



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

**Executive Committee Meeting
Thursday, July 19, 2012
Hilton Garden Inn
North Little Rock, Arkansas**

Members Present: Regina Carter, Chelsea Bishop Ward, Gin Brown, Chad Cox, Susan Dewey, Amy Mahan, Jean Mitchell, Rachel Mullins, and Scott Post. Committee Chairs: Roz Blagg, Allan Ford, Linda Holland, and Ron Hudson.

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

Approval of Minutes from Executive Committee (EC) Meeting, March 2, 2012: Minutes of the March 2, 2012 EC meeting were presented. Susan Dewey moved that the minutes be accepted with corrections. 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: President Carter thanked everyone for coming to today's meeting. She also stated that she wanted to publicly thank Allan Ford from HSU for agreeing to be the new chair of the Professional Access and Equity Committee. President Carter reported that she had worked on organizing the Registrar's Therapy Workshop with Delores Voliber. President Carter will be handling the workshop because Ms. Voliber is unable to attend. Rick Jenkins from ADHE will be a guest speaker at the workshop. A copy of the Registrar's Therapy Workshop agenda is included in the Secretary's Notebook.

President Carter reported that in May she was a part of the site visit to Holiday Inn in Jonesboro. The visit was productive, and the group was able to make several decisions regarding Fall Conference. President Carter also reported that in June she participated in a conference call with the Program Committee to select presentations for the Fall Conference. Finally, President Carter offered the EC's help to Susan Dewey in planning the Fall Conference.

President Elect: Susan Dewey reported that on May 10-11, 2012, she, Gin Brown, Regina Carter, and Rachel Mullins traveled to Jonesboro to meet with Lisa Watson, Sales Manager for the Holiday Inn, in order to finalize conference details. Tracy Finch also joined the group for part of the meeting. Ms. Dewey distributed a draft of the Conference at a Glance and discussed some of the highlights of the meeting. The keynote speaker will be Charlotte Dudley, Director of Admissions Operations at Georgia Piedmont Technical College in Atlanta, GA. Ms. Dewey stated that several ArkACRAO members attended her presentation “Celebration Delegation” at SACRAO and were excited to have her come to Arkansas. ArkACRAO will be paying for Ms. Dudley’s registration fee, flight, room, and rental car. Her institution will pay for her meals. The speaker for the general session will be Dr. Amy Amy, Assistant Professor in the Communication Department at UCA. Dr. Amy has a Ph.D. in Organizational Leadership and is a facilitator for the AATYC Leadership Institute. Dr. Amy has requested a speaker’s fee of \$500. Ms. Dewey reported that a call for proposals went out to the membership on March 14, 2012. Seven proposals were received by the June 1 deadline. On June 10, the conference committee conducted a conference call to discuss the proposals and agreed to accommodate all proposals submitted. Ms. Dewey stated that she felt that the call for proposals worked well. Ms. Dewey asked that in the Admissions and Registrar’s Chats we encourage people to present next year. Ms. Dewey noted that we did not receive many proposals specific to the Registrar’s office this year. Roz Blagg reported that Representative Karen Hopper, Dr. Chuck Welch, and Shane Broadway have been confirmed for the preconference legislative panel. Ms. Dewey hopes to have a registration link up on the ArkACRAO website by the first part of August and will work with Amy Thomas to get it posted.

Past President: Gin Brown reported that she participated in the Fall Conference Program Planning Meeting on May 11 at the Holiday Inn, Jonesboro. She also participated in the Program Committee conference call to select presentations for the Fall Conference. During the week of July 16, Ms. Brown mailed letters of invitation and registration forms to the 2011 Fall Conference vendors. Letters were also handed out at SACRAO. Ms. Brown was contacted by Digital Architecture representative, Kristy, in regards to being a vendor and/or sponsor. Kristy has the vendor letter and registration form. Ms. Brown referred her to Susan Dewey as a possible presenter or assisting in other ways with the conference (i.e. name on program or lanyards). Don Lugafet due to a change in his service area will not be providing hospitality for us at the Fall Conference.

As past president, Ms. Brown is the chair of the Nominations and Election Committee. President Carter selected the following individuals to serve on the nomination committee: Chelsea Bishop Ward and Jean Mitchell (members of the EC board whose terms are ending), Wayne Banks (representing the Registrars), and Judy Jones (representing Admissions). The committee has secured the following nominations: President Elect – Amy Mahan, Treasurer – Chelsea Bishop Ward (2 year term), and VP of School Relations – Barbara Dunn (2 year term). Offices still to be filled are VP for Records (2 year term) and VP for Admission Administration (1 year term due to the resignation of Chad Cox). The constitution requires a slate of nominees shall have been presented by the Nomination and Election Committee to the membership at least thirty (30) days before the annual meeting. Additional nominations may be made from the floor of the business meeting. Additionally, the slate of nominees is to be approved by the Executive Committee prior to being placed before the membership. Ms. Brown stated that as soon as she has names for the last two positions, she will send them to the EC for approval and then send them out on the listserv.

Ms. Brown reported that she has updated the Past Presidents Invitation to the luncheon on Thursday, October 4th. If a Past President chooses to join us for the entire conference, ArkACRAO has by tradition waived the conference registration fee in addition to no cost for the luncheon. Ms. Brown plans to send out invitations (by email or letter) within the next two weeks. Ms. Brown stated that she has served on the EC for the last seven years, and she appreciates all of the fun times, support, and opportunities to serve.

Treasurer: Amy Mahan reported that ArkACRAO's cash on hand is \$31,532.07, CD value is \$9,286.17, Accounts Receivable \$4,100, and Total Assets equal \$44,918.24. Ms. Mahan sent out invoices on May 25th. At this time, 23 of the 44 members and 13 of the 34 associate members have submitted dues. They are due July 31, 2012. A copy of the Treasurer's report is included in the Secretary's Notebook.

Ms. Mahan presented an invoice for BMEDIA in the amount of \$840 for one year of web hosting and one year of maintenance (24 hours). Jean Mitchell moved that ArkACRAO renew our one year contract with BMEDIA for web hosting and 24 hours of maintenance. Gin Brown second. Motion passed. Chelsea Bishop Ward stated that she has asked Blayne Stewart to put the ArkACRAO logos on the website under Resources. Ms. Mahan reported that at first she was not getting a copy of the invoices when individuals registered for Boot Camp or Registrar's Therapy. Therefore, on June 18 she sent an e-mail out to the listserv explaining the issue and asked individuals to re-register on ArkACRAO's website.

Vice President for Admission Administration: Chad Cox reported that with great regret he has to step down from his position because he is moving to Oklahoma. Mr. Cox thanked Chelsea Bishop Ward for organizing Boot Camp. Mr. Cox then led a discussion regarding scanners for College Planning Programs. Mr. Cox stated that it is not a great expense, and he thinks it would benefit all schools. Colleges would have to pay for what they anticipate scanning (\$.10 each). There was a discussion regarding pros and cons of using the scanners. Some of the benefits include student access to more colleges and validity of data. Some of the concerns were hesitations from counselors (per Mary Whiting's report at the last EC meeting), implementation, and issues with logistics (students who forget to bring their bar codes – who sets up print stations and who will man it?). The EC agreed that this would be more successful if we had buy in from the high school counselors. Chad Cox moved to invite vendors to speak to the EC after gathering information from surrounding states on implementation and checking for counselor feedback from articulation workshops this fall regarding the use of scanners. Ron Hudson second. Motion passed.

Vice President for Records: Jean Mitchell reported that the Support Staff Workshop was held on March 12 at the Arkansas 4-H Center just outside of Little Rock. There were 40 attendees from across the state. President Carter welcomed everyone and introduced the EC members present. In the first session of the day, Jean Mitchell, CAP-OM presented "What's In Your Toolbox?" In this interactive session, participants defined the tools used to do their jobs and how they are used. Relating personal experience in acquiring administrative skills, Jean challenged everyone to add new skills/tools to their personal "toolbox" before they were needed in order to prepare for tomorrow's challenges and opportunities. Attendees enjoyed a sit down lunch overlooking the lake. Many took advantage of the beautiful weather to wander the grounds while networking with their peers from other institutions. After lunch, Richard Dawson from Family Feud (aka Amy Mahan) made an appearance and two teams challenged, each other

to name the most popular answers to our FERPA Feud. This was a fun way to test our knowledge of FERPA facts and learn the most recent changes. Team members were awarded prizes of individual bags of chocolate tools as a thank you for their participation. To wrap up the day, Shelly Walters from the University of Arkansas presented “Sharpen Your Tools: Getting the most out of Google”. Using Prezi, a free online presentation tool, she demonstrated areas of Google not often utilized and suggested ways they could be used to help at work as well as at home. Ms. Mitchell reported that the Support Staff Workshop was a success.

Vice President for School Relations: Chelsea Bishop Ward reported that Boot Camp will be July 27, 2012 at ASU Beebe. There were 14 registrants as of July 18. Ms. Bishop Ward has speakers lined up from various institutions such as UALR, UCA, HSU, UACCM, and ASU Beebe. Some of the topics include the following: About ArkACRAO, FERPA, Importance of Financial Aid in Recruiting, Professionalism, Work Ethic, Travel, and a high school counselor panel. Binders have been created and assembled. Ms. Bishop Ward discussed the contents of the binders and stated that she is distributing a copy of the “I’m Available” forms. Ms. Bishop Ward reported that she has sent three e-mail notices to the listserv encouraging people to register. The deadline is July 24. One last e-mail will be sent on Monday, July 23. Those who have registered received an additional e-mail from Ms. Bishop Ward saying hello and giving them some more details about the day of the event. Ms. Bishop Ward stated that Robin Hayes has been wonderful to work with, and she has secured the location of the event and the menu for the day. Ms. Bishop Ward still needs to recruit some individuals to work the welcome table; however, she plans on asking Ms. Hayes if she has anyone available. A copy of the Boot Camp agenda is included in the Secretary’s Notebook.

Legislative Liaison: Scott Post reported that the Arkansas Higher Education Coordinating Board approved new minimum COMPASS test scores to enroll in college-level courses, beginning with the Fall 2013 semester. The changes were in Reading (up to 83, from 82) and in Writing (up to 80, from 75). These minimum scores would be needed to enroll in Freshman English (Composition I). As usual, institutions can elect to set higher scores if they choose. Mr. Post also reported that discussion on policy amendments for Act 1184 will continue over July and August between ADHE, AHECB, and college representatives. Act 1184 concerns admission requirements and conditional admission requirements at state-supported institutions for high school graduates. Information on the Act can be found at <http://www.adhe.edu/legislation/Documents/2011RegularSession/HigherEducation/Act1184%20-%20HB2050.pdf>. More information should be available on Act 1184 at the October meeting.

Publicity and Publications: President Carter reported for Tracy Finch. The summer article has been sent to SACRAO. The summer ArkACRAO newsletter has been distributed and web published. Ms. Finch is always looking for guest writers and article ideas for the newsletter. The ArkACRAO Directory update is under way. Last year Ms. Finch printed 1,000 copies of the ArkACRAO Directory, and Ms. Carter stated that she advised Ms. Finch to print the same amount this year.

Constitutional Review: Chad Cox reported for Alisa Waniewski. The Constitutional Review Committee made several recommendations for updates to the Constitution and By-laws. A copy of the recommendations is included in the Secretary’s Notebook. The EC discussed the changes and made recommendations for revisions. All recommended changes for the Constitution or By-

laws must be made available to the membership at least thirty (30) days prior to the Association's annual meeting date.

Professional Access and Equity: Allan Ford thanked ArkACRAO for the opportunity to serve as chair of this committee and stated that he has been in communication with Chris Riggins (former chair) for guidance on his role in this position.

Hospitality: Linda Holland reported that she has chosen Ronald McDonald House Family Room as the charity for the Fall Conference. Ms. Holland distributed a list of donation items, and a copy is included in the Secretary's Notebook. Ms. Holland is still working on entertainment for the Fall Conference. The EC discussed some suggestions such as short videos of funny moments from the year, improve, and a combination of talent-no talent and karaoke. The EC also discussed possible door prizes.

Site Selection: Jean Mitchell reported for Robin Carr. Ms. Carr obtained proposals from two site locations: John Q Hammons Convention Center in Rogers, Arkansas and Cherokee Nation Casino in West Siloam Springs, Oklahoma. A copy of the proposals are included in the Secretary's Notebook. Ms. Carr had contacted two hotels in Hot Springs; however, they had just let her know this week that they could not put in a bid because they were undergoing renovations. The EC expressed concern regarding the out of state proposal as well as the need for at least three proposals. Because of technical difficulties with the presentation, President Carter stated she would contact Ms. Carr regarding then need for an additional site location and e-mail the proposals to the EC to vote via e-mail regarding the top recommended location.

Recognition: Rachel Mullins reported for Shelley Price. Ms. Price has saved the Summer Newsletter which listed some retirees. She also anticipates sending out a request to the listserv the first part of August.

Membership: Roz Blagg reported she has received three inquiries regarding associate membership: (a) LSU – sent application on February 15 but have not received completed application to date; (b) Bacone College – sent application on February 15 and received completed application back May 21, 2012; and (c) Imagine – Paul Mitchell Partner School – Sent application on April 4 and April 12 but have not received completed application to date.

Articulation Workshops: Ron Hudson reported that this year's Articulation Workshops will be held at the following locations: (a) Northwest on September 4th at UA Fort Smith, (b) Northeast on September 5th at Lyon College, (c) Southern on September 6th at National Park Community College, and (d) Central on September 7th at Hendrix. The Southern workshop location was changed because UACC Hope notified Mr. Hudson that they were unable to host it this year. Mr. Hudson also reported that letters are set to be printed and go out to counselors and administrators. Mr. Hudson has sent an e-mail to ADHE and asked them to give an update. The webmaster is going to get the form set so that we can launch registration. Mr. Hudson is preparing to do walkthroughs at host sites. Mr. Hudson also stated that he plans to send something out to the listserv asking who wants to host the Articulation Workshops next year.

College Planning Program Clearinghouse: Ron Hudson reported for Mary Whiting. The calendar has been sent to all who have paid for it. Right now, the complaints are minimal. Ms. Whiting is receiving many calls about unscheduled fairs, primarily from career coaches. She is

doing her best to filter some of these. When she can't, she will be sending notices. Ms. Whiting will also be sending invitations to many of the fairs through the listserv. Ms. Whiting and Mr. Hudson had communicated some regarding the possibility of having boxes for the counselors at Articulation Workshops with information from all of the colleges; however, Ms. Whiting recommended that the idea be discussed more at the Fall Conference. The EC discussed some of the benefits and challenges to providing boxes of information at the Articulation Workshops.

Set Date, Place, & Time for next EC Meeting: The next meeting will be Friday, October 5, 2012 after the Fall Conference at approximately 12:00 pm at the Holiday Inn in Jonesboro, Arkansas.

Adjourn: Chad Cox moved that the meeting be adjourned. Scott Post second. Motion passed. The meeting was adjourned at 12:45 pm.

Respectfully submitted,

Rachel Mullins, Secretary 2009-2013

Regina Carter, President 2011-2012

Susan Dewey, President 2012-2013