is in charge of doing this needs to be someone who knows the organization well and its history. The EC agreed that contacting vendors should be added to the past president’s duties.

Set Date, Place, & Time for next EC Meeting: The next meeting will be Friday, December 9, 2011 at 10:30 am at UALR.

Adjourn: Susan Dewey moved that the meeting be adjourned. Chad Cox second. Motion passed. The meeting was adjourned at 1:15 pm

Respectfully submitted,

Rachel Mullins, Secretary 2009-2013

Regina Carter, President 2011-2012