

of record



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

**Executive Committee Meeting
Friday, May 30, 2014
UACCM
Morrilton, Arkansas**

Members Present: Amy Mahan, Susan Dewey, Barbara Dunn, Tracy Finch, and Brandi Tripp.
General Standing Committees: Mary Whiting. **College Automation Committee:** Chris Riggins.
Guest/Former Secretary: Rachel Mullins.

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

President Mahan thanked everyone present for coming to this off-scheduled working meeting. President Mahan introduced Brandi Tripp, ATU. Ms. Tripp will fulfill the role of Treasurer due to the resignation of Chelsea Bishop Ward. President Mahan asked Rachel Mullins to serve as secretary for the meeting due to the absence of Malissa Mathis.

Fall Conference: Tracy Finch discussed some of the tentative plans for the 2014 Fall Conference. David LaMotte is a potential keynote speaker. Mr. LaMotte would charge \$1,500 plus lodging and travel. An additional workshop would be \$500. Mr. LaMotte is scheduled to speak at the ArCPA meeting next week. Ms. Finch asked if the EC could vote via email on whether or not to have Mr. LaMotte as a keynote speaker after a few EC members attend his presentation at the ArCPA meeting. "The Art of Education" is a possible theme for the Fall Conference. An AACRAO representative will be attending the conference and may lead a breakout session on a topic such as "Parliamentary Procedures." Wayne Banks will be the SACRAO representative. Ms. Finch has a "Call for Proposals" email ready to send out to the listserv. President Mahan stated that she would ask the EC to vote via email to approve the charge for the keynote speaker.

College Automation Committee: There was a discussion regarding adding a "College Automation Committee" as a possible third Admissions Administration and School Relations-Oriented Standing Committee under Article V of the Constitution and By-laws. President Mahan will appoint a committee for now and it may possibly be added to the Constitution and By-laws at a later date. It was suggested that the Vice President for Admission Administration and Vice President for School Relations be the first point of contact if the committee needs support from the EC. Mary Whiting reminded the EC that it is important to let that committee have some authority in order for them to be effective. There was a discussion in regards to the importance of the Articulation Workshop Committee, College Planning Program Clearinghouse Committee, and College Automation Committee working closely together. President Mahan appointed Chris Riggins as the chair of the College Automation Committee. Mr. Riggins stated that he would form a committee and write a descriptive paragraph stating the role of the committee by June 20, 2014.

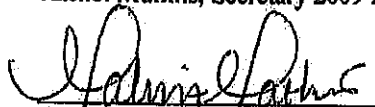
ArkACRAO Position Descriptions and Calendar: There was a discussion as to when the Clearing House Calendar should be complete so that the CPP dates can be given to the College Automation Committee. It was determined that April 15th would be the target date. The EC and Committee Chairs worked on developing a planning calendar that list important events by month, and President Mahan took notes. The EC and Committee Chairs also began working on developing position descriptions. The EC will continue to work on developing the position descriptions with the goal of completing the positions that will be vacant first.

Adjourn: Susan Dewey moved that the meeting be adjourned. Brandi Tripp second. Motion passed. The meeting was adjourned at 2:00 p.m.

Respectfully submitted,


Rachel Mullins, Secretary 2009-2013


Amy Mahan, President 2013-2014


Malissa Mathis, Secretary 2013-2015

ARTICLE V - COMMITTEES

ADMISSIONS ADMINISTRATION AND SCHOOL RELATIONS-ORIENTED STANDING COMMITTEES

1. **Articulation Workshop Committee** - recommends dates and locations of fall workshops, designs and monitors a rotation schedule for host members; plans the program format for the workshops; submits evaluations of the events; determines the level of participation of associate members at the Articulation Workshops.

2. **College Planning Program Clearinghouse Committee** - coordinates, evaluates, and makes recommendations concerning the College Planning Programs endorsed by ArkACRAO for Arkansas high school students. The Chair of the Clearinghouse Committee shall serve for two years, and be responsible for receiving proposed dates and times from counselors, advising counselors of probable availability of university representative participation, developing a regional schedule for college planning program dates and times, and distributing the calendar.

**ArkACRAO
PLANNING CALENDAR**

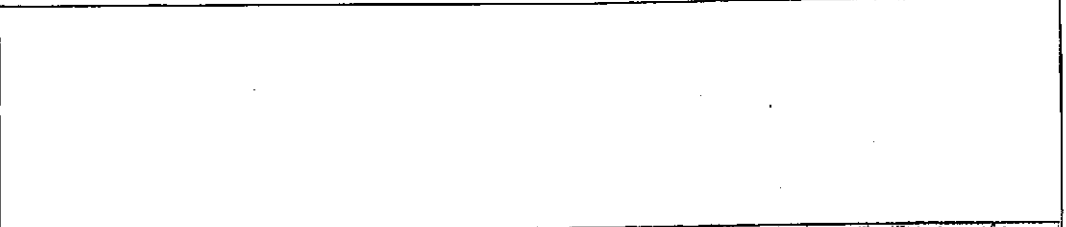
January
February
March
April

May

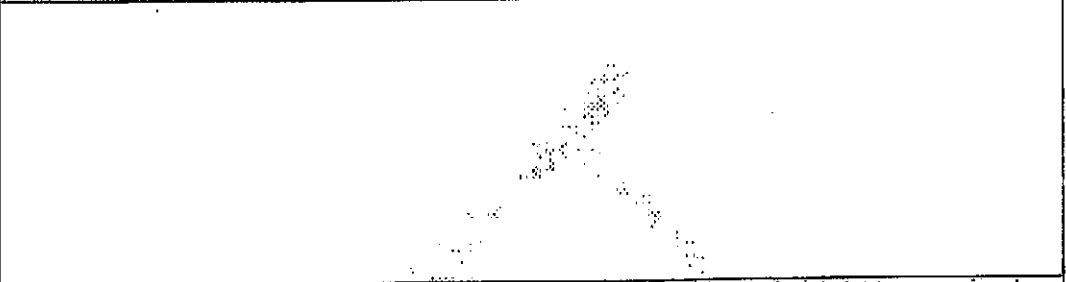
June

July

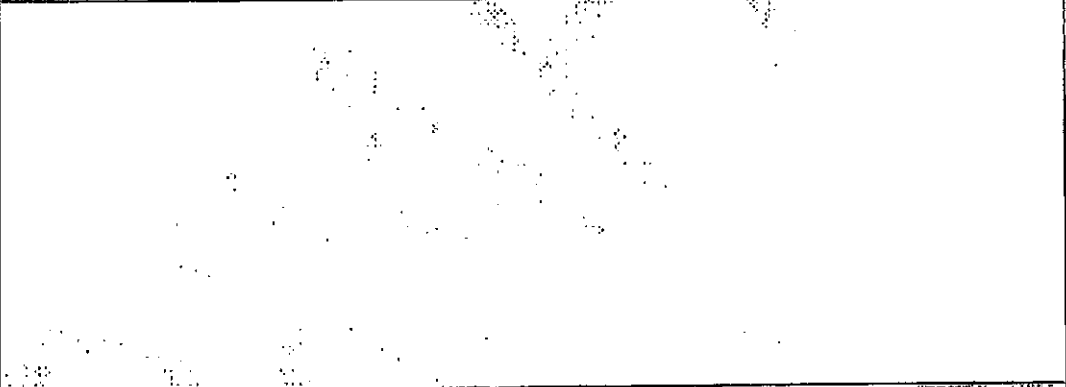
August



September



October



November



December



TACRAO PLANNING CALENDAR

December	
President/Elect President New Vice President	Attend the AACRAO workshop in Washington, D.C.
Past President	<ol style="list-style-type: none"> 1. Work on site selection committee 2. Send welcome letter to new attendees at previous conference.
Secretary	<ol style="list-style-type: none"> 1. Email minutes of meetings occurring at the annual meeting to Executive Committee for additions and/or corrections and approval. 2. Email Annual Business Meeting minutes to TEC then post on the web. 3. Contact institutions who have not paid membership dues
Newsletter Editor	Needs information for winter edition
All TEC	Information for winter newsletter is due to Newsletter Editor
January	
Session Planning Committees	Members complete proposed sessions in database.
February	
Session Planning Committee Chairs	<ol style="list-style-type: none"> 1. Forward prioritized Proposed Program Planning Sheets to Vice Presidents. 2. Continue sessions in session planning software and communicate draft completion.
Executive Committee	Meet and review sessions/workshops for next annual conference, select nominees for Nominations Committee ballot.
Vice Presidents	After February Executive Committee meeting, notify Session Planning Committee Chairs of sessions/workshops to be developed for Annual Conference.
President	<ol style="list-style-type: none"> 1. Confirm nominees for Nominations & Elections Committee ballot and forward lists to Committee Chair. 2. Identify potential keynote speaker for opening session of Annual Conference.

March	
Session Planning Committees	<ol style="list-style-type: none"> 1. Report presenter expense requests to vice presidents. 2. Continue to finalize details for all sessions.
Secretary	Forward minutes of February meeting to Executive Committee.
Honorary Membership & Recognition Awards Chair	Email TACRAO Sabary requesting nominees for consideration of honorary membership and awards.
Local Arrangements Committee (Conference just ending)	Forward Annual Conference financial report and records to Treasurer.
April	
President	<ol style="list-style-type: none"> 1. See consent from identified potential N&E members for inclusion on the N&E ballot. 2. Schedule previous year's LAC audit. Send procedures manual with scheduling information.
Session Planning Committee Chairs	Confirm all details of sessions/workshops for next Annual Conference.
Honorary Membership and Recognition Awards Chair	<ol style="list-style-type: none"> 1. Confirms eligibility of nominees for honorary membership and/or awards. 2. Requests updated point system report from Secretary. 3. Schedules committee meeting.
Historical Committee Chair	Correspond with previous year's Past President to receive items to be bound and archived from the previous year's presidency.
Secretary	Send email to previous year Program subscribers for use in the purchase of the TACRAO Schedule of College Day/flight Programs.
Nominations Committee Chair	Email information and voting instructions to membership for N&E election.
Vice Presidents	Finalize sessions & presenter expenses on database for upcoming TEC meeting.
Treasurer	<ol style="list-style-type: none"> 1. Review of Annual Conference financial reports and records. 2. Forward LAC Annual Conference financial report and records to the Audit Committee at least two weeks prior to scheduled meeting.

ArkACRAO President

- One-year term proceeding one-year service as President-Elect
- Will succeed to the position of Past-President
- Minimum of two years' service on Executive Committee and one year as President-Elect

Duties:

- Responsible for all activities within the Association, with the prerogative to delegate duties and responsibilities
- Chair of the Executive Committee
- Serve as ex-officio member of all general standing committees
- Preside at all meetings of the Association
- Preside over the Annual Business Meeting and represent the Association at the annual regional (SACRAO) meeting.

Note: Presidency of the Association should alternate each year between the Admissions/School Relations related area and the Records/Registration related area, with equal consideration given to individuals whose professional responsibility is for both areas.

ArkACRAO President-Elect

- One-year term before succeeding to the Presidency
- Elected by a majority of the votes cast for this office
- Minimum of two years' service on Executive Committee and conference/event planning experience at the time of election
- This position requires a three year commitment, which will consist of President Elect, President, Past President

Duties:

- principal assistant to the President
- assist the President in planning the program and coordinating the arrangements for the next Annual Meeting
- chair the Annual Meeting Program Planning Committee

ArkACRAO Secretary

- Two-year term
- Elected by a majority of the votes cast for this office

Duties:

- Serve as secretary of the Association's Annual Business Meeting and of Executive Committee meetings
- Shall collect and distribute proceedings and progress reports of standing committee meetings
- Conduct all correspondence relating to the Association
- Make revisions to the constitution once approved by the membership
- Correspond with webmaster to ensure updates are made

ArkACRAO Treasurer

- Two-year Term
- elected by a majority of the votes cast for this office

Duties:

- Shall be responsible for the Association's financial affairs
- Shall work closely with the President on membership and financial records
- Present proposed budget to the Executive Committee prior to fall conference for approval
- Distribute proposed budget prior to the Annual Meeting
- Submit the Association's financial records to the Annual Financial Review Committee for audit
- Advise the Membership Committee of the membership dues status per month for July, August, and September for committee follow-up
- Provide a list of paid members to the secretary prior to roll call at the Annual Business Meeting

ArkACRAO Treasurer

The Arkansas Association of Collegiate Registrars and Admissions Officers Treasurer is the officer assigned the primary responsibility of overseeing the management and reporting of an organization's finances. The Treasurer has many important duties specific to its role, including:

Bank account maintenance-

- Maintain the financial accounts for the Association
- Deposit institutional fees and other Association income
- Make payments for all Association financial obligations

Financial transaction oversight duties-

- Maintain records of who has access to the organization's funds
- Be knowledgeable of any outstanding bills or debts owed
- Manage monthly cash flow

Budgets-

- Develop the annual budget as well as compare the actual revenues and expenses incurred against the budget
- Financial Policies -- Oversee the development and observation of the organization's financial policies

Reports -

- Provide the Membership Committee information in regard to membership dues status per month for July, August, and September for committee follow-up
- Provide a list of paid members to the secretary prior to roll call at the Annual Business Meeting
- Keep the Executive Council regularly informed of key financial events, trends, concerns, and assessment of fiscal health
- Prepare a complete financial statement at the close of the fiscal year for presentation at the Annual Business Meeting and for audit by the Annual Financial Review Committee
- Keep official hotel contracts for future conferences
- Prepare tax statements

ArkACRAO Vice President for School Relations

Vice-President Positions:

- Serve two-year terms
- Elected by a majority of the votes cast for their respective offices
- Shall mentor newly elected Vice Presidents in the second year of their term

Duties:

- Shall be responsible for coordinating the affairs of the Association in the professional areas of school relations and recruitment
- Shall serve as a member of the Annual Meeting Program Planning Committee
- Shall be responsible for coordinating program and professional development activities relative to this professional area

ArkACRAO Vice President for Admission Administration

Vice-President Positions:

- Serve two-year terms
- Elected by a majority of the votes cast for their respective offices
- Shall mentor newly elected Vice Presidents in the second year of their term

Duties:

- shall be responsible for coordinating the affairs of the Association in the professional area of admissions
- shall serve as a member of the Annual Meeting Program Planning Committee
- shall be responsible for coordinating program and professional development activities relative to this professional area

ArkACRAO Vice President for Records

Vice-President Positions:

- **Serve two-year terms**
- **Elected by a majority of the votes cast for their respective offices**
- **Shall mentor newly elected Vice Presidents in the second year of their term**

Duties:

- **shall be responsible for coordinating the affairs of the Association in the professional area of records**
- **shall serve as a member of the annual Program Committee**
- **shall be responsible for coordinating program and professional development activities relative to this professional area**

ArkACRAO Vice President for Registration

Vice-President Positions:

- Serve two-year terms
- Elected by a majority of the votes cast for their respective offices
- Shall mentor newly elected Vice Presidents in the second year of their term

Duties:

- shall be responsible for coordinating the affairs of the Association in the professional area of registration
- shall serve as a member of the Annual Meeting Program Planning Committee
- shall be responsible for coordinating program and professional development activities relative to this professional area

ArkACRAO Legislative Liaison

Three year term

- Appointed by the President
- ex-officio member of the Executive Committee
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Duties:

- Keep membership updated on legislative issues
 - Maintain contact with state and national government agencies
 - Solicit the membership's stance on legislative issues
 - Act as a go-between and spokesperson both inward and outward of this body
- shall serve as an ex-officio member of the Executive Committee

ArkACRAO Publications/Publicity Chairman

- Appointed annually by the President
- President may appoint one or more members to this position
- Ex-officio member of the Executive Committee

Duties:

- Shall have responsibility for publishing a minimum of two (2) newsletters per year with one newsletter distributed to the membership at least one month prior to the Annual Meeting. Included in this newsletter shall be proposed constitutional changes, report of the Nominations and Election Committee, Annual Meeting, and conference and workshop information.
- Responsible for the publication and distribution of the ArkACRAO Directory
- Shall submit articles to the regional (SACRAO) newsletter