



2023 Conference
Business Meeting Packet

**Arkansas Association of Student Assistance Programs
Business Meeting – Embassy Suites – Rogers, AR
Monday, October 9th, 2023 – 1:30pm**

- I. Call to Order
- II. Roll Call and Determination of a Quorum
- III. Adoption of Agenda
- IV. Minutes of Previous Meeting
- V. Unfinished Business
 - A. None
- VI. Officer's Reports
 - A. President's Report Brooke Siegler
 - B. Past-President's Report Desarae Nelson
 - C. President-Elect's Report Pam Freer
 - D. Secretary's Report Gracie Lenderman
 - E. Treasurer's Report Shanikia Williams
 - F. AASAP Representatives Tenita Gragg & Danita Hayes
 - G. SWASAP Representatives Brannidii Peterson & Justine Yatska
- VII. Standing Committee Reports
 - A. Program Desarae Nelson
 - B. Membership Tammy Jerdee
 - C. Budget Marty Mayfield
 - D. Public Relations Nathan Brown
 - E. Consultant Services Danita Hayes
 - F. Regional & National Issues Brannidii Peterson & Justine Yatska
 - G. Audit Alex Gillins
- VIII. Special Committee Reports
 - A. Policy & Advocacy Billy Ray Huggins
 - B. TRIO Day Ronda McLelland & Justine Yatska
 - C. TRIO Achiever Beth Thompson
 - D. Scholarships Lacey Gebhart
 - E. Spring Leadership Lisa McGhee
 - F. Arkansas ELI Brannidii Peterson
 - G. Nomination and Election Evelyn Fuller

- IX. New Business
 - A. 2024 TRIO Day – Location
 - B. 2024 Spring Leadership – Location

- X. Upcoming
 - A. SWASAP Annual Conference – November 5th-8th, 2023 (New Orleans, LA)
 - B. Policy Seminar – March 17th-20th, 2024 (Washington, D.C.)
 - C. COE Annual Conference – September 8th-11th, 2024 (New York, NY)
 - D. AASAP Annual Conference – October 2024 (TBD)

- XI. Adjournment

Arkansas Association of Student Assistance Programs
Fall Conference Board Meeting
Monday, October 3-4, 2022
Oaklawn Resort & Casino

I. Call to Order

- A. Desarae Nelson, AASAP president, called the meeting to order at 1:06 p.m.
- B. The meeting was held at the Oaklawn Resort & Casino.

II. Roll Call and Determination of a Quorum

- A. Secretary Pam Freer called roll and established a quorum.
- B. All Executive Board Members were present (excluding Kathy Fincher—vacant position and Georgia Sherman-absent).
- C. Eighty-eight members were present.

III. Adoption of Agenda

- A. President Nelson called for a motion to adopt the agenda.
- B. Moved by Vergina Smith-Joachim (ASU Three Rivers) and seconded by Tiffany Robinson (UALR).

IV. Minutes of Previous Meeting (October 2021)

- A. President Nelson called for a motion to approve the minutes.
- B. Moved by Tiffany Robinson (UALR) and seconded by Erica Brown (OBU).

V. Officer's Reports: All reports listed in the Conference Packet on the screen and sent to the Membership via email.

- A. President's Report: Dr. Desarae Nelson
- B. Past-President's Report: Michael Barnes
 - i. Fall Conference Committee Report
 - ii. Welcome to the 50th Annual AASAP Fall Conference
- C. President-Elect Report: Brooke Siegler
 - i. Fair Share Report
 - ii. Arkansas met Fair Share with \$107,531.96
- D. Secretary Report: Pam Freer
- E. Treasurer Report: Shanikia Williams
 - i. Donna Mooney questioned the Treasurer Report requesting an itemized statement listing activities and cost for expenses including conference costs.

- ii. President Nelson, stated the Budget from last year is on the website. The full detailed treasurer's report is up to date as well as the narrative report in the conference packet. The detailed report of conference expenses will go out after all charges come in for the conference.
 - iii. The balance as of \$65,139.21 as of September 29, 2022
- F. AASAP Report: Danita Hayes
G. SWASAP Report: Dr. Brannidii Peterson

VI. Committee Reports

- A. Budget Committee
- i. Chair Marty Mayfield stated the budget is well organized and appropriately detailed.
 - ii. Fall Conference is currently in budget with no significant issues found.
- B. Scholarship Committee
- i. Chair Gracie Hicks Lenderman is on maternity leave.
 - ii. President Nelson read the report indicating the scholarship due date is October 14 and the Membership is encouraged to push notifications to TRIO participants.
- C. Emerging Leaders Institute
- i. Chair Keosha Gulley reported the ELI class assisted with the Fall Conference.
 - ii. Extended a huge thank you to Dr. Brannidii Peterson, Marty Mayfield, Ulonda Frazier, and Wes Henry for their service.

VII. New Business

- A. Spring Leadership and TRIO Day
- i. Jernal Woods stated Arkansas Northeastern College would like to host Spring Leadership.
 - ii. Ronda McClelland stated UACCB would host TRIO Day.
- B. Fall Conference 2023
- i. Dr. Nelson entertained suggestions for the host city for the AASAP Fall Conference.
 - ii. Suggestions included Fayetteville, Pine Bluff, Jonesboro, and Bentonville.

VIII. Elections and Nominations

- A. Katrina Curruth, Nominations and Elections Chair, reported that only two nomination forms had been turned in with supporting documents.
- B. President Nelson opened the floor for nominations for the 2023-2024

Board.

- i. President Elect: Pam Freer's name was the only name submitted
 1. No nominations from the floor were made for President Elect.
 2. Tammye Sherrill (UA Rich Mountain) moved nominations cease.
 3. Tenita Shannon-Gragg (UAPB) seconded the motion.
 4. Nominations were closed with one abstention from Sharon Scudder (ASU-Heber Springs).
- ii. AASAP Representative (two positions)
 1. Tenita Shannon-Gragg's (UAPB) name was the only name submitted.
 2. Danita Hayes (ASU Beebe-Heber Springs) nominated Keosha Gulley.
 3. Tammye Sherrill (UA Rich Mountain) moved for nominations to be closed.
 4. Dondie Franklin (OBU) seconded the motion.
 5. No objections or abstentions.
- iii. SWASAP Representatives (one position)
 1. President Nelson asked for nominations for SWASAP Rep.
 2. Carol Gilley (NAC) nominated Justine Yatska.
 3. Sharon Scudder (ASU-Heber Springs) nominated Tammy Jerdee
 4. Tammye Sherrill (UA Rich Mountain) moved nominations cease.
 5. Lisa Harrison (UA Rich Mountain) seconded the motion.
 6. No objectives or abstentions.

C. Approval of Uncontested Candidates

- i. President Nelson entertained a motion to approve candidates by acclamation.
- ii. Linda Barker moved that the three unopposed candidates (Pam Freer, Keosha Gulley, and Tenita Shannon-Gragg (UAPB) be approved by acclamation.
- iii. Tiffany Robinson (UALR) seconded the motion.
- iv. No objections or abstentions.

D. Election

- i. Chairman Curruth announced an election would occur at 5:00 or as soon as all supporting documents were returned.
- ii. A google form will be emailed to the Membership to serve as an electronic ballot.

IX. Recess

- A. Dr. Nelson recessed the meeting at 2:24 p.m. Monday, October 3, 2022
- B. The AASAP Board Meeting will reconvene Tuesday, October 4, 2022

X. Reconvene 11:30 a.m. October 4, 2022

XI. Election Results.

- A. Katrina Curruth reported that 107 ballots were sent out 65 ballots returned.
- B. Justine Yatska was elected as SWASAP Representative.

XII. Installation of Officers

- A. Parliamentarian Ashia Hall Muhammad thanked the present Board and swore in the new Executive Board.
- B. Executive Board 2023 installed
 - i. Brooke Siegler, President
 - ii. Pam Freer, President-Elect
 - iii. Desarae Nelson, Past President
 - iv. Shanikia Williams, Treasurer
 - v. Dr. Brannndii Peterson, SWASAP Representative
 - vi. Justine Yatska, SWASAP Representative
 - vii. Keosha Gulley, AASAP Representative
 - viii. Tenita Shannon-Gragg, AASAP Representative

XIII. Emerging Leaders Institute: Keosha Gulley, Chair, presented the ELI Class of 2022 with service awards.

- A. Brannndii Peterson (Lyon College)
- B. Marty Mayfield (UA Little Rock)
- C. Ulonda Frasier (UA Little Rock)
- D. Wes Henry (UALR)

XIV. Closing remarks by President Desarae Nelson

- A. Donna Mooney asked that the Board consider forming a committee to honor Past Presidents at future conferences.
- B. Dr. Nelson accepted the suggestion to be reviewed at a later date.
- C. Virginia Smith-Joachim commended Michael Barnes for his work with the Fall Conference following his TRIO employment.

XV. Recess until SWASAP

XVI. Reconvene at SWASAP Fall Conference in Oklahoma City, Oklahoma



Brooke Siegler - President

2023 AASAP Executive Board

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SWASAP Representatives

Dr. Brannid Peterson, Lyon College
Justine Yatska, UACCB

AASAP Representatives

Keosha Gulley, UAHT
Tenita Shannon-Gragg, UAPB

January

- Assigned committee chairs for all AASAP committees
- Updated 2023 Board Report template
- Updated AASAP Applications/Forms (Scholarship, TRIO Achiever, Officer

Nomination)

- Attended Fair Share Regional Meeting
- Attended State Leadership Meeting
- Attended AASAP Board Meeting
- Worked on Annual Report/Hall of Fame Book with Nathan Brown
- Opened Registration for TRIO Day

February

- Attended SWASAP Board Meeting in Dallas, TX
- Visited Rogers, AR to look at hotel site for the Fall Conference
- Completed COE Executive Leadership Case Study
- Started scheduling meetings for Policy Seminar
- Attended first AASAP ELI Meeting
- Attended TRIO Day at UACCB
- Finalized Annual Report for Policy Seminar
- Emailed TRIO job announcements out to membership
- Opened registration for Spring Leadership

March

- Finalized Congressional meeting schedule for Policy Seminar
- Attended COE's Leadership Summit, Department of Education Update, and Policy Seminar in Washington, D.C.
- Submitted the follow-up report for the Paul Spraggins Grant
- Participated in doctoral research interview about Pell grants/student loans for rural low-income students
- Followed up with Congressional offices after our meetings on March 22nd

April

- Finalized details for Spring Leadership
- Attended AASAP Board Meeting
- Attended Spring Leadership



May

- Attended SWASAP Board Meeting in New Orleans, LA
- Checked in with AASAP ELI
- Updated TRIO Achiever Application

June

- Zoom meeting with Beth Thompson about TRIO Achiever
- Opened application for TRIO Achiever
- Emailed membership about TRIO Achiever application being open

July

- Prepared agenda for board meeting
- Assisted in making travel arrangements to SWASAP Board Meeting
- Emailed membership about job opportunity at UARK
- Attended AASAP Board Meeting

August

- Attended SWASAP Board Meeting in New Orleans, LA
- Attended AASAP Conference Planning meeting via Zoom
- Assisted members with conference registration
- Attended SWASAP Conference planning meeting via Zoom

September

- Attended AASAP Conference planning meeting via Zoom
- Attended COE Annual Conference in Washington, D.C.
- Notified TRIO Achiever of award
- Notified scholarship winners of award
- Assisted Al Phillips with travel arrangements to AASAP
- Assisted members with conference registration
- Assisted with conference planning

October

- Attended October AASAP Board Meeting
- Attend AASAP Fall Conference



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Justine Yatska, UACCB

AASAP Representatives

Danita Hayes, ASU Heber Springs
Tenita Shannon-Gragg, UAPB

Past-President Report
Dr. Desarae Nelson

January

- Attended the board meeting at Arkansas Northeastern College
 - Provided the conference dates (Oct. 7-10, 2023) along with a tentative agenda, location options, and a theme

February

- Met at the conference hotel location in Rogers, AR with fellow board members to tour the hotel and discuss the accommodations and contact.
 - Signed the contract with the Embassy Suites Northwest Arkansas Spa and Convention Center
 - Discussed the menu and AV contracts with the sales manager but was not contacted by the hotel hospitality manager to complete contracts for those items

March

- Began soliciting sponsors and vendors
 - Sent requests to over 40 possible sponsors/vendors
- Received the room block for reservations
- Changed the conference theme
- Secured Achiever Keynote speaker Dr. Colbert
- Secured Lucy Jones for a TRIO Strategic Planning and Standard Pre-con session along with a concurrent session for SSS grant competition for 2025
- Secured an Emerald sponsor/vendor \$2k
- Secured additional conference supporters for various items
- Attended Policy Seminar in Washington, DC March 18-23

April

- Attended the board meeting at Arkansas Northeastern College
- Sent out Save the Date, updated the website for the conference registration, sent out call for proposals and moderators
- Began contacting other possible sponsors/vendors and entertainment options in Northwest AR

July

- Attended the board meeting at the Embassy Suites in Rogers, AR



Past-President Report
Dr. Desarae Nelson

- Secured additional vendor and Alumni Event sponsor (Dream Catcher)
- Secured additional sponsors for raffle and conference giveaways (Dillards)
- Finalized the details for menu and AV for the conference and reviewed the room assignments
- Another request for proposals and moderators was sent to the membership
- Need to designate individuals to handle correspondence and arrangements for scholarship recipients, TRIO Achiever, COE, and SWASAP for the conference
- Still working on additional sponsors, vendors, speakers, and entertainment

August

- Attended the Conference Planning Zoom meeting on August 16th to discuss the remaining tasks for conference
- Completed the concurrent sessions schedule and contacted all committee chairs/members, speakers and guests, and conference supporters
- Emailed the membership about the conference and posted on social media platforms

September

- Attended COE virtually
- Attended the Conference Planning Zoom meeting on September 5th to discuss the remaining tasks for conference
- Attended the Conference Planning Zoom meeting on September 28th to discuss the remaining tasks for conference
- Signed the BEOs for the hotel and confirmed negotiations regarding room block, food and beverage minimums, and schedule
- Confirmed speakers/presenters
- Finalized purchases for conference
- Completed my board report and conference script

October

- Finalized all remaining conference details and attended the AASAP conference in Rogers, AR

November

- Attended the SWASAP conference in New Orleans



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Justine Yatska, UACCB

AASAP Representatives

Tenita Shannon-Gragg

AASAP President-Elect Report

Pam Freer

January 2023

Attended the Fair Share 101 (Changing of the Guard—Refining your Fair Share Knowledge) zoom meeting on January 11 and the Fair Share Regional Meeting on January 12.

Arkansas met the 10 for 10 Campaign Goal qualifying for one free registration to Policy. The Campaign Goal for Arkansas was 20. Presently Arkansas Fair Share is down at 28% from 39% at this time last year. We are trailing all other states in SWASAP currently.

Sent out a social media blast to the Membership via Facebook and Instagram—encouraging Fair Share Donations in 2023.

Emailed TRIO Directors about the COE Institutional Membership Campaign for those whose membership expires by June 30, 2023.

Attended the AASAP Board Meeting at ANC on January 20, 2023.

Attended the Fair Share: Below 50% Zoom call January 26 with Vanessa Ramirez to develop a strategy to increase Arkansas' Fair Share contributions. Our status has improved to 44%. Emailed a second notice of the Winter Campaign to eligible TRIO Directors.

February 2023

Attended the SWASAP Board Meeting in Dallas on February 7-9. Received my SWASAP Committee assignments and the charge for each committee. Committees are as follows: Advocacy and Fair Share Co-Chair, Nominations and Elections Co-Chair, Emerging Leaders Institute, Membership, Ad Hoc Professional Development, and Conference Committee.

Met with the AASAP Board at the Embassy Suites in Rogers on February 17 to tour the venue for the 2023 AASAP Fall Conference.

Attended TRIO Day at UACCB on February 25.

March 2023

Attended the COE Fair Share Zoom call on March 9, 2023. Arkansas is presently at 58% with a goal of reaching 75% by the end of the month. Did a social media push to improve our Fair Share. Continued to encourage institutions to pay their institutional membership.



Attended COE Seminar on Relations with the US Department of Education and the Legislative Conference (Policy Seminar) in Washington DC to advocate for TRIO Programs in the March Toward a Million March 20-22.

April 2023

Attended the COE Fair Share Zoom call on April 6, 2023. Arkansas is presently at **62%**. The goal is to reach 90% by May 31! (We are in last place in the SWASAP region!) Continued to encourage institutions to pay their institutional membership. COE is offering a \$300 discount to Institutional Members due July-December 31.

Attended the AASAP Board Meeting at Arkansas Northeastern College on April 13, 2023.

Attended Spring Leadership at Arkansas Northeastern College April 14, 2023.

May 2023

Attended the COE Fair Share Zoom call on May 11, 2023. Arkansas is presently at **97%** for the 2022-2023 year. The deadline to contribute is June 30, 2023.

Zoomed with SWASAP Co-Chair of the **Nominations and Elections Committee** May 12, 2023.

On May 16, I attended the **SWASAP ELI Committee** meeting via zoom to discuss the history of AASAP and our upcoming Fall Conference.

June 2023

Attended the COE Fair Share Zoom to push for final contributions for FY 2023 on June 8.

July 2023

Attended the COE Fair Share Zoom on July 12. Arkansas exceeded their contributions with 23 10 for 10 contributions (our goal was 20). We achieved 129% of our goal.

Attended the AASAP Board Meeting July 31 at the conference hotel site in Rogers, Arkansas.

August 2023

Attended the SWASAP Board Meeting in New Orleans. Continued with SWASAP committee meetings.

September 2023

Attended COE in Washington DC and the Rising Leaders Reception. Will attend the Executive Leadership Institute at John Hopkins University in October.

Attended Zoom planning meetings for the AASAP Fall Conference.



Worked on the various SWASAP Committees planning Professional Development for the Membership, preparing activities for SWASAP Newcomers, and soliciting nominations for the offices of President-Elect and Secretary for SWASAP. Nominations and supporting documents should be submitted by October 20, 2023.



2023 AASAP Secretary Report Gracie Lenderman

2023 AASAP Executive Board

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Tenita Shannon-Gragg, UAPB

January 2023

Attended the AASAP Board Meeting at ANC on January 20, 2023 and conducted minutes

February 2023

Moved for TRIO Day price to be reduced, motion carried and updated our January meeting minutes to reflect change

April 2023

Attended the AASAP Board Meeting at Arkansas Northeastern College on April 13, 2023. Conducted Minutes

Attended Spring Leadership at Arkansas Northeastern College April 14, 2023

May 2023

AASAP scholarships deadline occurred at the end of month so working alongside Lacey Gebhart for recipients to be recognized at the fall conference

Created AASAP membership flier with Tammy Jerdee

July 2023

Virtually zoomed in for AASAP July Board Meeting at Embassy Suites in Rogers on July 31, 2023 and conducted minutes.

August 2023

Worked with Lacey Gebhart to complete AASAP Scholarship completion and reviewed applications to award in September.

September 2023

Met with AASAP Board and Committees for virtual conference planning meeting



Requested officer and committee chair reports for business packet

October 2023

Compiled business packet for business meeting at annual conference

Attend October AASAP board meeting and conduct minutes

Attend AASAP Fall Conference



2023 AASAP Board Report January 2023

2023 AASAP Executive Board

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SWASAP Representatives

Brannii Peterson- Lyon College
Justine Yatska - UACCB

AASAP Representatives

Tenita Gragg -UAPB
Danita hayes, ASUB

Attended board meeting
present last year's budget
presented this years budget
collectively set the budget for this year
final reconciliation for 2022 budget.
once you have SWASAP meeting dates and where. generate
automatic send email to all board members who went to
complete reimbursement a week from their return all monies
will come from swasap meeting budget
passed out and emailed out requisition of funds paper sheets
(2) check email

February 2023

attended hotel presentation in russellville for conference 2023
Prepared documentation to file taxes
attended TRIO
Set up and help those to register for Trio day
Reconciled Jan. Finances
Obtain all SWASAP board meeting Dates.

March 2023

Filed taxes
Spring Leadership registration
Pay insurance via online
Reconcile Feb. Finances
Policy is held this month
Print off Certificate of Good Standing from SOS.arkansas.gov. (for any vendors to receive tax exemptions) attached
Order a certified copy of Certificate of Registration (for any vendors to receive tax exemptions) Attached only order as needed \$0.50 per page and \$5 to get it certified. + 4% convenience fee) Attached is records request form also need info call 501-682-3409

April 2023

Student Leadership
Pay insurance & Bonds (The cashion company) Due in MARCH- \$134.55 Phone 18005232147 or 15013760716
Reconcile

May 2023

Created a list for incoming treasurer



Ignited a how to do for each task

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Danita Hayes, ASUB

June 2023

Process Membership and Registration payments
Reconcile

July 2023

Process Membership and Registration payments
Reconcile

Aug. 2023

Ordered more checks
ordered another receipt book
Process Membership and Registration payments
Reconcile

Sept. 2023

Attended Zoom meeting for AASAp conf.
Process Membership and Registration payments
Give books to Alex to audit
Create name tags for Conference
Reconcile

October 2023

Attend AASAP Conference registration table
Process Membership and Registration payments
Create membership for note for SWASAP
Reconcile

November 2023

- Switch over G suite, name cheap, affini pay. payment
information to brooke s. or incoming treasurer D. Nelson is
off the board... if possible change to account number and
routing number - get new members cards as needed (if not
November it will be Jan.)
Attend Swasap Conference Do Registration table
Reconcile

Dec. 2023

complete Atap (Arkansas Taxpayer Access
Point) atap.arkansas.gov How to do: is attached to the email



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Desarae Nelson
Director, Student Support Services
University of Arkansas at Little Rock
2801 S. University Ave.
Little Rock, AR 72204
Phone: 501-916-6165
Past-president@arkansastrio.org

Secretary

Gracie Hicks Lenderman
Academic Advisor ETS
University North Ark
1515 Pioneer Dr.
Harrison, AR 72601
Phone : 870-759-1646
secretary@arkansastrio.org

Treasurer

Shanikia Williams
Administrative Specialist,
Educational Talent Search & EOC
University of Arkansas at Little Rock
2801 S. University Ave.
Little Rock, AR 72204
Phone: 501-916-6422
treasurer@arkansastrio.org

SWASAP Representatives

Brannii Peterson- Lyon College
Justine Yatska - UACCB

AASAP Representatives

Tenita Gragg -UAPB
Danita hayes, ASUB

Give new Treasurer Sample of Treasurer books
Email all templates to pres elect, past pres, pres, & treasurer
Final reconcile
Draft email between CPA and new treasurer to start taxes
after Dec Records has been reconciled.



2023 AASAP Board Report

Danita Hayes

AASAP Rep & Consultant Services

2023 AASAP Executive Board

President

Brooke Siegler
Education Advisor
Educational Talent Search
Arkansas Northeastern College
2501 South Division Street
Blytheville, AR 72315
Phone: 870-838-2933
president@arkansastrio.org

President-Elect

Pam Freer
Assis. Director ETS
North Arkansas College
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Harrison, AR 72601
Phone: 870-391-3210
President-elect@arkansastrio.org

Past President

Dr. Desarae Nelson
Director, Student Support Services
University of Arkansas at Little Rock
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Little Rock, AR 72204
Phone: 501-569-3052
Past-president@arkansastrio.org

Secretary

Gracie Lenderman
ETS Academic Advisor
North Arkansas College
1515 Pioneer Dr.
Harrison, AR 72601
Phone: 870-759-1646
secretary@arkansastrio.org

Treasurer

Shanikia Williams
Project Program Specialist
Educational Talent Search
University of Arkansas at Little Rock
2801 S. University Ave.
Little Rock, AR 72204
Phone: 501-907-2475
treasurer@arkansastrio.org

SWASAP Representatives

Dr. Brannid Peterson, Lyon College
Justine Yatska, UACCB

AASAP Representatives

Tenita Shannon-Gragg, UAPB
Danita Hayes, ASUB

February

February 25 – Attended TRIO Day at UACCB / Toured Lyon College with 9 students.

April

April 14 – Attended Spring Leadership Conference in Blytheville. Brooke asked me to fill the AASAP Representative position vacated by Keosha Gulley.

June

June 9 – Email conversations with Desarae Nelson, Past President, regarding Sponsors for 2023 Fall Conference.

July

July 20 and 26 – Email conversations with Desarae Nelson, regarding sponsors for 2023 Fall Conference.

July 31 – attended Board Meeting in Rogers

August

August 29 – contacted McKee Foods in Gentry, AR (Little Debbie) to request donations of snacks for the conference.

Also contacted their headquarters for possible vendor/sponsor

August 30 – contacted NOARK (Northwest Arkansas Human Resources Association) to see if they would be a vendor/sponsor or have internship opportunities to share with our group.

September

September 20 – Confirmed Little Debbie donations with McKee Foods. Acquired pick up info for Nathan Brown.



AASAP TRIO Board Member Report

Tenita L. Shannon-Gragg, University of Arkansas at Pine Bluff- Upward Bound

2023 AASAP Executive Board

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Education Advisor
Educational Talent Search
Arkansas Northeastern College
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Little Rock, AR 72204
Phone: 501-907-2475
treasurer@arkansastrio.org

SWASAP Representatives

Dr. Brandii Peterson, Lyon College
Justine Yatska, UACCB

AASAP Representatives

Keosha Gulley, UAHT
Tenita Shannon-Gragg, UAPB

To the AASAP Board:

As a board member I have:

Attended the April Board Meeting held at Embassy Suites Springdale/Rogers on July 31, 2023. We were presented with the final plans for the hotel and menu for the 2023 AASAP Conference. We conducted a final walk-through of the facility. Final assignments for board members were given with instructions to plan well and be frugal. I was assigned to the Newcomers and Alumni committee.

I submitted a proposal for presentation: OFFICE SUPER HEROES- Administrative Assistant training.

I submitted my application for ASSAP Officer 2023-24

In my position, The University of Arkansas Pine bluff Upward Bound has started their Academic Year Component and has met two sessions. We provided an opportunity for our students to participate in High School Day and attend the UAPB vs Miles College Football game.

Sincerely submitted,

Tenita Shannon-Gragg
AASAP Representative 2023
September 29, 2023



2023 AASAP Board Report

Dr. Branndii Peterson – SWSAP Representative

2023 AASAP Executive Board

President

Brooke Siegler
Education Advisor
Educational Talent Search
Arkansas Northeastern College
2501 South Division Street
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president@arkansastrio.org

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SWSAP Representatives

Dr. Branndii Peterson, Lyon College
Justine Yatska, UACCB

AASAP Representatives

Keosha Gulley, UAHT
Tenita Shannon-Gragg, UAPB

January

Attended SWASAP ELI Meeting
Attended Leadership Orientation for the COE Virtual Book Club - Finding Me
Attended AASAP Board Meeting
Sent out email requesting participants for AASAP ELI 2023 Cohort

February

Attended the Department of Education Directors meeting
AASAP ELI 2023 Cohort met for the first time in person
Attended Student Leadership Council Meeting Virtually
Attended TRIO Day hosted by UACCB
Lead COE Virtual Book Club - Finding Me every Monday from 6 - 7 pm

March

Attended SWASAP Leadership Meeting Virtually
Attended Student Leadership Council Meeting Virtually
Attended COE Policy Seminar 2023 in Washington DC
Attended Mastery Prep Luncheon for First Time Policy Attendees

April

Attended LASAP Conference and Presented on "I'm a DirectorNow What?"

May

Attended SWASAP Board Meeting
AASAP ELI Meeting

June/July

Summer Programming at individual programs

August

Attended SWASAP Board Meeting
Attended AASAP Board Meeting
Attended Conference Committee Meetings for AASAP and SWASAP
Attended AASAP ELI Meeting
Attended SWASAP ELI Meeting
Presented about TRIO Programs in the state of Arkansas for Scots week

September

Attended COE National Conference in Washington, DC
Attended AASAP Conference Meeting
Attended SWASAP Conference Meeting



SWASAP Representative Report- October 2023

Justine Yatska

2023 AASAP Executive Board

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Brooke Siegler
Education Advisor
Educational Talent Search
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2501 South Division Street
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president@arkansastrio.org

President-Elect

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Past President

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SWASAP Representatives

Dr. Brannid Peterson, Lyon College
Justine Yatska, UACCB

AASAP Representatives

Keosha Gulley, UAHT
Tenita Shannon-Gragg, UAPB

January 2023

Attended the AASAP Board Meeting at ANC on January 20, 2023.

February 2023

Attended the SWASAP Board Meeting in Dallas on

February 7-9. Assigned to the following committees.

- Chair of Ethics Committee
- Co-chair of Technology Committee
- Corporate Development Committee

Planned and attended TRIO day at UACCB.

March 2023

Attended COE's Annual Policy Seminar in Washington D.C.

April 2023

Attended the AASAP Board Meeting at Arkansas Northeastern College on April 13, 2023.

May 2023

Attended SWASAP's Board Meeting in New Orleans on May 2nd-May 4th.

- Chair of Ethics Committee
- Co-chair of Technology Committee
- Corporate Development Committee

June 2023

Attended a SWASAP Technology meeting virtually on June 20th.



July 2023

Attended a SWASAP Corporate Development Committee meeting virtually on July 25th.

Attended the AASAP Board Meeting at the Conference Hotel in Rogers, AR on July 31st.

August 2023

Attended the SWASAP board meeting in New Orleans on August 2nd-August 4th.

- Chair of Ethics Committee

- Co-chair of Technology Committee

- Corporate Development Committee

Volunteered to do the conference booklet for SWASAP.

Attended the AASAP Conference Zoom call on August 16th.

Attended the SWASAP Committee Meeting virtually on August 17th and on August 31st.

Volunteered to do the conference booklet for AASAP.

September 2023

Attended the SWASAP Committee meetings virtually on September 14th and on September 28th.

Worked on the Conference Booklet for AASAP.

October 2023

Attended the AASAP Annual Conference in Rogers, AR on October 7th-10th.



2023 COMMITTEE REPORT

October, 2023

Tammy Jerdee, Arkansas State University- Heber Springs

Current AASAP Membership Status as of 10/2/23:

168 Annual Active Members

57 Associate Members

2023 AASAP Budget Committee Report 09/2023

Chairperson: Marty Mayfield, UA Little Rock

Observations:

The budget is well-organized and appropriately detailed. All line items appear to be within reasonable parameters. No line item transfers have occurred as of the date of this report 09.27.23.

Findings:	
Budget Items with Negative Balances	Comments:
No line items had negative balances.	

Budget Items with Pending Balances	Comments:
2023 AASAP Annual Conference	Currently within budget
2023 SWASAP Annual Conference	Currently within budget

Line Item		Amount
SWASAP Board Meeting		\$4,000
SWASAP ELI		\$1,500
AASAP Board Meeting		\$3,500
AASAP ELI		\$4,000
COE Policy Travel	(+SWASAP \$2,000)	\$6,000
TRIO Day	(Paul T. Spraggins Grant)	\$3,600
Scholarships	Coins for College	
	Robbie Lyle	\$500
	Vance Simelton	\$500
	Walter O. Mason	\$250
	Frances Nelson	\$500
Spring Leadership		\$2,000
COE National Conference	Board Travel	\$1,500
	Full Page Ad	\$500

AASAP Conference		
	TRIO Achiever	
	Alumni Reception	
	Service Awards	
SWASAP Conference	Board Travel	\$1,000
	Ad	\$100
	Hospitality	\$125
	President Gift	\$100
	Silent Auction/Raffle +Shipping	\$100
	TRIO Achiever	\$1,000
Professional Development		\$0
Student Leadership Conf.		\$0
AASAP Website		\$1,000
Board Bond Insurance		\$150
Allen Herod, CPA		\$635
President		\$200
President-Elect		\$250
Past-President		\$0
Treasurer		\$100
Secretary		\$50
Fundraiser		
Other		
Walter O. Mason Foundation		\$250

Significant Actions

NONE



PUBLIC RELATIONS COMMITTEE REPORT

October 2023

Chairperson: Nathan Brown, University of Arkansas

Description/Charge: A Public Relations Committee shall design and execute a plan for reporting to the general public the activities of the Association, and, in general, the overall purposes for having Special Programs for Disadvantaged students.

January

- Meeting with AASAP President to discuss direction/responsibilities of the committee and request for creation of '2023 Arkansas Fact Book/Annual Report' for COE Policy Seminar

February

- Began working on data collection for '2023 AASAP Fact Book/Annual Report'
- Began collection of Arkansas TRIO Hall of Fame stories/photos for inclusion in fact book
- Recruited to serve on the AASAP Conference Planning Committee and attended meeting at conference hotel in Rogers, AR

March

- Designed/revised/printed '2023 AASAP Fact Book/Annual Report 2019' combined to now include 'Arkansas TRIO Hall of Fame'
- Dissemination at 2023 COE Policy Seminar capitol hill visits

April - June

- Ongoing AASAP Conference Committee projects

July

- Attended AASAP Conference Committee meeting at conference hotel in Rogers, AR
- Ongoing AASAP Conference Committee projects

August

- Ongoing AASAP Conference Committee projects

September

- Attended COE Annual Conference in Washington, D.C. (9/10/23 - 9/13/23)
- Ongoing AASAP Conference Committee projects

October

- Ongoing AASAP Conference Committee projects
- Attended AASAP Annual Conference in Rogers, AR (10/8/23 - 9/10/23) & delivered committee report at board meeting



2022 COMMITTEE REPORT

October, 2023

Alex Gillins, University of Arkansas Little Rock TRIO

NARRATIVE

This is the auditor's report.

This is an audit of the 2022 budget.

- **SWASAP Board Meetings – Over Budget by \$403.15**
- **SWASAP ELI – Under Budget**
- **AASAP Board Meetings – Under Budget**
- **AASAP ELI – Under Budget**
- **COE Policy Travel – Under Budget**
- **TRIO Day – Over Budget by \$279.38**
- **Scholarships – Over Budget by \$300**
- **COE National Conference – Over Budget by \$2,000**
- **AASAP Conference – Over Budget by \$7,781.04**
- **SWASAP Conference – Under Budget**
- **Student Leadership Conference – Over Budget by \$154.85**
- **AASAP Website – Over Budget by \$1,367.80**
- **Board Bond Insurance – Over Budget by \$4.55**
- **Allen Herod, CPA – Over Budget by \$35**
- **President Gift – SWASAP Conference – Under Budget**
- **President-Elect – Over Budget by \$27.32**
- **Treasurer – Under Budget**
- **Total Budget: \$33,947**
- **Total Spent: \$37,136.99**
- **Over Budget Total: 3,189.99**



POLICY AND ADVOCACY COMMITTEE REPORT

March 2023

Chairperson: Billy Ray Huggins, UA Little Rock

Committee Highlights:

- COE's Policy Seminar was held on **March 19-22, 2023** in Washington D.C.
- Assisted President Siegler with setting-up each appointment and followed-up with a thank you to each of the offices
- We had about 15 AASAP members attend and speak with delegation at policy seminar
- 4 AASAP members received a policy stipend to assist with travel expenses
- Nathan Brown created the AASAP Hall of Fame/Annual Report book
- TRIO received a 4.7% increase in the FY23 spending bill
- We asked for \$107 million funding increase to move closer to our goal to serve 1 million students in FY24
 - Federal TRIO Programs were level funded in the FY 2024 (Program Year 2024-25)
- We asked that our members oppose any across the board cuts that would impact education programs
 - **Level funding is a tremendous victory for TRIO Programs**, but the bill included funding cuts for the Department of Education by 28%
- We asked our member of congress to sign the TRIO annual funding letter for FY24
 - Eric Alan "Rick" Crawford (R-AR-1)
 - Bruce Westerman (R-AR-4)
- Congressional TRIO Caucus
 - Senator John Boozman (R-AR)
 - Representative French Hill (R-AR-2)

Upcoming Advocacy Opportunities:

- First-Generation College Celebration: November 8, 2023
- National Student Leadership Congress: June 10-15, 2023
- National TRIO Day: Saturday February 24, 2024
- COE 43rd annual Policy Seminar: March 17-20, 2024 in Washington, DC



TRIO Day
October 2023

Co-Chairpersons: Justine Yatska, UACCB & Ronda McLelland, UACCB

Students from around the state participated in the 2023 National TRIO Day student workshop on Saturday, February 25 on the campus of the University of Arkansas Community College at Batesville. The theme was “Charting Your Own Course.” We had guest speakers from UACCB, Dr. Zach Perrine, and Lyon College, Dr. Kurt Grafton, along with mental health and advocacy workshops for students. Students were able to tour UACCB and Lyon College. A special video from The Counsel for Opportunity in Education President, Maureen Hoyler was also shown to celebrate TRIO Day!

Over 125 students from TRIO programs across the state participated. During the event, organizers honored the TRIO Hall of Fame recipients for the 2022-2023 year. TRIO Hall of Fame students are featured in the Arkansas Association of Student Assistance Programs Annual Report that is given to Arkansas congressional leaders during legislative visits to showcase how successful TRIO programs are.

Budget:

Items	Cost	Budget
Food (Nova Joes)		
T-Shirts		



TRIO ACHIEVER COMMITTEE REPORT

October 2023

Chairperson: Beth Thompson, East Arkansas Community College

I started the process by rebuilding the nomination form to include the nominator and nominee's information and materials. This allowed the nominator to ensure that all information was gathered in one place and the nominee would be available before starting the process.

The nomination process was opened on June 19, 2023, and closed on August 25, 2023. 4 nominations were received during this time.

A call for reviewers was sent out on August 29, 2023. Volunteers could not have nominated anyone and had to be able to attend a Teams meeting on August 31 to review the nominees and select the award recipient. During the meeting, we reviewed the qualifications and why each nominee would be a good winner. Those attending the meeting were:

- Beth Thompson (Chair, EACC)
- Briana Byers (EACC)
- Kelsay Williams (UAFS)
- Kandis Romes (UALR)
- Tenita Shannon-Gragg (UAPB)

The award winner for 2023 is Leslie Yingling from the University of Arkansas – Fayetteville. Brooke Siegler notified her of the award.



Scholarship COMMITTEE REPORT 2023
Chairperson: Lacey Gebhart, University of Arkansas

May 15, 2023: AASAP Scholarship Application opened and information was emailed out to membership.

May 26, 2023: AASAP Scholarship Applications due.

August 8, 2023: Met with past chair, Gracie Hicks, about the 2022 scoring process.

August 2023: Created a scoring rubric for scholarship applications.

August 10, 2023: E-mailed membership requesting scholarship readers/scorers.

August 15, 2023: Provided a zoom training for scholarship readers/scorers (video recording available at

https://video.uark.edu/media/AASAP+Scholarship+Reader+Training+2023/1_o2n0rft9

August 22-29, 2023: Scholarship readers/scorers reviewed and scored the applications. (Thanks to Karsen Brink, Branndii Pederson, Daniel Pletcher, Gracie Hicks, Rachel Piontak, Erica Brown, Ebony Brown, Christin Staats, Kimberly Spicer, Tyra Esparza, Jermaine Rudd, Vicki Hodges, Angel Leach, and Melinda Heater.)

September 3, 2023L Our 2023 Scholarship recipients were chosen based on their scores.

Congratulations to

Gabrielle Norris SSS at U of A (Walter O. Mason)

Shaqunda Davis UB at SAU (Robbie Lyle)

Lauren Strange SSS at U of A (Dr. Vance)

Warrenesha Arnold SSS at U of A (Frances D. Nelson)



SPRING LEADERSHIP COMMITTEE REPORT

October, 2023

Chairperson: Lisa McGhee, Arkansas Northeastern College

NARRATIVE

- Spring Leadership was held at Arkansas Northeastern College on April 14, 2023
- Planned ANC TRIO Staff
- 38 people registered for this event
- Program included: Newtonia Simulation, Walk-a-Mile, Mental Health Session, and Department of Education Update
- Spent \$1,453.74/\$2,000 Budget (\$546.26 under budget)



Emerging Leaders Institute Committee Report
September 2023
Chairperson: [Dr. Brannidii N. Peterson, Lyon College]

Currently we have 4 members in the Class of 2023 AASAP ELI Group. They are:

Natosha Beaver: Talent Search Advisor at North Arkansas College in Harrison, AR

Johnathan Bennett, EdD: Student Support Services Academic Specialist at the University of Arkansas Fort Smith in Fort Smith, AR

Dondie R. Franklin, Jr.: Talent Search Educational Advisor at Ouachita Baptist University in Arkadelphia, AR

Kelsay Williams: Upward Bound Assistant Director at the University of Arkansas in Fort Smith, AR.

We originally started out with 5 members but one member relocated in order to pursue her terminal degree in higher education.

Currently, ELI Members are preparing to present to the AASAP Boarding during the conference. The change that was given by Madam President Brooke Siegler was to fill in the gaps of the AASAP history. In order to do this the ELI members were able to reach out to past presidents and other TRIO Professionals to support their research.



NOMINATION AND ELECTION COMMITTEE REPORT
September 25, 2023
Chairperson: Evelyn Fuller, University of Arkansas

As chairperson of the Nomination and Election Committee starting in July, 2023. I have received 3 nominations with all pertinent documentation for 2023-2024 upcoming elections:

2 for President Elect

1 for SWASAP Representative

This information is dated as of 9/25/23 – Evelyn Fuller