



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

**Executive Committee Meeting
Friday, September 9, 2016
Chuy's Restaurant
Little Rock, Arkansas**

Members Present: Constance Castle, Chad Cox, Amy Foree, Jordan Hale, Whitney Hall, Linda Holland, Rachel Mullins, Christine Pacheco, Mark Pruitt, Chris Riggins, Chris Robinson, Brandi Tripp, Zeda Wilkerson, Jessica Williams.

Call to Order: President Scaggs called the meeting to order at 1:59 p.m.

Approval of Minutes from Executive Committee (EC) Meetings, July 20, 2016: Minutes of the July 20, 2016 EC meeting were presented. Vice President Holland moved that the minutes be accepted. Rachel Mullins seconded. Motion passed and the minutes were approved. A copy of the EC minutes approved are included in the Secretary's Notebook.

NEW BUSINESS

Blayne has added two tabs to the website, one for vendors and one for members. President Scaggs requested a motion to present the opportunity to host SACRAO to the membership for a vote at the annual business meeting. Whitney made a motion, Constance seconded. Motion approved.

President: I once again want to say how privileged I am to serve such a great organization and work with such great people. It is a true honor to have served you as president as we begin to wind down the year.

I apologize for having to miss the summer meeting due to a last minute personal situation.

Since that time there have been a few items of action. I was able to give the welcome at Bootcamp and I was able to give a parting address to the Registrar's at their Therapy Session.

I appointed a taskforce to consider if a third level of membership needed to be considered for schools that have extended campuses and want to provide their own directory information and speak at the articulation workshops. The verbal information from the task force is that this is an item that needs addressed but a longer study needs to take place. Therefore, at this time, no action is recommended to be considered for business this year as it would require a constitutional amendment. An official report will be forthcoming in the president's report at the annual meeting. The taskforce is chaired by Registrar Charla Jennings of North Arkansas College, Registrar/Director of Admissions Tracy Finch of ASU, and Brandi Tripp, Assistant Registrar of ATU.

On the ArkACRAO website, the directory is live, conversion to the new framework is complete, registration pieces are active, and the pay online option is being used. All seems to be working fine with a few glitches in which Blayne Stewart the webmaster has addressed promptly. Added to the directory will be contact information for individual positions for each institution.

Each committee chair and VP for the association has done a tremendous job this year, it has truly been a privilege to work with you. This is our last official meeting until the conference, at which time, I will gladly turn the gavel over to the capable hands of Chris Riggins, President-Elect. Chris has lead you into developing what I believe to be possibly one of the best conferences yet, with all things considered.

Thank you for allowing me to serve you as president.

Sincerely,

Randy Scaggs

Randy Scaggs

Treasurer Tripp made a motion to approve the President's report, Vice President Holland seconded. Motion carried, report approved.

President Elect: President Elect Riggins asked the EC to arrive on the 4th to prepare for the conference. President Scaggs will arrive at 4:00. We will meet, have dinner at 6:00 at Amelia's and then stuff packets for the conference. Christine, Brandi, and a couple of volunteers from Arkansas Tech will assist with the Registration table on Wednesday the 5th for the event. Vice President Scaggs mentioned there are a couple more that would like to get involved. Committee Chairs are welcome to assist Tuesday evening if they would like. We will stuff 140 bags. The deadline for vendors to provide items for the bags is September 29th, asked to provide the items prior to Tuesday so we will have them in time to include. Chris will be visiting with Brandi about ordering the ribbons for the name badges. Chris reviewed the conference program. The Apple Blossom Inn will be the overflow hotel. This was not in line with the original agreement to have the Best Western serve as the overflow hotel, however due to an event in Eureka the Best

Western was booked. The Girl Scout organization will have the pavilion on Thursday evening, so we will likely need to move our hospitality event inside. Hospitality will likely include karaoke and a lip sync battle.

Past President: I served as Chair of the Nominations and Elections Committee. Committee members were Wayne Wommack, Alisa Waniewski, Shelly Moser, Keesha Johnson, and Randy Scaggs. We are proposing the following slate of officers for 2016/17:

President – Chris Riggins – Assistant Director of Transfer Recruitment - UCA
President Elect – Keesha Johnson, Director of Admissions/Registrar – College of the Ouachitas
Treasurer – Brandi Tripp, Associate Registrar – ATU
Vice President for Records – Jean Mitchell, Room Scheduling Coordinator - U of A Fayetteville
Vice President for School Relations – Jordan Hale, Senior Admissions Officer – UAFS

The slate of officers was posted to the ArkACRAO website Sept. 1. This meets the 30 notification to membership required by the constitution. There was discussion and review to ensure Keesha was eligible to be nominated due to the fact she served on the committee. The consensus was she was more than qualified and there was not conflict.

As Vendor Chair, I have secured eight vendors.

Gold

National Student Clearinghouse - Nancy Penna
International Education Evaluations, Inc. – David Haynes
Parchment – Matt Stinson
Gina Monaghan - DIGARC

Silver

GuidEd Solutions – Chelsea Ward

Bronze

Josh Hoagland – Credentials Solutions
Doug Clarke – IBT Corp.
Jenzabar – Dan Thomas

Noticeably missing is ACT. They have been vendor for years. It was difficult for me to get a contact name. Once I did, I received no response. There was one other vendor, Atlas Flags, who initially indicated they would be a vendor. They have not registered. I have reached out to them several times but have not received any response.

In the future, it will be important to have a registration deadline. I would also recommend contacting vendors right after the annual meeting. Several other vendors appeared to be interested but had already budgeted and scheduled their conferences for the year. I've developed a spreadsheet to assist with next year's process.

I will be working later this month to develop a vendor committee. I hope to be able to assign one member to each vendor so assist them with any questions or concerns they might have during the conference.

I will be working with Chris during the next few weeks to provide any assistance I can with the Past-Presidents luncheon.

I will expand the duties section of the Past-President Position Descriptions before the annual conference. It has been a pleasure serving with all of you these past few years!!

Secretary: Secretary Wilkerson provided the Position Description Document in advance of the meeting for review.

Treasurer:

- Current bank balance
 - \$20,759.63
 - See balance sheet for details
- Membership dues
 - Lacking dues from 5 members
 - Lacking dues from 11 associate members
- Support Staff Workshop
 - All fees paid
 - See profit/loss
- Boot Camp
 - 4 fees pending
 - See profit/loss
- Registrar Therapy
 - 3 fees pending
 - See profit/loss
- Fall Conference Vendors
 - \$5705.90 has been collected in vendor fees so far
 - 1 vendor remaining to pay at the Bronze level (\$500)

Vice President for Admission Administration: Vice President Hall shared that during the week of articulation workshop there were the following counts:

Tuesday – 62

Wednesday – 61

Thursday – 43

Friday – 191

For a total of 356 counselors and career coaches in attendance.

Vice President for Records: No new report.

Vice President for Registration: Thank you for allowing me to serve as VP of Registration. I've learned so many things that are helpful to me personally and professionally. And I look forward to the conference in October in beautiful Eureka Springs and to another exciting year as part of this wonderful organization and the EC.

Registrar's Therapy

- Registrar's Therapy was held on July 20-21 at the Hilton Garden Inn in Conway.
- There were 33 people pre-registered, but two had to cancel.
- Registration fees have been received from 28, with 3 fees pending.
- Participants were a good mix of public, private, 2 year, 4 year, and graduate or doctoral institutions.
- The agenda included:
 - President Elect, Chris Riggins gave a short welcome from ArkACRAO and reminded everyone about the conference in October.
 - Wayne Banks provided a welcome on behalf of SACRAO and ACRAO and spoke briefly about the benefits of participating with those organizations.
 - Lisa Smith provided an ADHE Update mostly pertaining to scholarship information.
 - Tammy Weaver from ATU did a great job presenting the Passport Initiative to keep us all informed on the topic and what could soon be happening in our state.
 - Jeff Riddle from CBC was entertaining as he spoke on the topic of "*What is Stressing You?*" He discussed several ways to help stressors become more tolerable such as diet, physical activity, rest, time management, and morale makers.
 - President, Randy Scaggs gave nice belated welcome Registrar's Therapy on behalf of ArkACRAO.
 - Beth Hawkins from UACCM explained "What the Heck a Pivot Table is!" and how useful it can be when creating reports and number crunching.
 - Linda Holland led a group discussion on Playing Detective and Spotting Fake Documents and facilitated the Birds of a Feather session where we discussed several important topics related to the registrar's office.
- There were several breaks in between sessions where members could visit. Several colleagues enjoyed dinner at Mike's Place on Wednesday evening while others enjoyed the area shopping or time to themselves.
- Big thanks to Whitney Hall who helped out at the Registration table and to Sheila Sommers and Nena Hutcherson who picked up the speaker gifts and helped stuff bags.
- I did forget to take a survey at the event, so instead I set up an anonymous electronic survey using Formstack and emailed the link to attendees. The comments received from the on-line survey have been positive. Those that stayed at the hotel were pleased with the rooms. The sessions and presenters all received high marks except for the session from ADHE. What should have been a legislative update was a one hour talk on lottery scholarship.
- Below are comments and responses to questions...
 - The thing I liked best about Registrar's Therapy?
 - Everything was great!

- The dates and times chosen were convenient.
 - I enjoyed the Fake documents session. There was a lot of discussion. It was really interesting to hear the stories of how fake documents have been used and discovered.
 - Lots of good info provided and enjoy seeing/meeting others.
 - Birds of a Feather session, and Networking.
 - Good information overall and good to hear from other Registrars.
- The thing I liked least about Registrar's Therapy?
 - I didn't like the way the room was set up.
 - The room size and arrangement of tables, I could not also hear what others were saying.
 - Doesn't come often enough!
 - Good meeting...no complaints except ADHE speaker was geared toward admission. Not complaining though. I think ADHE doesn't understand we just want to know what is changing and what to expect.
 - The session from ADHE was disappointing (maybe because I am from a private), but it seemed really focused on Financial Aid information and not really Registrar Office information.
- Suggestions for Registrar's Therapy 2017?
 - Location suggestions provided were: Anywhere central, Conway, Little Rock, NW Arkansas and Lake DeGray.
- How can we improve for the future?
 - I would like to see more discussion time.
 - Have some interactive type sessions. Make sure that everyone gets involved.
 - Next session, let's talk about accepting transfer work from schools that don't hold regional accreditation. We look like the bad guy when we tell the student the work won't transfer here.
 - Ideas on improving office morale.
 - Keep trying to encourage privates to come be involved.
- According to the Profit/Loss sheet received from Brandi Tripp, once all fees are received we will show a loss of \$60.88 for the event.

Respectfully submitted,
Linda Holland

Vice President for School Relations: Boot Camp was held on July 21, 2016 at Central Baptist College. It was a great location, and I had several attendees compliment the meeting space. The evaluations were good overall, and I have attached a copy of them to this report. I also shared the evaluation results with Whitney Hall so that she can refer to them when planning next year's event.

I appreciate all of the seasoned veterans who gave of their time to make this a successful event. We had 36 attendees. These new recruiters seem eager to become involved in ArkACRAO. Twenty-four attendees requested to be added to the ArkACRAO listserv, and Joe Scribner added

them on July 25, 2016. Twelve attendees completed an “I’m Available” form, and I forwarded those to Chris Riggins and Randy Scaggs on July 22, 2016.

Vice President Mullins also thanked EC as it’s her last meeting before the Fall Conference.

Legislative Liaison: Chris reported on Performance Based Funding. Stating that info needs to be provided to parents and the public. In addition he spoke about the Deferred Action for Childhood Arrivals Program. It was also mentioned the Presidential election will affect us as well.

Nominations and Election: See Past President’s report.

Publications/Publicity Chair: Chad reported that folks are updating their info. The information can be exported from the website to print the directory. He mentioned he will be requesting information for the next newsletter as well. President Scaggs made a motion to approve the report, Vice President Holland seconded.

Constitutional Review: No new report.

Recognition: Christine is collecting the information needed to present recognition awards at the fall conference. The possibility of a “Rising Star” award was discussed.

Membership: Jessica shared she will be following up with SAT and three potential members.

Professional Access and Equity: Constance will be asked to review the Fall Conference program to ensure it meets the organizations access and equity requirements.

Hospitality: EC discussed hospitality during the President Elect’s report. Matthew has been in communication with Chris.

Site Selection: No new report

Articulation Workshop: See Vice President for Admissions Administration report.

College Planning Program Clearinghouse: Mary Whiting shared that there are many unscheduled fairs. My note to the listserv the other day just reminded everyone to make the decision best for their campus. But, some colleges have indicated they think this should be discussed more at the fall meeting.

College Automation Committee: President Scaggs thanked Mark Pruitt for stepping up. There are 1700 registration counts. Jordan is checking on Magnolia.

President Scaggs made a motion that the committee reports be approved together. Rachel moved, Brandi seconded. Reports approved.

OTHER BUSINESS

Set Date, Place, & Time for next EC Meeting: The next meeting will be held at the Fall Conference.

Adjourn: Vice President Mullins moved that the meeting be adjourned. Vice President Holland seconded. Motion passed. The meeting was adjourned at 3:51 p.m.

Respectfully submitted,

Zeda Wilkerson, Secretary 2015-2017

Randy Scaggs, President 2015-2016