



ArkACRAO Annual Business Meeting
Wyndham Riverfront
North Little Rock, Arkansas
October 4, 2018

Call to Order: President Keesha Johnson called the meeting to order at 12:47 p.m.

Roll Call: President Johnson, COTO asked Sharon McDaniel, ASUJ, to serve a parliamentarian for the Annual Business Meeting. President Johnson asked Past President Chris Riggins, UCA to recognize and thank the Past Presidents that were in attendance. Past Presidents in attendance included, Tammy Weaver, Joe Darling, Sue Pine, Kristine Penix, Vikita Bell Hardwick, Alisa Waniewski. Sharon McDaniel, Tony Sitz, Wayne Banks, Tracy Finch, and Sarah Jennings. Each past president shared a few words regarding their experience with ArkAcrao. Past-President Chris Riggins also encouraged members to get involved. President Johnson stated: Each member institution in attendance at the annual meeting may select two people to cast votes on behalf of their institutions concerning election of officers and constitutional amendments. One voting delegate is from school relations and /or admissions administration and one voting delegate is from registration and/or records. Votes are cast according to member institution roll call. Any other business may be conducted by simple majority vote. Zeda Wilkerson, Secretary, conducted the roll call of ArkACRAO Members for 2017-2018. 41 members answered the roll call, representing 28 institutions. A copy of the roll call is included in the Secretary's Notebook.

Approval of Minutes from Business Meeting, October 5, 2017: President Johnson called for the reading of the minutes of the October 5, 2017 Business Meeting. Alisa Waniewski, ATU moved to suspend the reading of the minutes and approve the minutes. Linda Holland, UACCM, second. Motion passed. A copy of the minutes is included in the Secretary's Notebook.

Treasurer's Report: Brandi Tripp, ATU shared the following report:

131 Registered
54 new attendees
12 Vendors

- Current bank balance

- \$35,933.06 as of October 1, 2018
- See balance sheet for details
- Bank of the Ozarks has changed its name to Bank OZK
- Starting September 30th we will no longer be accruing Cash Back Rewards from payments made with the check card
- I will work with the new treasurer to get information at the bank updated. We will need an approved copy of the minutes for the bank.
- Membership dues payment
 - EC will continue to work with Blayne on the possibility of paying membership dues online, and hopefully we will have that in the future.

**Arkansas Association of Collegiate Registrars and Admissions Officers
Financial Report
October 4, 2018**

Beginning Balance October 5, 2017

\$28,339.05

Revenue

2017 Support Staff Workshop	
2017 Boot Camp Registration	
2017 Fall Conference Registration	\$2,099.71
2017 Fall Conference Vendors	\$1,000.00
2017 Raffle	\$400.00
2017 Membership Dues	
Interest Payments	\$9.53
2018 Calendar Sales	\$1,800.00
2018 Membership Dues	\$6,650.00
2018 Support Staff Workshop	\$2,202.74
2018 Bootcamp	\$1,675.36
2018 Registrar's Therapy	\$838.28
2018 Fall Conference	\$12,088.22
2018 Fall Conference Vendors	\$ 6,632.80
Business Check rewards	\$6.31

Total Income

\$35,402.95

\$63,742.00

Expenses

debit	Sams	bags for registration table (2017)	\$14.88
debit	Sams	snacks/sodas for hospitality (2017)	\$333.83
debit	Staples	printing of name badges (2017)	\$59.59
debit	Walgreens	printing of pictures for ROTC vendor payment requirements (2017)	\$4.32
247	Whitney Hall	2017 Fall Conference presenter gifts	\$73.73
248	Chris Riggins	Karaoke machine and download of music (2017)	\$292.31
249	Fairfield Bay Animal Shelter	2017 raffle donations	\$400.00
250	Fairfield Bay Convention Center	2017 Fall Conference expenses	\$14,440.41
251	Post Master	mailing of ROTC packet for vendor payment (2017)	\$1.82
252	Arkansas Correctional Industries	balance printing of quickbooks (2017)	\$47.51
253	Southern Arkansas University	portable battery charger-gifts for 2017 Fall Conf. presenters	\$124.24
254	Harding University Media Center	Certificates for 2017 Articulation workshops	\$222.50
255	Harding University Admissions	2017 Articulation Workshop Host	\$250.00
256	TRC	gotocollegefairs.com annual fee	\$483.75
debit	SACRAO	registration fee for Keesha Johnson	\$275.00
debit	SACRAO	registration fee for Jessica Williams	\$275.00
257	Tara Carr	Support Staff Workshop speaker fee	\$150.00
258	Anne Raines	Support Staff Workshop speaker fee	\$150.00

259	Jean Mitchell	Support Staff Workshop name badges, prizes, goodie bags	\$262.70
260	Chris Riggins	Phi Theta Kappa Conference refreshments	\$105.51
261	Arkansas Tech Univ.	Support Staff Workshop catering	\$1,135.36
262	ARSCA	2018 Exhibitor fee	\$250.00
263	Post Master	stamps	\$10.00
264	Blayne Stewart	website services	\$920.00
265	Winthrop Rockefeller Inst	Registrar Therapy	\$1,185.35
266	Chad Cox	Boot Camp binders	\$92.11
267	Mark Robinson	deposit for Fall Conference 2018 keynote speaker	\$500.00
268	Central Baptist College	Breakfast and lunch for Boot Camp	\$500.00
debit	Ribbons Galore	reorder of ribbons for name badges	\$129.48
debit	Oriental Trading	stamps for vendors	\$18.98
debit	Arkansas VIP Awards	Officer plaques	\$191.84
debit	Staples	name badges for 2018 Fall Conference	\$158.02
debit	Office Depot	badge inserts for 2018 Fall Conference	\$40.32
269	Arkansas Correctional Industries	2018 Quickbooks	\$517.86
270	ATU-Admissions	Refund of 2018 Fall Conference registration for Gabrielle Garrison Young	\$113.30
271	Mark Robinson	2018 Fall Conference Keynote speaker balance	\$3,000.00
272	Fitz Hill	2018 Fall Conference closing guest speaker	\$500.00
273	Hendrix College	Refund of 2018 Fall Conference registration for Deborah Donald	\$110.00
274	Post Master	stamps	\$10.00
275	University of Louisiana Monroe	over payment of membership dues-refund of \$50	\$50.00
276	Rachel Mullins	2018 Fall Conference programs	\$409.22

Total Expenses

\$27,808.94

Balance on Hand \$35,933.06

CD \$9,708.98

Respectfully Submitted

Brandi Tripp

Audit Committee: Vicky Summers, shared the audit committee has reviewed the finances and found them to be in sound order.

President Johnson requested a motion to approve the Treasurer's report and the audit committee findings. Ana hunt motion, Wayne Banks 2nd. Motion carried.

Old Business: President Johnson, requested any old business. With no old business, President Johnson began the officer and committee reports.

Officers and Executive Committee Reports:

President: President Johnson thanked the EC especially Rachel, and the conference planning committee. She mentioned the information technology position as well as the historian position. She mentioned the t-shirts and trying to make ArkArcrao more visible, reminded everyone to wear their t-shirts on Friday, and soliciting feedback from the membership. Thanked the membership for allowing her the opportunity to attend SACRAO in TN.

President Elect: Rachel Mullins, UACCM, thanked ArkACRAO for the opportunity to serve as President-Elect and coordinate the Fall 2018 Conference. She thanked the conference committee which consisted of EC members, PAE Committee Members, the Hospitality Committee Chair, and one member at large, Justin Moore, CBC. She also thanked the vendors for their support, and thanked the members for submitting quality session proposals. She shared how each person on her committee and EC answered her calls/texts and rose to the occasion to help wherever needed.

She encouraged the members to complete the following:

- Conference Evaluation Forms
- I'm Available Form – is updated and includes new positions.
- SACRAO Scholarship Application
- Position Survey Emailed to the ArkACRAO Listserv

Past President: Chris Riggins, UCA, also thanked our vendors. 12 vendors present. Thanked the members for playing the vendor card game.

Past President Report

Eleven Past-Presidents attended the luncheon.

Vendors / Sponsors:

- 12 total
- 8-Gold 2-Silver 2-Bronze

Secretary: No new report.

Vice President for Admission Administration: Vice President Chad Cox, UofA, shared the 2018 Articulation Workshops had over 400 in attendance. 87%. 91% in Southern region attended. 1100 hours of professional development hours. VP Cox thanked the institutions that hosted, and thanked students as well. In addition, he thanked Whitney Hall for the Quickbook printing. NEXT year tba- labor day week.

Coordinating the calendar is a challenge. VP Cox thanked Mary Whiting for the work that goes into balancing the needs of students, counselors, and colleges. Thanked Patti Carson, for her work with College fair automation, as well as Matthew Cummings. Chad shared information about Bootcamp. CBC thank you for being a great location. B rating for survey responses, \$600. Trying to improve each of these events each year.

Vice President for Records: No new report.

Vice President for Registration: Malissa Mathis, UALR, reported Registrar's Therapy was held at Winrock, at Petit Jean Mountain. 22 members that attended the 2 day event. Shared information about the sessions presented. Feedback was great except the venue was a little more expensive so we will be looking for a place a little more central, affordable, and based upon our bird of a feathers conversation we would like create best practices document.

Vice President for School Relations:

Vice President for Information Technology: Whitney Hall, SAU, shared that one of the first things she would like to announce is that we have email addresses available that can be used by certain EC members to store information etc.

Hesitate before pressing the send button on reply-all button on listserv emails. Online Directory updates can be made online. Quickbook was made this past fall. 700 or so were passed out. There are extras at the registration table and can be picked up there. Typically handed out to high school counselors etc. Make payment arrangements in order to be included in quickbook. Annual planning program committee would like to have electronic event surveys. Hospitality chair, looking at possibly VENMO to allow/promote donations toward our philanthropy. Combining information from Publicity Chair and Historian Chair. Facebook Account available now. So that ArkAcrao can be more visible, and share the events and promote networking. Use hashtag #arkacrao. Looking at adding twitter and Instagram. Bi-annual newsletter. Unedited link of different pictures from conference will be provided. Let us know about sessions that you would like to see.

Legislative Liaison: President Johnson shared the following report on behalf of Liaison Chris Robinson, UAPB.

1. ACT 562 & 859- “Campus Carry” allows individuals to carry concealed handguns on public college and university campuses if they have successfully completed an additional enhanced certification training course of up to 8 hours.

Exemptions:

- A. Handguns **cannot be stored in** Residence Halls.
- B. No concealed handguns permitted:
 - 1. At athletic events.
 - 2. In grievance and disciplinary meetings conducted in accordance with university procedures.
 - 3. The daycare facility.

2. Medical Marijuana



3. Election 2018: AETN Debates

Before casting your ballot this fall, get to know the candidates and their stances on important issues. Candidates in eight races have agreed to participate in "Election 2018: AETN Debates," which will tape and air on the Arkansas

Educational Television Network Oct. 8-12. All debates will be held at the Donald W. Reynolds Performance Hall, 223 Beatrice Powell St., on the University of Central Arkansas campus in Conway. Admission is free, and the public is invited. Seating is available on a first come, first served basis. Doors will open one hour prior to taping times. Debates will also stream live on aetn.org.

In addition to keeping viewers informed about the candidates, AETN will also produce "Election 2018: Ballot Initiatives." The proposed initiatives that have reached the ballot will be discussed in this 30-minute program produced in conjunction with the University of Arkansas Cooperative Extension Service.

A final debate schedule is still being determined. Debates and ballot initiatives will repeat in two parts Sundays, Oct. 21 and 28, beginning at 12:30 p.m. each day.

ADHE Pending Policies:

1. The Arkansas Department of Higher Education Coordinating Board has established a set of guidelines by which institutions must award course credit for advanced placement exams. This policy should be implemented by institutions for entering freshman in the Fall 2018 semester. (additional info on the ADHE website)
2. PRODUCTIVITY FUNDING MODEL POLICY, TWO-YEAR COLLEGES Act 148 of 2017 repealed the needs-based and outcome-centered funding formulas as prescribed in Arkansas Code § 6-61-210, Arkansas Code § 6-61-224, Arkansas Code § 6-61-228, Arkansas Code § 6-61-229, Arkansas Code § 6-61-230, and Arkansas Code § 6-61-233, and amended Arkansas Code § 6-61-234. The Act directs the Arkansas Higher Education Coordinating Board to adopt policies developed by the Department of Higher Education (ADHE) necessary to implement a productivity-based funding model for state-supported institutions of higher education.

BE HEARD - EXERCISE YOUR RIGHT TO VOTE!

Publicity/Publications – No New Report.

General Standing Committee Reports:

Constitutional Review – Chair Jessica Williams shared the following report: The Constitutional Review Committee does not have any new topics to present for this year's meeting but has started researching important topics for the 2018-19 year. The committee was tasked with reviewing two topics: the ArkACRAO Constitution's language regarding membership and associate membership and whether annual membership costs should be raised. Preliminary research shows interesting and creative approaches to these topics, but we wanted to make sure that we provided the ArkACRAO Membership ample time in reviewing such significant constitutional changes. If you are interested in being directly involved in the work that will be happening throughout the next year with this committee, please contact Tawana Greene, the 2018-19 chairperson, Brooke Boyd, or myself.

Committee Chairperson: Jessica Williams (University of Arkansas)

Committee Members: Tawana Greene (University of Arkansas Monticello), Brooke Boyd (University of Arkansas Little Rock).

Nomination and Election Committee: Chris Riggins stated that that the Nomination and Election Committee places the following slate of nominees before the members:

Committee Members:

Tammie Weaver	ATU
Wayne Banks	SAU Tech
Matt Cummings	COTO
Jean Mitchell	U of A

The committee nominates the below slate of officers to serve on the EC for 2018-2019:

President-Elect	Brandi Tripp	ATU
VP for Records	Scott Post	PCCUA
VP for School Relations:	Amy Foree	UACCB
Treasurer:	Patricia Carson	ASU Beebe

President Johnson made a call for any nominations from the floor. The slate of nominees was placed on the list serve on August 21, 2018. Alisa Waniewski, ATU, moved to accept the slate of nominees as presented. Tracy Finch seconded. Motion passed.

Professional Access and Equity Committee – No New Report.

Hospitality Subcommittee – Jarrod Wickliffe big thank you to everyone who served on the committee. Cassidy Simpson, Alicia Ussery, and Diedre. Thanked the ASPF. Encouraged everyone to please purchase tickets. Tomorrow we will sell tickets 30 for \$20. He hoped everyone enjoyed the trivia night, and please complete survey regarding what you enjoyed, what you would like to see, please turn in are you available forms.

Site Selection – Deborah Mitchell, UAMS reported for the Site Selection Committee. The committee placed the following sites for consideration for the 2018 Fall Conference:

1. Holiday Inn Convention Center Texarkana
2. Holiday Inn Springdale/Fayetteville Area
3. Embassy Suites in Jonesboro

Hotel Hot Springs, in Hot Springs, AR will be the site of 2019 Conference.

President Johnson asked if there were any additional questions regarding the proposals. Whitney Hall asked about the expense of more expensive places and if we needed to consider somewhere more affordable. Deborah as chair recommended the Holiday Inn, Springdale, AR with the Holiday Inn Convention Center Texarkana Tammy Weaver made a motion to accept committee's recommendation, Brandi Tripp seconded, ATU, moved that the 2020 Fall Conference be held at the Holiday Inn Springdale, AR. Motion passed.

Membership – Jessica Williams, U of A, reported on behalf of Tami Hall, the Membership Committee would like to recommend to the ArkACRAO Membership for your consideration all four of the institutions that applied for Associate Membership status:

Grambling State University (Grambling, LA)

- Not-for-profit institution
- Accredited through Southern Association of Colleges and Schools (Year of accreditation expiration: 2020) *Grambling did not include the date of their accreditation expiration in their membership application, but Jessica Williams confirmed it with a SACS representative.

Labette Community College (Parsons, KS)

- Not-for-profit institution
- Accredited through North Central Association of Colleges and Schools (Year of accreditation expiration: 2025)

Murray State (Murray, KY)

- Not-for-profit institution
- Accredited through Southern Association of Colleges and Schools (Year of accreditation expiration: 2024)

University of Texas at Tyler (Tyler, TX)

- Not-for-profit institution
- Accredited through Southern Association of Colleges and Schools (Year of accreditation expiration: 2020)

Membership Committee Chairperson: Tami Hall (Lyon College)

Membership Committee Members: Rylie Bevill (Ozarka), Jessica Williams (University of Arkansas)

Section 2.

Associate members shall be those individuals or representatives of organizations who have purposes parallel with those of ArkACRAO, who represent a not-for-profit organization, agency, or institution, and who desire to participate in the Association's nonvoting activities. Institutions that are candidates for membership to one of the six regional accrediting agencies may apply for associate membership by providing proof of candidacy status. Candidates for associate membership must petition the Membership Committee, meet qualifications for membership, be approved by the Membership Committee, and be approved by a majority vote of the general membership. There shall be an annual fee of \$100 for each institution.

Alisa Waniewski ATU made a motion to accept the recommendations of the membership committee, Tracy Finch, ASUJ seconded, motion passed.

Historian – No New Report.

Recognition Committee – Heather Funk, PCCUA, reported the Recognition Committee purchased the following four plaques for the year 2018-2019:

- Chris Riggins (President-Elect, President, Past-President) (2015-2018)
- Jean Mitchell (Vice President for Records) (2016-2018)
- Matt Cummings (Vice President for School Relations) (2017-2018)
- Brandi Tripp (Treasurer) (2014-2018)

The total cost for the plaques was \$191.84.

Admission Administration and School Relations Oriented Standing Committees:

Articulation Workshop – Included in VP for Admissions Administration report.

College Planning Program Clearinghouse – Fall 2018 Report

Rachel from Mary's college shared Mary's report.

Calendar distribution began in March, with each member receiving an electronic copy to be shared with the member institution as needed. No mailing costs were incurred.

Calendar invoices for non-members who were requesting to purchase one began in April. All funds were mailed to the Treasurer, with an electronic copy of the calendar sent by me upon receipt of payment.

Changes to the calendar are not uncommon and have taken place as needed, with notification to all through the list serve.

Assistance was provided to new high school/college representatives who were in charge of an upcoming event for high schools/transfer programs.

Follow-up notes/emails of thanks have been sent to hosts for scheduled programs.

Suggestions/complaints/comments from members and counselors have been addressed.

October host notices have been sent as a reminder.

A list serve notice has been sent with suggestions for discussion regarding the calendar.

Send concerns to Mary for she and her committee to discuss.

Respectfully,
Mary Whiting

College Fair Automation: Patti Carson, ASUB shared the following report:

ArkACRAO once again participated in the college automation program for our college fairs. This program allowed students to preregister for the college fairs they plan to attend.

- In May began to send a series of e-mails to the high school counselors about preregistering the students for the college fairs.
- In June and July we sent reminders to the colleges about ordering their scanners
- In July we promoted the automation system at the Arkansas Counselor Conference in Hot Springs
- We also presented at the ArkACRAO boot camp in July
- In September we invited Derrick Holobaugh to present to the counselors at the articulation workshops
- We also began a targeted e-mail campaign to the schools asking the counselors to preregister their students for the individual fair they were scheduled to attend.

Future ArkACRAO Meetings:

President Elect Mullins reminded the membership that the 2019 Fall Conference will take place October 2-4 in Hot Springs, AR.

New Business: Ms. Johnson asked if there was any new business. With no new business she turned over the gavel to Rachel Mullins. Rachel Thanked Keesha for her service.

Adjournment:

Brandi Tripp, ATU, made a motion to adjourn. Whitney Hall, SAU, seconded. Meeting adjourned at 2:02 p.m.

Respectfully submitted,

Zeda Wilkerson, Secretary 2017-2018

Zeda Wilkerson, Secretary 2018-2019

Approved:

Keesha Johnson, President 2017-2018

Rachel Mullins, President 2018-2019