



AASAP
ARKANSAS ASSOCIATION OF
STUDENT ASSISTANCE PROGRAMS

2014
Conference Reports &
Minutes

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Arkansas Association of Student Assistance Programs 2014 Fall Conference

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Arkansas Association of Student Assistance Programs
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2014 President's Board Report
Arkansas Association of Student Assistance Programs
Deltha Shell, President

January:

- Worked with board to set 2014 board meetings
- Attended AASAP Executive Board Meeting
- Organized AASAP Board Training
- Participated in Conference call for 2014 Policy
- Worked with AASAP Treasurer and Secretary to organize organization documents
- Worked with Regional and National Issues committee to develop materials for policy
- Worked with TRiO Day Chair for Hall of Fame Nomination and TRiO Day plans

February:

- Worked with Regional and National Issues committee to develop materials for policy
- Worked with TRiO Day Chair for Hall of Fame Nomination and TRiO Day plans
- Participated in Conference call for 2014 Policy
- Worked with AASAP Treasurer organize organization budget

March:

- Worked with Regional and National Issues committee to develop materials for policy
- Worked with TRiO Day Chair for Hall of Fame Nomination and TRiO Day plans
- Attended COE State Leadership and Policy Seminar
- organized and conducted meetings with all State Representatives and Senators
- Participated in interview with Arkansas Democrat Gazette regarding policy seminar

April

- Attended AASAP Spring Leadership Event
- conducted AASAP Board Meeting

May

- Worked with committee to develop TRiO day and 50th Anniversary of UB plans
- Worked with Past-President on Fair Share
- Attended SWASAP Board Meeting in Dallas Texas
- worked with President-Elect on Conference Plans
- Worked with Achiever and Scholarship Committees to develop applications

June

- Worked with President-Elect on Conference Plans
- Worked with SWASAP to develop SWASAP Scholarship Application form
- Worked with COE to develop letter from AASAP for Senator Pryor

(Continued)
2014 President's Board Report
Arkansas Association of Student Assistance Programs
Deltha Shell, President

July

- Worked with SWASAP to develop SWASAP Scholarship Application form
- Worked with Treasurer and SWASAP Rep to complete COE Ad
- Prepared for July Board Meeting
- Confirmed upcoming travel for SWASAP Board meeting
- Worked with scholarship committee
- Worked with TRIO day and alumni committees
- Worked with all standing and special committees to complete the July reports
- Conducted Board meeting via Google hangout

August

- Attended SWASAP Board Meeting in Dallas Texas
- Toured SWASAP Conference Hotel
- Worked on SWASAP Conference Committee Work
- Worked with Alumni committee for alumni event
- worked with scholarship committee
- Toured AASAP Conference Hotel

September

- Attended COE Annual Conference in Washington DC
- Visited Senator Pryor's office in Washington DC
- Set up TRIO representatives to attend a Senator Pryor Event
- Worked with Treasurer to prepare for upcoming conference
- Worked with President-Elect on Conference planning

October

- Attended AASAP October Board Meeting
- Attended AASAP Annual Conference
- Attended AASAP Business Meeting

2014 Past-President's Board Report
Arkansas Association of Student Assistance Programs
Mary Kate Snow, Past-President

January:

- Attended January board meeting
- Worked on 2014 Fairshare
- Participated in COE Fairshare conference call

February:

- Fair Share Conference Call with COE
- Contacted Institutions about COE Membership

March:

- Attended COE Policy Seminar
- Participated in COE FairShare Conference Call
- Contacted AASAP Members about FairShare
- Contacted Institutions about COE Membership
- Worked with AASAP ELI

April

- AASAP Board meeting, ASU Beebe
- Attended Spring Leadership, ASU Beebe

May:

- Worked with AASAP ELI Class
- Contacted AASAP Members about Fair Share
- Visited with Senator Mark Pryor in Washington DC at the request of COE

June:

- Participated in COE FairShare Conference Call
- Contacted AASAP Members about FairShare

July:

- Attended AASAP Board Meeting

August:

- Worked with COE on 2015 FairShare

September:

- Attended COE Annual Conference in Washington DC
- Visited Senator Pryor's office in Washington DC

October:

- Attended AASAP Board Meeting
- Worked with ELI Class
- Attended AASAP Annual Fall Conference

2014 President-Elect's Board Report
Arkansas Association of Student Assistance Programs
Shola Mcfadden-Kittrell, President-Elect

January:

- Attended the January Board Meeting on January 11th
- Looked at possible locations for conference site

February:

- Decided on Marriott as the best choice for our conference between Crown Plaza and Holiday Inn by the Airport
- Attended Trio Day on the ASU-Heber Springs campus on Feb. 22nd
- Assisted with AASAP leadership planning on the ASU-Beebe campus

March:

- Worked with Marriott on a contract and with Jacque Hodge-Goff, AASAP Treasurer on payment process for conference site
- Helped with AASAP leadership as a liaison for the committee to the President
- Attended COE Policy Seminar

April:

- Participated in the AASAP Spring Leadership conference on the ASU-Beebe campus in Beebe, AR

May:

- Attended SWASAP Board meeting in Dallas, TX
- Worked on conference details

June:

- Worked with President and Treasurer on conference registration
- Worked with President on establishing conference committees

July:

- Worked with Treasurer to finalize conference registration
- Continue to work on establishing conference committees
- Continue to work with Marriott & Little Rock Convention Center on conference accommodations.

August:

- Attended SWASAP Board Meeting at the conference hotel in Dallas
- Worked with President and other committees on conference details
- Meet with hotel to finalize rooms & other details

September:

- Attended COE Conference in Washington, D.C.
- Continued diligently working on finalizing conference details

October:

- Attended AASAP Fall Conference

2014 Secretary's Board Report
Arkansas Association of Student Assistance Programs
Jamie Smith, Secretary

January:

- AASAP Board meeting at PTC

April

- Attended AASAP Spring Leadership at Arkansas State University—Beebe
- Attended AASAP Executive Board Meeting

July:

- Attended August Executive Board Meeting

October:

- Attended 2014 AASAP Fall Conference in Little Rock, AR

2014 Treasurer's Board Report
Arkansas Association of Student Assistance Programs
Jacque Hodge-Goff, Treasurer

January:

- 16th attended AASAP Board Meeting at Pulaski Tech
- Processed AASAP Board travel checks
- Processed SWASAP board meeting flight reimbursements
- Processed reimbursement for Policy registration for Past President
- Submitted payment for President, & AASAP Rep to register for Policy
- Balanced Checkbook

February:

- Processed February SWASAP Board travel reimbursements forms
- Balanced Checkbook

March:

- Processed payment to renew bond insurance
- Created rough draft of the AASAP Spring Leadership Eventbrite registration
- Made bank deposits
- Ordered Strengths Quest books & codes for AASAP ELI participants.
- Sent documents to CPA for tax prep
- Balanced checkbook

April:

- Processed COE Policy travel reimbursements
- Processed Leadership registration
- Processed reimbursement for AASAP ELI Meals
- Balanced checkbook
- 6th attended AASAP Board Meeting at Pulaski Tech
- 11th attended Spring Leadership at ASU-Beebe
- Opened PayPal Account to help AASAP accept credit cards.
- Ordered/Received 3 PayPal Card readers
- Processed payment for Spring Leadership Lunch.

May:

- Processed reimbursements for Spring Leadership Supplies & Mileage.
- Deposited dues for Spring Leadership registration. All participants have paid in full.
- Sold Hall of Fame books
- Attended May 29th AASAP ELI Meeting in Little Rock, AR
- Processed reimbursements for mileage for AASAP ELI
- Processed orders/payments for Hall of Fame Books

June:

- Performed minor edits to Hall of Fame Book, including creating a cover.
- Processed orders/payments for Hall of Fame Books
- Ordered Hall of Fame Books from docucopies.com (only 23 were sold)
- Created rough draft of Annual Conference Eventbrite registration.
- Balanced checkbook

(Continued)
2014 Treasurer's Board Report
Arkansas Association of Student Assistance Programs
Jacque Hodge-Goff, Treasurer

July:

- Processed payments for 2014-2015 membership.
- Processed payment to print Hall of Fame Books to docucopies.com
- Processed payment for COE Conference Registration for President.
- Made hotel reservation for President to attend COE
- Balanced checkbook
- Mailed out Hall of Fame Books
- Created a Google form for Annual Conference Registration linked to PayPal for processing credit/debit cards.
- Processed payment for full page ad for COE Conference booklet

August:

- Processed payments for 2014-2015 membership.
- Processed payments for Annual Conference Registration.
- Created a Google form for 2014-2015 membership enrollment linked to PayPal for processing credit/debit cards.
- Contacted Vergina Smith and Donna Mooney to set up time to discuss budget for 2015.
- Balanced checkbook

2014 AASAP Representative's Board Report
Arkansas Association of Student Assistance Programs
Billy Ray Huggins, AASAP Representative

January:

- Attended Executive Board meeting at Pulaski Technical College
- Encouraged AASAP membership to like/comment on Senator Pryor's Facebook page regarding TRIO via social media
- Sent out Spring Leadership Conference -Save the Date notice via social media
- Uploaded information about TRIO Day 2014 via social media
- Sent out information regarding TRIO Hall of Fame nominations via social media

February:

- Uploaded Spring Leadership Conference flyer via social media
- Requested that membership provide pictures for Spring Leadership Conference
- Informed membership of deadline for TRIO Hall of Fame via social media
- Reminded membership to celebrate TRIO Day on their campuses
- Informed membership about Arkansas Emerging Leaders Institute/State initiative grant from COE via social media
- Posted AASAP history question via twitter #aasaphistory

March:

- Reminded membership about AASAP Emerging Leadership Institute via social media
- Informed membership that Senator Pryor will write congratulatory letters to all of our Arkansas Hall of Fame nominees via social media
- Informed membership that submissions for the first newsletter are due to Michelle Hardin via social media
- Sent out congratulations to the 2014 AASAP Emerging Leaders Institute class via social media
- Asked membership to support the 50th anniversary of the Educational Opportunity Act of 1964, established by Pres. Lyndon Johnson known as Upward Bound via social media
- Attended COE's 34th Annual Policy Seminar, Leadership Summit and Seminar on Relations with the U.S. Department of Education in Washington, D.C.
- Hand delivered TRIO Hall of Fame booklets to AASAP President and other representatives at policy

April:

- Created AASAP Instagram Account
- AASAP conference call
- Attended AASAP Spring Leadership Conference at Arkansas State University- Beebe
- Attended Executive Board meeting at Arkansas State University-Beebe
- Informed students about AASAP Scholarships via social media

(Continued)
2014 AASAP Representative's Board Report
Arkansas Association of Student Assistance Programs
Billy Ray Huggins, AASAP Representative

May:

- Informed membership to order 2014 Hall of Fame book via social media
- Fairshare update via social media
- AASAP fall conference Save-the-date via social media
- Attended Trio policies and procedures w/ Lucy Jones

June:

- Attended COE's National Student Leadership Congress in Washington, D.C.
- Notified membership about fall conference volunteer opportunity
- Informed students about SWASAP scholarships via social media

July:

- Sent out AASAP 2014 conference call for proposal requests via social media
- Sent out SWASAP Student Leadership Conference save-the-date via social media
- Attended Executive Board meeting

August:

- Sent out information about AASAP Membership and Conference Registration via social media

September:

- Attended COE 33rd Annual Conference in Washington, D.C.
- Worked on entertainment for AASAP Conference
- Informed membership about AASAP nominations
- Emailed membership about Fair Share Campaign (10 for 10)
- Emailed membership about volunteering as AASAP conference moderator

October:

- Attended AASAP Annual Conference in Little Rock, AR
- AASAP Board Meeting

2014 SWASAP Representative's Board Report
Arkansas Association of Student Assistance Programs
Janette Youngblood, SWASAP Representative

January:

- Attended AASAP Executive Board Meeting

February:

- Participated in email discussions concerning TRIO Day, Fall Conference
- Began work on the directory

March:

- Began work on 2014 SWASAP Scholarship committee assignment

April

- Attended AASAP Spring Leadership Event
- Attended AASAP Board Meeting

May

- Chaired meeting with SWASAP Scholarship Committee via conference call to finalize competition information
- Worked with SWASAP Publications Chair to get scholarship online
- Worked on get AR TRIO Directory started

June

- Served as the clearinghouse for completed SWASAP scholarship applications, recommendations, and verifications
- Spend a great deal of time working to troubleshoot problems with the SWASAP scholarship with a recommendation to put the competition on hold to fix technical issues with the application
- Agreed to chair the AASAP 2014 Fall Conference Proposal submission process
- Sent out Proposal submission information to AASAP
- Continued working on AR TRIO Directory

- Participated in a UB Academic Day hosted by ASU-Beebe which brought our students together for some healthy competition

July

- Continued working to get the SWASAP scholarship application ready to reopen the competition
- Reviewed all SWASAP scholarship applications and contacted each applicant to alert them as to what was still needed for their application to be complete
- Review AASAP proposals as they were received
- Continued working on the AR TRIO Directory

(Continued)
2014 SWASAP Representative's Board Report
Arkansas Association of Student Assistance Programs
Janette Youngblood, SWASAP Representative

August

- Finalized SWASAP scholarship application process and prepared the completed application packets for readers to review and score
- Organized all AASAP 2014 Fall Conference Proposals and submitted them to the President-Elect
- Continued working on AR TRIO Directory

September

- Finalized scoring on the SWASAP scholarship competition
- Working with the SWASAP Executive Board to approve the scholarship award slate
- Provided technical assistance to ODSA for their scholarship competition
- Collected information from Upward Bound Directors pertaining to the AR Lottery Commission Technology gift for this year.
- Continued working on AR TRIO Directory.

2014 SWASAP Representative's Board Report
Arkansas Association of Student Assistance Programs
Nathan Brown, SWASAP Representative

January:

- Attended AASAP Board Meeting at Pulaski Tech (Little Rock, AR) on Jan. 16th
- Brainstormed with President Shell and John Tucker on data collection for SSS infographic to be utilized at COE Policy Seminar in March

February:

- Attended SWASAP Emerging Leaders Institute (Dallas, TX) on Feb.5th-6th
Tasked with ELI group project on Corporate Development for SWASAP
- Attended SWASAP Board Meeting (Dallas, TX) Feb. 6th-7th
- Presented the State Association Report on behalf of AASAP
- Assigned to and met with the following SWASAP committees:
 1. Membership
 2. Publications and Technology/Communication
 3. Student Leadership
- Continued development of SSS Infographic for use at COE Policy Seminar

March:

- Made email/phone contact with remaining SSS programs to track down all 2013 APR data
Completed SSS Infographic -utilized by attendees during cong. visits during Policy Seminar
- Worked with SWASAP Publications/Communications Committee to begin development of:
 1. SWASAP Spring Newsletter (scheduled for release in mid-April)
 2. New SWASAP Logo
 3. Possible Fundraising Ideas
- Worked with ELI classmates on group project via phone/email

April:

- Participated in AASAP Board Meeting conference call on April 9th
- Attended Spring Leadership at ASU (Beebe, AR) on April 11th
- Presented 'Recruiting TRiO Soldiers: Allies in Advocacy' with G. Ervin at Spring Leadership
- Attended AASAP Board Meeting at ASU (Beebe, AR) on April 11th
- Participated in AASAP Board Meeting conference call on April 9th
- Attended Spring Leadership at ASU (Beebe, AR) on April 11th
- Presented 'Recruiting TRiO Soldiers: Allies in Advocacy' with Gina Ervin at Spring Leadership
- Attended AASAP Board Meeting at ASU (Beebe, AR) on April 11th
- Attended SWASAP Emerging Leaders Institute (Dallas, TX) on April 30th-May1st (Learned Parliamentary Procedures & worked on ELI group project)
- Worked on SWASAP Newsletter 'The TRiO Advocate' –'Spring Into Action' Edition
- Developed new SWASAP logo/brand for board consideration

(Continued)
2014 SWASAP Representative's Board Report
Arkansas Association of Student Assistance Programs
Nathan Brown, SWASAP Representative

May:

- Attended SWASAP Board Meeting (Dallas, TX) May 1st-May 2nd
 1. Worked on updating the SWASAP Strategic Plan
 2. Met/worked with the following SWASAP committees:
 - Membership
 - Publications and Technology/Communication
 - Student Leadership
- Developed a TRIO branding and fundraising program to support scholarships/alumni efforts which was shared with the board
- Released the SWASAP newsletter to the membership (May 9th)

June:

- Worked with SWASAP ELI classmates on group project via phone/email (conference call June 3rd)
- Worked with the SWASAP Conf. Committee & AASAP Rep. Huggins on 'Save The Date' communications (sent to membership via email, Facebook, twitter, website on June 16th)
- Worked with SWASAP Publications/Communications Committee to continue development of:
 1. SWASAP Summer Newsletter (scheduled for release Aug. 1)
 2. New SWASAP Logo/Brand
 3. TRIO Sticker State Skins (fundraiser to be presented for final review in Aug.)
 4. Increased @SWASAPTRiO Twitter followers by 94 (from 432 to 526, surpassing the original goal of 500) and Facebook followers by 76 (from 513 to 589) in the past 6 months
- Worked with SWASAP Student Leadership committee to identify dates, location, and theme for event

July:

- ELI Group Project (continued progress)
- Developed AASAP ad for COE Conference Booklet (deadline July 18th)
- Participated in AASAP Board Meeting on July 23rd (via Google Hangouts)
- SWASAP Newsletter 5.2 'Summer Edition' (in process)
- Worked on AR TRIO Sticker Skin Fundraiser for AASAP (in process)

August:

- N/A (on paternity leave all month)

September:

- Attended COE Annual Conference in Washington, DC September 7-10th

**2014 Standing Committee Reports
Arkansas Association of Student Assistance Programs**

<u>Program</u>	Shola McFadden-Kittrell
April	Conference will be held in Little Rock at the Marriot downtown
October	Conference plans are completed - to be held October 4-7
<u>Membership</u>	Ernesto Velazquez & Michelle Hardin
April	No report at this time
July	Work on AR TRIO Directory continues; 7/11/2014 shared with board; sent another email on 7/14/14 to program directors that have yet to respond (Jeanette)
October	34 early bird members and 11 awards so far
<u>Budget</u>	Donna Mooney, Vergina Smith, & Jacque Hodge-Goff
April	No report at this time
October	Will present new budget to the board and membership
<u>Public Relations</u>	Rebecca Sharp
April	Working with AASAP President to develop a press release about 2014 Policy Seminar
October	Working with AASAP President to develop a PR plan for upcoming year
<u>Consultant Services</u>	N/A
<u>Regional & National Issues</u>	Nathan Brown & John Tucker
April	Worked with SSS programs to develop a state fact sheet displaying SSS APR Objectives - completed
October	Working with AASAP Board to help gather program data from other TRIO programs in the state
<u>Audit</u>	Shelia Titus, Donna Mooney & Jacque Hodge-Goff
April	An Audit of the 2013 books was completed and forwarded to AASAP Treasurer

2014 Special Committee's Report
Arkansas Association of Student Assistance Programs

Fair Share

April
October

Mary Kate Snow / Gina Ervin

See Past-President Report

The Fair Share campaign for last year ended June 30th, 2014. Of our Fair Share goal of \$ 81,903, AASAP achieved 114% with the sum total raised, \$93,135. Of that, \$8,151 was in personal giving, and \$84,984 was in COE institutional memberships.

Within the SWASAP region, Arkansas placed 1st in personal giving, followed by Louisiana (\$6,934). Among all 50 states and Puerto Rico, Arkansas finished 9th, overall, in personal giving with 109 individuals making donations (direct and raffle ticket purchases).

Fair Share giving goals are set annually for all states and regions based on the number of TRIO programs. The goal established for Arkansas was the 9th highest overall.

There are thirty-two institutions with TRIO programs in the state of Arkansas. Of those, only six institutions are non-members. All six of the non-member institutions have single programs.

The new Fair Share campaign began July 1, 2014. Since then, "10 for 10 Contribution" forms have been emailed to AASAP members. Baskets to be raffled for Fair Share fundraising have also been solicited from the membership for the AASAP conference. Raffle ticket purchases will be credited toward Fair Share.

TRiO Day

April

July
October

Committee

Event was canceled due to scheduling conflict. A Hall of Fame book was still produced and delivered to policy. Also, the board will consider future TRiO day plans

Amanda Seizendal is working on a fall event

In May, I volunteered to work with TRIO Day events and was asked to chair the event. I immediately recruited assistance from RMCC TRIO personnel and subcommittees were created to plan the event. Senator Mark Pryor and Congressman Mike Ross were contacted and asked to speak at the event. Both parties were interested but wanted to wait until closer to the event to confirm. The subcommittee working on t-shirts received quotes for prices and started to work on a design for the shirt. The price for t-shirts would be approximately \$3-\$4 per shirt.

Venues were contacted to determine price and date availability. Each venue contacted was booked for each Saturday in September and were re-contacted to determine if October 11th would suffice. Only two venues were open on October 11th, the Robinson Center and a hotel. The Robinson Center charged \$2,000 for the event and the hotel charged \$1,600. The hotel would only allow outside food to be

distributed as students left the venue. The charge for food at the venue would be approximately \$12 per person. I contacted Deltha Shell to let her know about the price and availability issues. In mid-July, it was decided to combine the 50th celebration of Upward Bound with alumni events at the annual conference in October. At this point, the Alumni Chair, Autumn Hunter, took over coordinating events for an Alumni Reception.

TRiO Achiever

July
October

Nate Pyle

No applications so far - sending out another request
The Achiever Committee received a quorum vote giving Mr. Joe Berry the 2014 AASAP TRiO Achiever Award. Mr. Berry serves as the Executive Assistance to the Chancellor of ASU-Beebe. Mr. Berry will be present to lend a few remarks at the Achiever Banquet. Whitney Srsen has spear-headed the décor for the banquet, and I am handling the program.

Directory

April

October

Jeanette Youngblood

Began preliminary work on the directory by matching up funded programs with AASAP members. Would like to collect more information from the membership at spring leadership.
Membership directory was completed, but lacking some information. More effort to collect data will be made at the conference.

Spring Leadership

Connie Nowell

TRiO Alumni Society

April
July

October

Autumn Hunter

Considering ideas for a fundraiser and event
Working with Amanda Seizendal and Whitney Srsen for a fall event
Alumni event is scheduled on October 6 in downtown Little Rock
In the past year we have had 34 alumni sign up on the database. The committee has worked in conjunction with AASAP ELI to put together an alumni reception for this year's AASAP conference. For next year, we hope to increase the amount of institutions encouraging exiting clients to sign up on the database found on the AASAP webpage and do some fundraising.

Technology/Website

April
July
October

Tracy Cone

The website is current and actively used
The website is current and actively used
Recommended to the board that AASAP consider a new website in 2015

Newsletter

April
July
October

Michelle Hardin

The most recent newsletter was distributed on March 31st
Working on a fall Newsletter
Fall Newsletter was distributed

Scholarships

April

July

October

Crista Gray

The scholarship applications will be released in the second week of April, and due by May 31st.
The committee is in the process of reviewing the scholarship applications at this time.
Recipients:
Chance Dearing - chancedearing@rocketmail.com - Vance Simelton Scholarship
Camille Jordan - cjordan5@atu.edu - Robbie Lyle
Deborah Todd - Debbie Todd <dtodd@rmcc.edu> - Walter O Mason

AASAP Committee Members:

Beth Bruce
Crista Gray (chair)
Jacquie Johnson
Xong Lor

The scholarship applications were streamlined into one application for all three scholarships, versus independent applications, as a means to make the application by students easier and to make review by the committee easier. Recommendations by prior Scholarship Chairs were taken into account in determining what information is utilized and/or required in the process.

Applications were due on May 30, 2014. 58 Applications were received, 53 of which were complete and reviewed. Google Drive was utilized to provide copies of the student applications through a secure means that required logging in and thus password protected to maintain confidentiality of materials. Each application, including essay and recommendations, was read and evaluated through a rubric by two members of the committee who were not affiliated with the student or corresponding TRIO institution. Finalists (10) were re-read and evaluated by the Scholarship Chair, where necessary, eligibility and GPA calculations for the finalists, setting all GPAs to a non-weighted measure, were reviewed.

Provided that none of the reviewers were from institutions of the winners, it is recommended that the same procedure be utilized for review of materials in the future to minimize unintended bias in the review of known applicant materials, such that applications cannot be reviewed by TRIO staff who at any time are or have been associated with the institution/program of the applicant.

Additional suggestions: Calculate non-weighted GPA at the outset, to equalize the GPA of applicants. Provide Scholarship Chair with banquet details, recipient expectations, information regarding introduction requests, biography requests for recipients, and any other necessary information for the awarding of the scholarship and/or recognition at the banquet at the outset of the process, as well as a draft letter for recipient notification with the request for all information within the letter, including the above. Determine the initial requirements of the scholarships to ensure that the materials requested from the applicants are in line with the scholarship purposes.

Nomination and Election

Mary Kate Snow

AASAP Membership received notification that the following AASAP offices will be filled for the 2015 AASAP Executive Committee: President Elect, SWASAP Representative (one position) and AASAP Representative (two positions). The first call for nominations closed on September 19th. I received one complete application from Jeanette Youngblood for the position of President Elect. I received three complete applications for the position of SWASAP Representative from Billy Huggins, Michelle Hardin, and Beth Bruce. On September 25th Beth Bruce withdrew her nomination form. I received two complete nominations from Elena Maina and Stephanie Quick. The AASAP nominations chair will take nominations from the floor during the AASAP business meeting on Monday October 6th.

AASAP ELI

April

July

October

Mary Kate Snow

5 participants were chosen. The first ELI meeting was on March 31st at PTC. The second meet is set for May. Completed the 2nd meeting and worked on the class project. Completed all ELI meetings. ELI project activity is scheduled for October 6. 2015 ELI applications have been sent to the membership.

**Arkansas Association of Student Assistance Programs
General Business Session
2013 AASAP Annual Fall Conference
Monday, October 7, 2013
Minutes Recorded by Ashia Hall Muhammad**

I. Call to Order

President Snow called the meeting to order 1:04 p.m.

II. Roll Call

All officers were present except Sharon Scudder, Tawanna Greene and Michelle Hardin.

III. Determination of Quorum

All Officers were Present. Secretary Ashia Muhammad determined quorum. 84 members were needed, and 93 were in attendance.

IV. Adoption of the Agenda

President Snow entertained a motion to adopt the agenda. Tammy Sherril moved for the adoption of the agenda. Connie Nowell seconded the motion. Motion carried.

V. Reading of the minutes Of 2011 Fall Conference.

Minutes were read by Secretary Ashia Muhammad. President Snow entertained a motion to accept the minutes as read. Deborah Guevara moved to accept the minutes from the 2012 AASAP and SWASAP conferences. John Tucker seconded. Motion carried.

VI. Officers' Reports

a. President's Report

Mary Kate Snow

Full report posted on Website. Highlights included that she attended all AASAP and SWASP boards meetings, as well as COE Policy Seminar and Annual Conference.

b. Past President 's Report

Sharon Scudder

Full report posted on website. Highlights included working to help AASAP meet Fair Share Goals, attending Fair Share conference calls and attending AASAP Meetings.

c. President Elect's Report

Deltha Shell

Full report posted on website. Highlights included serving as the Chair for the Fall Conference, attending COE Policy Seminar and Annual Conference.

d. Secretary 's Report

Ashia Muhammad

Full report posted on website. Highlights included recording minutes at all business meetings, at COE Annual Conference.

e. Treasurer's Report

Vergina Smith

Full report was posted on the website (as of 9/3/13). Highlights included attended all Executive Board meetings, making travel arrangements for board members, and working to submit tax documentation in a timely manner. The report also outlined a detailed breakdown of the revenue, and expenditures. As of October 6, 2012, current debits were \$27,743.64 and the current credits of \$17,909.75, leaving the association's current assets at

\$45,653.39. The report also indicated that the audit for the previous year had been completed, and everything was in order. The proposed budget for 2014 was \$49,249.

f. SWASAP Representatives at Large Jeanette Youngblood, Steven Ogden

Jeanette Youngblood

Full report posted on website. Highlights of the report included attending SWASAP and AASAP meetings, serving as SWAS Scholarship Committee Chair, and participating in ELL.

Steven Ogden

Full report posted on website. Highlights included attended AASAP and SWASAP meeting, serving as chair of Logistics committee, and attend COE Policy Seminar.

g. AASAP Representatives at Large Tawanna Greene, Michelle Hardin

Tawanna Greene

Report read by Tira Jones, full report was posted to the website. Highlights of the report included sending out emails concerning AASAP, updated membership distribution list, and working on Policy and Procedures manual.

Michelle Hardin

Full report posted to website. Highlights attending AASAP and SWASAP meetings, working on AASAP newsletter and creating new Facebook page and twitter account.

VII. Standing Committee Reports

Audit Report

Shelia Titus

The 2012 audit had been conducted. Everything was in compliance and there were no audit findings.

Budget Report

Donna Mooney

The proposed budget for 2014 was \$49,249. The committee recommended that the association add a line item for TRIO Achievers to the budget, and to add \$1000 to that line item.

VIII. Special Committee Reports

Nominations

Shola Kittrell

Full report posted to website. They were six open position on the AASAP board: President-Elect, Secretary, Treasurer, (2) AASAP Representatives, and (1) SWASAP Representative. The following nominations had been received: AASAP Representative Deborah Guevara, SWASAP Representative Nathan Brown, Secretary Jamie Smith Treasurer Jacque Hodge-Goff, and President-Elect Shola Kittrell-McFadden. President entertained a motion to accept the report of the Nominating Committee. Suzanne Hendrix made motion to accept the report. Deborah Guevara seconded. Motion carried.

Shola Kittrell McFadden read the description of the office and President Elect, and opened the floor for nominations. Cassie Tavorn moved to close nomination. John Tucker seconded. Motion carried.

Shola Kittrell McFadden opened the floor for nomination for the position of Secretary. Christa Gray moved to close nominations. John Tucker seconded. Motion carried. Shola Kittrell McFadden opened the floor for nomination for the position of Secretary. Gina Erving moved to close nominations for Secretary. Verna Cottonham seconded. Motion carried.

Shola Kittrell McFadden opened the floor for nomination for SWASAP Representative. Brenda Haggard moved to close nominations. Cassie Tavorn seconded. Motion carried. Shola Kittrell McFadden opened the floor for nomination for AASAP Representative. Cassie Tavorn nominated Billy Ray Hutchins. Deltha Shell nominated Ronda McLelland. Autumn Hunter moved to closed nomination. Steven Ogden seconded. Motion Carried.

The candidates for the AASAP board spoke about their involvement in TRiO, AASAP, and their desire to serve on the board. Candidates for unopposed positions also spoke about their involvement. Linda Harrison moved that Jacque Hodge-Goff be accepted in the position of Treasurer by acclamation. Cassie Tavorn seconded. Motion carried. Lou May moved that Nathan Brown be accepted to the position of SWASAP representative by acclamation. Ernesto Velazquez seconded. Nate Pyle moved that Shola Kittrell McFadden be accepted to the position of President elect by acclamation. Mary White seconded. Motion carried.

Alumni Committee

Autumn Hunter

Full report posted on website. The committee completed two main projects, t-shirt fundraiser and link for Alumni to register via AASAP website. The committee sold 42 shirts in fundraiser and had a net profit of \$400.

Technology Committee

Tracy Cone

Full report posted on the website. Report was given by Delta Shell. The website would host the minutes, committee report, conference updates, and any relevant news concerning the association.

Fair Share

Gina Ervin

Full report posted on website. Arkansas is #7 in the nation for personal giving. She encouraged everyone to participate in the 10 to 10.

Trio Achiever

Ronda McLelland

Full report posted on website. There were only five nominations for the Trio Achiever. Dr. Giles Willis was selected as Arkansas' Trio Achiever and he would attend the SWASP conference in Little Rock.

Scholarship Committee

Tira Jones

Full report posted on the website. The committee reviewed twenty-nine (29) applications for the Robbie Lyle scholarship, forty-nine (49) for the Walter O. Mason scholarship, and thirty-one (31) for Dr. Vance Simelton scholarship. The committee selected Annie Jesuly Alvarez for the Walter O. Mason scholarship, Perla Rocha for the Robbie L. Lyle Scholarship, and Susan Ramares for the Dr. Vance Simelton scholarship.

Emerging Leaders Institute**Jeanette Youngblood**

Full report posted on the website. Jeanette encouraged everyone to become in ELI. There were currently two positions opened in ELI.

Newsletter Report**Michelle Hardin**

Full report posted on the website. Highlights included sending email concerning newsletter to the membership. Sent newsletter to Kris Simpson (SWASAP) and the Arkansas Congressmen.

Membership Committee**Ernesto Velazquez**

Full report posted on website. Updated AASAP website with membership information. All members that paid dues early had their names entered into a drawing to win a DVD player. Brenda Miner won the DVD player.

President Snow entertained a motion to recess until Tuesday morning. Jeanette Youngblood moved to recess. Jim Johnson seconded. Motion carried.

The meeting was recessed at 2:20 pm.

The business meeting reconvened at 9:15am.

Election of Officers

Billy Ray Huggins and Deborah Guevara were selected as AASAP Representative.

TRiO Day

Cassie Tavorn stated that she had spoken with Linda Barker and they discussed hosting TRiO at UALR. They will confirm at SWASAP the location of TRiO Day.

Spring Leadership

Connie Howell stated that ASU-Heber Springs was interested in hosting Spring Leadership. This will confirm at SWASAP.

Induction of Officers

John Tucker inducted the new officers of AASAP.

President Snow entertained a motion to recess until SWASAP. John Tucker moved that recessed until SWSAP. Connie Nowell seconded. The meeting was recessed at 9:28 am.

Respectfully Submitted,
Ashia Hall Muhammad, Secretary

**Arkansas Association of Student Assistance Programs
General Business Session
2013 SWASAP Annual Fall Conference
Minutes Recorded by Ashia Hall Muhammad**

I. Call to Order

The meeting was called to order at 4:04 pm by President Snow.

II. TRiO Day

Cassie Tavorn stated that UALR would host and was looking at rooms.

III. Spring Leadership

ASU-Beebe would host Spring Leadership on April 11, 2013.

President Snow entertained a motion to adjourn the meeting. Gerald Lockhart moved to adjourn. Jeanette Youngblood seconded. Motion carried.

Respectfully Submitted,
Ashia Hall Muhammad, Secretary