



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

**Executive Committee Meeting  
Friday October 9, 2015  
Holiday Inn  
Texarkana, Arkansas**

**Members Present:** Whitney Hall, Linda Holland, Keesha Johnson, Scott Post, Chris Riggins, Randy Scaggs, and Brandi Tripp, Zeda Wilkerson. General Standing Committees: Claye Eubanks.

**Call to Order:** President Scaggs called the meeting to order at 11:55 a.m.

**Approval of Minutes from Executive Committee (EC) Meetings, July 16, 2015 and September 25, 2015:** Revised copies of the minutes of the July 16, 2015 and September 25, 2015 brought to EC meeting were read and reviewed. Randy Scaggs moved that the minutes be accepted. Whitney Hall seconded. Motion passed and the minutes were approved. Copies of the approved EC minutes are included in the Secretary's Notebook.

**Welcome:** President Scaggs welcomed the Executive Committee members and expressed enthusiasm in working with the new officers. Before turning the discussion to new business, President Scaggs invited any comments on old business.

## **OLD BUSINESS**

**Fall Conference Wrap-Up:** Treasurer Brandi Tripp informed the EC that 121 registered attendees came to the conference and 3 attendees registered upon arrival. Treasurer Tripp reported that there are still two vendors who need to pay, and that she will follow up with those who hadn't paid and will have the profit/loss statement available at next meeting. Treasurer Tripp and President Scaggs planned to stop by the Holiday Inn front desk to see about paying the

hotel for the remainder of the balance for the facility usage and catering. Sharon McDaniel turned in the key for the hospitality room.

## **NEW BUSINESS**

**President:** President Scaggs thanked the members of the Executive Committee for entrusting the leadership of the organization to him and also thanked those who will be serving alongside him for their willingness to serve. Fairfield Bay was selected as the 2017 Conference location that a \$1,200 deposit will need to be put down. President Scaggs asked for a motion, VP Hall made a motion. VP Johnson seconded. The motion passed. President Scaggs will be in contact with Wilma. Regarding the 2016 Conference site of Best Western Inn of the Ozarks in Eureka Springs, and President Scaggs and President-elect Riggins may plan to visit the location together. President Scaggs will be appointing committee chairs and following up with them on their progress.

**President Elect:** Chris Riggins will serve as President-Elect. There is some interest in possibly having an admissions training, however it was recommended that rather than a separate training, it would be best to make the most of the annual conference, having presenters present on relevant topics. President-Elect Riggins will be planning the next conference. President-Elect Riggins proposed that the organization look at developing a manual that keeps EC consistent and has a timeline for each committee chair. President-Elect Riggins also suggested possibly a meeting time during the conference for newly formed committees to meet. It was discussed that reviewing "I'm available" forms as soon as they are submitted on Thursday morning and assigning committees would give them time to meet prior to leaving the conference. Also mentioned, was a way to share information such as drop box or icloud so that information is stored.

**Past President:** No new report.

**Secretary:** Newly elected secretary, Zeda Wilkerson, reported that she and outgoing Secretary Mathis had met during the conference and Secretary Mathis had given her the secretary binders, as well as the flash-drive. Secretary Mathis left big shoes to fill but Secretary Wilkerson will do her best to make the EC and membership proud.

**Treasurer:** Brandi Tripp prepared a profit/loss for Pine Bluff Fair. The fair brings in several people at the last minute. The fee of \$50 a table may not have been well communicated to their campus. Next year registration for the event will be online Treasurer Tripp will prepare a spreadsheet and email those who register. ArkAcrao pays for the venue for the Pine Bluff Fair, but there has been interest by UAPB to host. The event brought in \$1,200 and was close to breaking even. Treasurer Tripp also reported that ArkAcrao pays \$479.00 for the College Fair Automation fee.

**Vice President for Admission Administration:** Outgoing VP Keesha Johnson thanked the EC for the time she served with them, expressed that the conference venue was great, and reported that she heard very many positive things about the conference. Whitney Hall will serve as the newly elected VP for Admission Administration. VP Hall concurred that the Holiday Inn had

done a great job. VP Johnson reported that getting presenters for Bootcamp is one of the biggest challenges. The counselor panel received positive feedback and should be included again. She also reported that Bootcamp is easier to coordinate and more economical if it is held at a host institution. VP Johnson encouraged VP Hall to keep her ear to the ground and that she will do a great job. VP Hall stated one of her goals is to create a binder for her position with useful information for her successor.

**Vice President for Records:** No new report.

**Vice President for Registration:** Vice President, Linda Holland, expressed gratitude for her newly elected position. VP Tripp informed Linda of the process with the Hilton Garden Inn for Registrar's Therapy, as well as a couple of issues encountered, and recommended a central location. Wayne will have the contract from Registrar's Therapy if VP Holland would like to review.

**Legislative Liaison:** President Scaggs thanked Scott Post, and Scott thanked the EC for the time he has served. At the moment the position is open, however President Elect Riggins and Scott have spoken and know of a few people who may be interested in filling the position. President Scaggs will review the recommendations.

**Nominations and Election:** No new report.

**Publications/Publicity Chair:** Clay Eubanks will be soliciting information for the newsletter. Eubanks mentioned he would like to get information from many institutions. Eubanks will continue to work on solutions for making the directory update less cumbersome. Eubanks will attend EC meetings as available, and will stay in contact with President Scaggs.

**Constitutional Review:** Secretary Zeda Wilkerson reported that the recommended changes to the constitution were approved. She will follow-up with outgoing Secretary Mathis and Blayne Stewart to ensure the update is made on the website.

**Recognition:** No new report.

**Membership:** No new report.

**Professional Access and Equity:** No new report.

**Hospitality:** No new report.

**Site Selection:** No new report.

**Articulation Workshop:** No new report.

**College Planning Program Clearinghouse:** No new report.

**College Automation Committee:** No new report.

**OTHER BUSINESS**

President Scaggs introduced the following new topic:

**Set Date, Place, & Time for next EC Meeting:** The next meeting will be held on December 11<sup>th</sup> at UCA from 9:30 a.m.-12:00 p.m.

**Adjourn:** Treasurer Tripp moved that the meeting be adjourned. VP Hall seconded. Motion passed. The meeting was adjourned at 12:50.

Respectfully submitted,

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Zeda Wilkerson, Secretary 2015-2017

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Randy Scaggs, President 2015-2016