



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

**Executive Committee Meeting
Friday, March 2, 2012
UALR
Little Rock, Arkansas**

Members Present: Regina Carter, Chelsea Bishop Ward, Gin Brown, Chad Cox, Susan Dewey, Amy Mahan, Jean Mitchell, Rachel Mullins, Scott Post, and Delores Voliber. Committee Chairs: Roz Blagg and Robin Carr.

Call to Order: President Carter called the meeting to order at 10:35 a.m.

Approval of Minutes from Executive Committee (EC) Meeting, December 9, 2011: Minutes of the December 9, 2011 EC meeting were presented. Jean Mitchell moved that the minutes be accepted with corrections. Gin Brown second. Motion passed and the minutes were approved. A copy of the minutes is included in the Secretary's Notebook.

NEW BUSINESS

President: President Carter thanked Scott Post for agreeing to serve as Legislative Liaison and Roz Blagg for agreeing to serve as chair of the Membership Committee. President Carter stated that she was proud of ArkACRAO's representation at SACRAO. President Carter estimated that there were 20 ArkACRAO members who attended the conference. President Carter reported that on December 9th she sent an e-mail to the listserv explaining the process that the EC had decided upon regarding the college fair automation system. President Carter has also been working with Jean Mitchell to get the Support Staff Workshop registration form on-line. The registration process has been going well with 21 people registered so far. There is a glitch on the website – you can only populate one date for an event. Blayne Stewart is working on a solution to this problem. President Carter thanked ArkACRAO for the opportunity to go to SACRAO. President Carter stated that she tried to go to sessions geared towards Access & Equity as Chris Riggins requested. Information on some of the presentations can be downloaded on the SACRAO website. President Carter was asked if Arkansas would be interested in putting in a

bid for the 2016 SACRAO conference. After a discussion about what all is involved in planning the event, President Carter asked the EC to think more about whether or not we would want to host SACRAO. President Carter also asked Robin Carr to check in to hotels in the Springdale/Fayetteville area as possible locations for a SACRAO conference. President Carter reported that she has received two e-mails from SACRAO and AACRAO wanting to know if we want representatives to come to the Fall Conference. President Carter is also on the WISDOM committee for SACRAO. President Carter stated that she will soon be sending out letters to the presidents and chancellors of everyone on the EC to recognize what individuals do to help ArkACRAO. Finally, President Carter reported that everything from the last Fall Conference has been settled up with ArCPA.

President Elect: Susan Dewey reported that she was considering Charlotte Dudley as keynote for the fall conference. Ms. Dudley gave a presentation on delegation at SACRAO. Ms. Dudley would need ArkACRAO to pay for her flight, room, and registration fee. Her institution would cover her meals. Ms. Dewey suggested that she would need a rental car as well due to the conference location. Ms. Dewey asked the EC for other suggestions for keynote. The EC discussed some options such as a presenter who does art work while painting. Ms. Dewey stated that she will send out a call for proposals to the listserv. She will set June 1 as the deadline to submit proposals, and a Conference Committee will select sessions by mid July.

Past President: Gin Brown thanked ArkACRAO for providing the opportunity to attend SACRAO's 65th Annual Meeting in Northern Kentucky February 11-15 by paying the registration fee for the chair of the vendor/exhibit committee. Ms. Brown reported that she worked with President Carter, Treasurer Mahan, and President-elect Dewey prior to the conference to update the vendor invitation letter and exhibitor registration form. During the conference, approximately 40 letters of invitation to the fall conference were distributed to the vendors at SACRAO. Ms. Brown reported several positive responses. Don Lugafet of Business Imaging Systems has already committed to providing Hospitality for the conference. Ms. Brown collected business cards from the vendors and intends to follow up with an e-mail reminder regarding fall conference. A copy of the vendor invitation letter and exhibitor form is included in the Secretary's Notebook. Ms. Brown also reported that she has started asking for names of individuals to fill the new EC positions for next year.

Treasurer: Amy Mahan reported that ArkACRAO's cash on hand is \$30,623.94, CD value is \$9,286.17, pending dues to be received total \$300, and Total Assets equal \$39,910.11. Ms. Mahan reported that three institutions have delinquent dues: Arkansas Northeastern College, Black River Technical College, and Drury University. Ms. Mahan noted that 2011 Fall Conference totals were reconciled with ArCPA on 3/2/12 by paying them \$2,427.36. President Carter has left a message with the Army regarding delinquent vendor fees. Ms. Mahan reported that she purchased a laptop for approximately \$700, and it has all of the treasurer's information on it. Ms. Mahan stated that she has been using a free software instead of purchasing Microsoft Office. However, the EC recommended adding Microsoft Office to the laptop now since it is still within the \$1,500 allotted. Ms. Mahan also reported that the only on-line registration that currently auto sends an invoice is for the Fall Conference. Ms. Mahan checked with Blayne Stewart and it would take a significant amount of contract time to set up all on-line registrations to auto send an invoice. After some discussion, the EC recommended asking Blayne Stewart to update the online registration so that all ArkACRAO events will auto send an invoice when participants register. Since we have a significant amount of cash on hand, Gin Brown suggested

that the EC consider moving some money into the CD. The EC agreed to discuss it further at the next meeting.

Vice President for Admission Administration: Chad Cox reported that he will be working on the college fair automation in the coming months. Boot Camp will probably be at Pulaski Tech; however, final plans have not been set. Boot Camp is usually held during the last part of July.

Vice President for Records: Jean Mitchell reported that the Support Staff Workshop is set for March 12. There were 21 participants registered, but she knew of 10 or 11 individuals who planned on registering later today. Ms. Mitchell intends to play FERPA Feud with Regina Carter as emcee and Erica Fulton as judge. Shelley Walters will be presenting.

Vice President for Registration: Delores Voliber reported that she has spoken to representatives at two possible locations for Registrars Therapy: the Wyndham and Hilton Garden Inn on McCain. Ms. Voliber stated that July is open for both hotels. The EC discussed possible dates and schedule. The EC recommended scheduling Registrar's Therapy for 1:00 pm – 5:00 pm on July 19th with dinner on your own and 8:30 am – 11:30 am on July 20th. The EC recommended charging \$25. President Carter will work with Ms. Voliber on the program content.

Vice President for School Relations: Chelsea Bishop Ward asked the EC for clarification regarding her role in planning Boot Camp. There was then a discussion regarding the planning of Boot Camp. Ms. Bishop Ward also suggested that some sessions at Fall Conference be geared towards Admissions and not just recruiters. The EC agreed and asked Ms. Bishop Ward to research and make suggestions on topics of interest.

Legislative Liaison: Scott Post stated that he was glad to be here and appreciated the opportunity to serve. One piece of legislation that is upcoming is regarding a minimum ACT of 15 for admission; however, Mr. Post stated that we should know more in July. Ms. Dewey asked Mr. Post if he could assist in getting a legislative panel together for a pre-conference workshop to Fall Conference. The EC then discussed possible individuals to ask to be on the legislative panel.

Publicity and Publications: President Carter reported for Tracy Finch. Ms. Finch asked anyone interested to please submit news articles.

Constitutional Review: President Carter reported for Alisa Waniewski that there will be a Constitutional Review Committee meeting on April 5th.

Site Selection: Robin Carr reported that she has been researching at least three hotels as possible locations for the 2014 Fall Conference. The EC discussed some possible locations and details of what we typically look for in a location. President Carter asked Ms. Carr to bring three recommendations to the July meeting to then present at the Fall Conference.

Membership: Roz Blagg thanked ArkACRAO for the opportunity to serve as Membership chair and feels that this will be a great learning experience. Ms. Blagg thanked Chad Cox for creating a form for those applying for associate membership. Ms. Blagg recommended putting it on the ArkACRAO website if the EC approves the form. The EC discussed the form and made

some recommendations for updates. Ms. Blagg stated that she would update it and get it posted to the ArkACRAO website. A copy of the proposed Associate Membership Application is in the Secretary's Notebook. Ms. Blagg also reported that she had two requests for associate membership: LSU and Bacone College in Oklahoma. Ms. Blagg has e-mailed the form to them but has not received anything back yet.

Articulation Workshops: President Carter reported for Ron Hudson. She reminded the EC of the dates for this year's Articulation Workshops: (a) Northwest on September 4th at UA Fort Smith, (b) Northeast on September 5th at Lyon College, (c) Southern on September 6th at UACC Hope, and (d) Central on September 7th at Hendrix.

College Planning Program Clearinghouse: President Carter reported for Mary Whiting. Currently, the 2011-12 CPP calendar is coming to an end. Overall, things have gone well. There were some issues, but none that couldn't be handled. Ms. Whiting has agreed to serve as Clearinghouse Chair this year and is already working on the calendar. Ms. Whiting has also talked to two other states about an electronic calendar. There is some work involved in this, which includes security. Both states felt there was calendar sharing. Ms. Whiting presented at a state counseling/career coach workshop in Hot Springs on February 21 and felt that it went well. Ms. Whiting shared with them automation possibilities and gave examples from other states. All wanted to know what their involvement would be; who would teach them; who would explain to their principals; what if they didn't do it; what if they didn't have the resources or time to complete info ahead of time. Ms. Whiting explained that it was a trend now and was moving into many states. She said that she anticipated it coming to Arkansas schools in the near future, but that they would know ahead of time, receive information, etc. Ms. Whiting also told them that we respected their roles and would offer guidance, just as she knew they respected our roles and offered support to us. They have a meeting in November. Ms. Whiting said there could possibly be info then if the organization decides to go that direction. Ms. Whiting also explained to the group why more programs need to be consolidated. She also asked if listserv announcements through Roger Palmer would be helpful, and all wanted this. Ms. Whiting also provided President Carter with a list of comments from the meeting from Counselors, Career Coaches, and Roger Palmer. President Carter shared some of those comments with the EC. A copy of Ms. Whiting's report is in the Secretary's Notebook. Ms. Whiting asked the EC to think about someone who could be in training for a future committee chair.

Set Date, Place, & Time for next EC Meeting: The next meeting will be Thursday, July 19, 2012 at 10:00 am at the Hilton Garden Inn in North Little Rock.

Adjourn: Susan Dewey moved that the meeting be adjourned. Amy Mahan second. Motion passed. The meeting was adjourned at 1:30 pm.

Respectfully submitted,

Rachel Mullins, Secretary 2009-2013

Regina Carter, President 2011-2012