

of record -



Arkansas Association of Collegiate
Registrars and Admissions Officers
General Planning Session
Friday, March 7, 2013
Student Center, Arkansas State University - Beebe

Members Present: Susan Dewey, Keesha Johnson, Amy Mahan, Malissa Mathis, Scott Post, Chris Riggins.

Call to Order: President Mahan called the meeting to order at 10:02 a.m. Due to inclement weather reports for the day, a quorum of the Executive Council was not present, so President Mahan convened the meeting as a general planning session rather than an official EC meeting.

Approval of Minutes from Executive Committee (EC) Meeting, December 17, 2013:
Minutes of the December 17, 2013 EC meeting were presented but could not be approved due to there being no quorum of the EC membership present. President Mahan said that the draft of the minutes would be sent out to the EC for vote prior to the next meeting in July. A copy of the minutes is included in the Secretary's Notebook and will be uploaded to the ArkACRAO website after approval.

PLANNING TOPICS/DISCUSSION:

President: President Mahan welcomed the Executive Committee members present, thanking them for their presence at today's meeting despite inclement weather reports and much mid-semester business. Since the December 17th EC meeting, President Mahan has been busy working to fill vacancies in several positions on both the Executive Council and ArkACRAO committees, as follows:

Treasurer: Chelsea Bishop Ward resigned effective Jan. 2014. President Mahan distributed the EC Treasurer position description (provided by Past-President Susan Dewey) to members present and spoke about potential candidates who have been recommended to fill this position by the ArkACAO membership.

- VP for Admissions: Keesha Johnson accepted appointment, after the departure of Ron Hudson.
- Professional Access and Equity: Prospective new chairs were discussed to the departure of Josh Rauls.
- Hospitality: Prospective new chairs were discussed after Linda Holland's appointment as Site Selection committee chair.
- Publications and Publicity: Tracy Finch will continue to serve as this committee chair until another person is appointed.

President Mahan consulted the EC members present on suggestions and recommendations for ArkACRAO members to fill the announced vacancies.

President Elect: Tracy Finch could not attend the meeting due to inclement weather, but sent her report that was presented by President Amy Mahan. President Elect Finch has been working on the October conference and has chosen the tentative theme "The Art of Education." She has been in contact with Brad Myers from Ohio State University who will be our AACRAO representative. ArkACRAO will be responsible for paying his registration fee (if charged), lodging and meals, and AACRAO will pay for his transportation. Tentatively, he can conduct two to three sessions at Fall conference: Parliamentary Procedures, Financial Aid 101 for Registrar's and Admissions Staff, and AACRAO update. Sharon McDaniel has been assisting President Elect Finch in finding additional conference speakers, and she has identified two potential speakers: 1) Stacy Smith with the "Prison to Purpose" ministry, and 2) Kristen Glover, 2011 Miss Arkansas, with the "Second Chances Through Mentorship" program. EC members present reviewed the video links provided by President Elect Finch for these two speakers, and after discussion, decided that while both speakers were motivational, a speaker specifically centered on higher education would be preferred. President Elect Finch and President Mahan heard an awesome presentation on K9s for Warriors that they believed would be a great charity, and which would also tie-in with the quilt for auction that may have a patriotic theme. President Elect Finch reported that she would like to get ArkACRAO members to attend the Crystal Bridges museum where admission would be free for visitors. She is exploring a Friday morning program at the museum followed by chats, but shared some concerns for discussion. President Elect Finch also asked for EC members to send her newsletter content.

Past President: Susan Dewey reported that she has collected information from SACRAO and TACRAO procedures manuals to guide ArkACRAO in creating similar manuals. As she shared collected materials with the EC members present, they expressed particular interest in establishing not only job descriptions for EC and committee positions, but also working toward an ArkACRAO planning calendar so that those newly appointed to leadership positions would know what duties should be undertaken when during each month of the year. Past President Dewey asked EC members present for their assistance in reviewing the SACRAO procedures manuals and to consider serving on an ad hoc committee to help create the ArkACRAO procedures manual. President Mahan said that the SACRAO procedures manual could be distributed via the listserv so that all may review and assist with suggestions, though other delivery methods such as Dropbox and SharePoint were discussed for use in distributing the

materials. Past President Dewey also discussed whether ArkACRAO may or may not wish to create a Statement of Ethics as part of its manual, as some other state organizations have done.

Secretary: Malissa Mathis reported the following actions:

- Updated the EC Members and General Standing Committee Chairs information as requested at the December 17th, 2013 EC meeting, which she circulated to EC members present (when in final form, she will request that the information be uploaded to the ArkACRAO website),
- Ensured that the December 17th, 2013 EC meeting minutes were distributed for review on the EC listserv prior to the current meeting.

Secretary Mathis asked Chris Riggins if he could provide the CFA information power-point presented by Josh Rauls and Chris Riggins so that it could be added to the ArkACRAO website. Chris Riggins said that he will need to check to see if the materials were accessible, but he would report his search results at or before the next EC meeting in July.

Treasurer: As requested at the December 17th EC meeting, President Amy Mahan has taken the lead on securing the new tax ID and CPA Consultation. She shared information about her discussion with a tax accountant who ArkACRAO can consult after April 15th concerning the back taxes owed.

Vice President for Admissions: Keesha Johnson contributed to discussion about adding workshops specifically centered on Admissions policies, procedures and personnel. There is currently a Registrar's Therapy Workshop offered, so why not consider adding something for Admissions' Directors and staff? Perhaps, some preview workshops could be developed as Fall conference sessions? The EC members present were excited about the possibility of both conference sessions and a stand-alone workshop for future development directions.

Vice President for Records: Roz Blagg was unable to attend the EC meeting due to inclement weather, but President Mahan noted that she has been working on details for the Support Staff Workshop planned to take place on March 20th, which is the Friday prior to Spring Break on most campuses. The Support Staff Workshop will be held at the Arkansas 4-H Center (Ferndale), just outside of Little Rock. Registration for the event has been open since February at <http://arkacrao.org/registration/support-staff/>.

Vice President for Registration: Wayne Womack could not attend the EC meeting but EC members present reported that he has been active in planning for the 2014 Registrar's Therapy event to be held July 17-18 at the Hilton Garden Inn in North Little Rock.

Vice President for School Relations: Barbara Dunn could not attend the meeting, but is working on plans for the 2014 Boot Camp to be held in Central Arkansas on July 25, 2014.

Legislative Liaison: Scott Post reported further discussion with several ArkACRAO members on the topic of our organization taking a more active role in discussing pending state legislation, and many agree that ArkACRAO should be more proactive. President Mahan asked Legislative Liaison Post continue to keep the organization informed, utilizing the EC list to distribute

information on pending legislation, so that ArkACRAO can achieve this goal.

College Planning Program Clearinghouse: The Executive Committee commended Mary Whiting for her diligence in sending out the ArkACRAO directory and high school and transfer fair event invitations.

Liaison for School Counselors, ArSCA Summer Conference: President Mahan recognized Chris Riggins, appointed by the Executive Council as ArkACRAO liaison with the Arkansas School Counselors Association (ArSCA), who shared the following information:

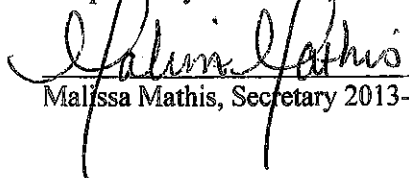
Chris Riggins updated members on the upcoming ArSCA & ADE Summer conference scheduled for July 14-16, 2014. The theme is "Celebrate School Counselors," and over 600 counselors, K-12, are invited to attend the conference, which will be held at the Hot Springs Convention Center. In response to Mr. Riggins' recommendation that ArkACRAO purchase a table banner for the association to be used for promotion at different events (Fall Conference Registration Table, ArSCA Summer conferences, Articulation Workshops, etc.), an ArkACRAO Table Topper was purchased for \$339.30 from The ROARK Group, Inc. The Table Topper was displayed to the EC members in attendance, and a copy of the purchase invoice was given to Secretary Malissa Mathis for the ArkACRAO notebook.

Chris Riggins also reported that he will set-up and watch the ArkACRAO table at the ArSCA Summer conference during the exhibit fair, which will take place at the Hot Springs Convention Center from 8:00 a.m.-9:30 p.m. on 7/14 and 8:00 a.m.-6:00 p.m. on 7/15. The ArkACRAO Executive Committee previously voted to fund a conference table fee of \$300, but Riggins reported that the cost should be closer to \$150. He will send the table registration fee in then send the invoice to President Amy Mahan for payment.

Set Date, Place, & Time for next EC Meeting: The next meeting will be held in July in North Little Rock to coincide with the Registrar's Therapy event.

Adjourn: The meeting was adjourned at 2:35 p.m.

Respectfully submitted,


Malissa Mathis, Secretary 2013-2015


Amy Mahan, President 2013-2014