



AASAP
ARKANSAS ASSOCIATION OF
STUDENT ASSISTANCE PROGRAMS

2015
Conference Reports & Minutes

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Arkansas Association of Student Assistance Programs
2015 Fall Conference

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Arkansas Association of Student Assistance Programs
2015 Executive Board

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2015 President's Board Report
Arkansas Association of Student Assistance Programs
Shola McFadden-Kittrell

January:

- Worked with Executive Board to find a substitute Treasurer
- Attended AASAP Executive Board Meeting
- Organized AASAP Board Training
- Worked with AASAP Treasurer
- Worked with TRIO Day Committee on TRIO Day plans
- Started the process of Policy Seminar appointments

February

- Worked on Policy Seminar appointments
- Worked with TRIO Day Committee
- Participated in TRIO Day
- Worked with Treasurer on payments

March

- Worked with President-Elect on Policy Seminar by organizing meetings with all State Representatives & Senators

April

- Made contact with people interested in committees and started the creation of committees.

June

- Attended UB Day at Lyon College

July

- Took UB Participants to visit with Senator Boozman in Washington, DC
- Worked with Treasurer & SWASAP Rep to complete COE Ad
- Prepared for July Board meeting
- Worked with scholarship committee
- Worked with TRIO Achiever, AASAP ELI, and Alumni committees to get things established
- Conducted Board meeting on July 27th at Pulaski Tech

August

- Attended SWASAP Board Meeting in Albuquerque, NM
- Worked with Nathan Brown, Michelle Hardin, and Jeanette Youngblood on SWASAP Conference ad
- Worked with President-Elect on conference
- Worked with TRIO Achiever's Committee

September

- Worked with TRIO Achiever's Committee to finalize things & contact TRIO Achiever
- Worked with Scholarship Committee to finalize things
- Working with State Presidents from SWASAP on a concurrent session about Policy Seminar
- Worked with Board to finalize planning for conference

October

- Worked with Board to finalize conference planning
- Attended Executive Board Meeting
- Attended AASAP Conference

2015 Past-President's Board Report
Arkansas Association of Student Assistance Programs
Deltha Shell

January:

- Worked with Executive Board to find a substitute Treasurer
- Attended AASAP Executive Board Meeting and Training
- Worked with new AASAP Treasurer to help transition records
- Worked with SWASAP Rep to activate new website
- Collected data for UB, EOC and SSS info graphics

February

- Worked on AASAP Website
- Worked on Fair Share
- Participated in Fair Share Conference Call
- Contacted SWASAP Treasurer about conference fair share donations
- Collected data for UB, EOC and SSS info graphics

March

- Contacted participating institutions for Fair Share
- Participated in Fair Share Conference Call
- Contacted SWASAP Treasurer about conference fair share donations
- Prepared raffle donation spreadsheets for all SWASAP states

April

- Assisted Treasurer with record organization
- Contacted participating institutions for Fair Share
- Participated in Fair Share Conference Call
- Contacted COE re: SWASAP raffle donations
- Attended Spring Leadership at Lyon College

May

- Contacted participating institutions for Fair Share
- Participated in Fair Share Conference Call

June

- Contacted participating institutions for Fair Share
- Participated in Fair Share Conference Call

July

- Wrote response email to COE re: individual tax deductions
- Conference call with Gina Ervin regarding upcoming Fair Share activities
- Worked with President-Elect on conference planning

August

- Attended AASAP Board Meeting
- Organized all fair share personal giving information

September

- Completed Fair Share report
- Completed List of Fair Share donation levels

October

- Attended AASAP Conference

2015 President-Elect's Board Report
Arkansas Association of Student Assistance Programs
Jeanette Youngblood

January

- Board Conference Call (8th)
- Met at Region's Bank in Searcy to update AASAP account information (15th)
- Board Meeting at ASU-Beebe (30th)
- Solicited Fall Conference Hotel Proposals
- Submitted Policy Seminar request

February

- Continued to solicit and review conference hotel proposals
- Worked on registration and scheduling for Spring Leadership
- Released Spring Leadership Save the Date Info

March

- Visited The Arlington Hotel in Hot Spring for a conference hotel site visit (3rd)
- Participated in Policy Seminar Webinar (4th)
- Visited the Downtown Marriot in Little Rock for a conference hotel site visit (10th)
- Worked on Policy Seminar planning
- Attended Policy Seminar in Washington, DC (15th-18th)
- Worked on Spring Leadership planning
- Worked on Annual Conference planning
- Sent out Thank You letters and corrected Fact Books to AR Congressional Leaders
- Developed and sent out a follow-up survey to AR team members that attended Policy Seminar
- Agreed to serve as SWASAP Conference Raffle Chair

April

- Finalized Spring Leadership details
- Hosted Spring Leadership at Lyon College (17th)
- Developed Spring Leadership follow-up survey for attendees
- Finalized conference hotel pricing and contract

May

- Worked on Annual Conference planning
- Worked with SWASAP Nominations and Elections Committee
- Worked with SWASAP Scholarship Committee

June

- SWASAP Chairs Conference Call (2nd)
- Worked with SWASAP Nominations and Elections Committee
- Worked on Annual Conference planning
- Organized 2015 UB Day at Lyon College (26th)
 - Facilitated visit of Joseph Didden (Field Rep. for Senator Boozman) and Stetson Painter (Field Rep. for Representative Crawford) who met with UB students

July

- Worked on Annual Conference planning
 - Finalized Annual Conference Registration
 - Released Conference updates
 - Developed FAQs
 - Released Call for Proposal and Call for Moderators
- SWASAP Raffle Committee Call (13th)

(Continued)
2015 President-Elect's Board Report

July (Continued)

- Worked with SWASAP Nominations and Elections Committee, including releasing officer video of Martin Lopez and developing nomination materials
- SWASAP Scholarship Committee Conference Call (20th)
- Scored SWASAP Scholarship Applications
- Developed SWASAP Raffle flyer and developed committee information
Submitted COE Advocacy information
Worked on SWASAP Raffle Info
Attended AASAP Board Meeting

August

Worked on Annual Conference planning
Attended SWASAP Board Meeting in Albuquerque, NM
Worked with SWASAP Nominations and Elections Committee, including making and posting videos of Mary Kate Snow and Jeff Kahlden
Visited conference hotel to finalize room selections, food choices, etc.

September

Continued to work daily on conference details
Arranged Talent Search Celebration/Alumni Event
Continued to work on SWASAP Nominations and Elections and SWASAP raffle
Attended Academic Coaching training

October

Attended AASAP Board Meeting and Fall Conference

2015 Secretary's Board Report
Arkansas Association of Student Assistance Programs
Jamie Smith

January

- Attended AASAP Board Meeting Conference Call
- Attended AASAP Executive Board Meeting and Training

April

- Attended AASAP Board Meeting Conference Call

July:

- Attended AASAP Executive Board Meeting

October:

- Compiled reports and minutes to submit for conference packets
- Attended 2015 AASAP Fall Conference in Hot Springs, AR
- Attended AASAP Executive Board Meeting

2015 Treasurer's Board Report
Arkansas Association of Student Assistance Programs
Michelle Hardin

January:

- Attended AASAP Board Meeting at ASU-Beebe
- Updated Treasurer Information with Regions Bank and PayPal
- Processed AASAP Board Travel Checks
- Processed SWASAP Board Meeting/ELI Flight Reimbursements
- Submitted and Processed COE Policy Registrations and Payments
- Processed Payment for BMEDIA Web Hosting
- Processed Payments for Supplies/Postage
- Created Eventbrite Registration for TRiO Day
- Balanced Checkbook

February:

- Processed Payment for AASAP Board Meeting Lunch
- Refunded 2014 Fall Conference Registrations Approved by Board (Old Business)
- Received Funds for 2013 Spring Conference (Old Business)
- Processed SWASAP Travel Reimbursement to TRiO Achiever
- Processed COE Policy Seminar Flight Arrangements for TRiO Achiever and President-Elect
- Processed Payment for New Web Hosting with Squarespace
- Processed SWASAP Board/ELI Travel Reimbursement Forms
- Processed Payment to Renew Bond Insurance
- Processed Payments for Supplies
- Received Funds from SWASAP for COE Policy Seminar
- Created Invoices and Processed TRiO Day Registrations and Payments
- Attended TRiO Day at Arkansas Baptist College
 - Total Number of Registrants: 382
 - Total Number of Attendees: 151 (due to weather)
 - Total Number of Hall of Fame Booklets Ordered: 4
 - Total Revenues: \$4,784.89
 - Total Expenses: \$4,532.99
- Processed Payment for TRiO Day Lunch
- Made Deposits
- Balanced Checkbook

March:

- Made Deposits for TRiO Day Registrations
- Received Funds for Membership and 2014 Fall Conference (Old Business)
- Processed SWASAP ELI Flight Reimbursement
- Made Deposit for Sticker Skins
- Made Deposit for Coins for College
- Reimbursed Travel for President-Elect to Conference Hotel
- Created Eventbrite Registration for Spring Leadership
- Attended COE Policy Seminar
- Processed Payments for Hotel at COE Policy Seminar
- Processed COE Policy Seminar Travel Reimbursements
- Processed Payment for TRiO Day Facility Rental
- Processed Payment for TRiO Day Give-a-ways
- Processed Payment for Hall of Fame Booklet Printing

(Continued)
2015 Treasurer's Board Report

March: (Continued)

- Processed Payments for Supplies/Postage
- Made Deposits
- Balanced Checkbook

April:

- Processed COE Policy Seminar Travel Reimbursements
- Processed Payments for SWASAP Board Meeting Flight Reimbursements
- Created Invoices and Processed Spring Leadership Registrations and Payments
- Attended Spring Leadership at Lyon College
 - Total Registrants: 55
 - Total Number of Attendees: 52
 - New Memberships Paid: 5
 - Total Revenues: \$3,570.64
 - Total Expenses: \$1,557.57
 - \$601 Collected for Fair Share
- Processed Payment for Spring Leadership Lunch
- Processed Reimbursements for Spring Leadership Supplies and Decor
- Processed Payments for Supplies/Postage
- Made Deposits
- Made PayPal Transfers
- Attended SWASAP Board Meeting in Dallas as Proxy for President
- Balanced Checkbook

May:

- Sent Documents to CPA for Tax Prep
- Submitted Payment to COE for Fair Share Contributions from Spring Leadership
- Processed SWASAP Board/ELI Travel Reimbursement Forms
- Processed COE Policy Seminar Travel Reimbursement
- Processed Payments for Postage
- Processed Payment for Final Usage of BMEDIA Web Hosting
- Processed Payment to CPA
- Made Deposits
- Made PayPal Transfers
- Balanced Checkbook

June:

- Processed Payment for Contribution to Walter O. Mason Scholarship
- Processed and Received Payments for Talent Search Meeting
- Processed Payment for Speaker Fee and Reimbursed Expenses for Talent Search Meeting
- Processed and Delivered Coins for College Scholarships
- Attended Arkansas Upward Bound Day 2015 at Lyon College
- Made Deposits
- Balanced checkbook

July:

- Processed Payment for SWASAP Board Meeting/SWASAP ELI Flight Reimbursement
- Updated Google Form for 2015-2016 Membership Enrollment (Linked to PayPal)
- Processed Payment for Full Page Ad for COE Conference Booklet
- Reimbursed TRiO Day and Spring Leadership Registrations per Board Approval

(Continued)
2015 Treasurer's Board Report

July: (Continued)

- Processed Payments for Sticker Skins
- Processed Payment for AASAP Board Meeting Lunch at Pulaski Tech
- Created Invoices and Processed 2015 Fall Conference Registrations and Payments
- Created Invoices and Processed 2015-2016 Membership Enrollment and Dues
- Made Deposits
- Balanced Checkbook

August:

- Created Invoices and Processed 2015 Fall Conference Registrations and Payments
- Created Invoices and Processed 2015-2016 Membership Enrollment and Dues
- Made Deposits
- Made PayPal Transfers
- Balanced Checkbook

September:

- Created Invoices and Processed 2015 Fall Conference Registrations and Payments
- Created Invoices and Processed 2015-2016 Membership Enrollment and Dues
- Made Deposits
- Made PayPal Transfers
- Balanced Checkbook

October:

- Current Business

Current Assets as of 09/30/15: \$48,912.30

2015 AASAP Representative Board Report
Arkansas Association of Student Assistance Programs
Elena Maina

January

- Attended Google Hangout Conference Call
- Emailed Membership: AASAP Committee Survey, COE Policy Seminar, TRIO Day Announcement and Attachment
- Emailed Membership: Invitation from TASSSP
- Emailed Membership: TRIO Day 2015 Registration Link, Fair Share Campaign
- Attended AASAP Board Meeting

February

- Emailed Membership: TRIO Day – Service Project
- Emailed Membership: TRIO Day – Coins for College
- Emailed Membership: Student Leadership Conference, Talent Search APR Survey
- Emailed Membership: EOC APR Survey
- Emailed Membership: TRIO Day Hall of Fame and Registration Extensions
- Emailed Membership: TRIO Day 2015 Reminder
- Emailed Membership: TRIO Day Coins for College and Toiletry Drive, TRIO Day Location, Spring Leadership Flyer

March

- Emailed Membership: AASAP March Update
- Emailed Membership: Changes to the Arkansas Academic Challenge Scholarship
- Emailed Membership: AASAP Committee Survey
- Attended Policy Seminar
- Emailed Membership: Welcome Baby Eli'sha!
- Emailed Membership: Spring Leadership Reminder
- Emailed Membership: Arkansas Children's Hospital Letter
- Emailed Membership: Spring Leadership Reminder

April

- Emailed Membership: New AASAP Website, Spring Leadership Registration Extended
- Emailed Membership: Spring Leadership Registration Reminder
- Emailed Membership: Spring Leadership Raffle Gifts Reminder
- Emailed Membership: Program Evaluations Workshop, Spring Leadership Raffle Gifts Reminder
- Emailed Membership: Spring Leadership Raffle Gifts Reminder
- Emailed Membership: TRIO Hall of Fame Books Available at Spring Leadership, Spring Leadership Invoices
- Attended Spring Leadership
- Emailed Membership: SWASAP Save the Date, Spring Leadership Evaluation
- Emailed Membership: AASAP Scholarships

May

- Emailed Membership: Save the Date – McNair Symposium and Graduate School Fair
- Emailed Membership: SWASAP Scholarship
- Emailed Membership: SWASAP Updates, Professional Development Survey

June

- Emailed Membership: TRIO Advocacy Challenge
- Emailed Membership: TRIO Achiever Passing

(Continued)
2015 AASAP Representative Board Report

July

- Attended AASAP Board Meeting
- Emailed Membership: SSS Slates, Henderson and U of A TS Position Openings
- Emailed Membership: TRIO Sticker Skins, AASAP Conference
- Emailed Membership: AASAP Conference FAQs

August

- Emailed Membership: Academic Coaching Training and EOC Educational Specialist Position
- Emailed Membership: TS Academic Advisor Position
- Emailed Membership: SWASAP Call for Proposals Reminder
- Emailed Membership: AASAP 2015 Fall Conference
- Emailed Membership: AASAP Call for Proposals and Moderators

September

- Emailed Membership: September 4th Early Bird Registration and Hotel Deadline
- Emailed Membership: Deadline for Early Bird Registration and Hotel Reminder
- Emailed Membership: Letter to Membership and Updated Officer Nomination Form
- Emailed Membership: 2016 ELI SWASAP Application Packet
- Attended 2015 COE Conference in Atlanta
- Emailed Membership: Important AASAP Conference Info – Action Requested
- Emailed Membership: AASAP Raffle
- Emailed Committee Chairs requesting summary of duties
- Emailed Membership: A Sweet Celebration Honoring Talent Search

Continuous

- Transferring AASAP Directory into Google Contacts
- Constructing Committee Chair Manual with Stephanie Quick

2015 AASAP Representative Board Report
Arkansas Association of Student Assistance Programs
Stephanie Quick

January:

- Posted information to Twitter, Facebook and Instagram about TASSSP, email from Shola, and Jermaine Marshall
- Attended Board Meeting
- Answered questions posted on Facebook to Arkansas TRiO
- Sent out committee survey via twitter

February:

- Posted information about TRIO Day and Pictures from the event.

March:

- Posted pictures and information about members and the Board going to the hill during Policy
- Posted about Spring Leadership to Facebook and Instagram

April

- Posted information to Instagram and Facebook about Spring Leadership
- Posted pictures and information from Spring Leadership to Facebook, Instagram and Twitter
- Attended non-formal board meeting at Spring Leadership

May & June

- Posted information to the social media sites

July

- Attended Board meeting
- Posted information to social media sites

August

- Posted requested information to social media outlets
- Helped with Program booklet
- Favorited or retweeted information that was brought to my attention

September

- Helped with Program booklet
- Posted requested information to social media outlets

October

- Attended fall conference
- Posted information to social media outlets
- Attended Board meeting

November

- Will continue to monitor and post information to the social media outlets

December

- Will continue to monitor and post information to social media outlets

2015 SWASAP Representative's Board Report
Arkansas Association of Student Assistance Programs
Nathan Brown

January:

- Attended AASAP Board Meeting Conference Call on Jan. 8th
- Attended Executive Board Meeting at ASU –Beebe on Jan. 30th
- Began development of EOC, TS, and SSS Infographic for use at Policy Seminar
- Continued redesign of new AASAP website with Deltha Shell
- Continued fundraising/selling of Arkansas TRIO State Sticker Skins

February:

- Attended SWASAP Board Meeting (Dallas, TX) Feb. 5th-6th
- Assigned to and met with the following SWASAP committees:
 - Membership
 - Publications and Technology/Communication (co-chair)–submitted report
 - Alumni
- Began APR data collection and development of EOC, TS, and SSS Infographic for use at Policy Seminar
- Continued redesign of new AASAP website with Deltha Shell

March:

- Made email/phone contact with EOC, SSS, and TS programs to track down all 2014 APR data. Completed all infographics and printed copies for distribution to Arkansas representatives during congressional visits at Policy Seminar
- Worked with SWASAP Publications/Communications Committee to begin development of:
 - Conference graphic and theme
 - New SWASAP website
 - Continuation of social media (Instagram, Facebook, & Twitter)
- Attended COE's 35th Annual Policy Seminar and Relations with the U.S. Dept. of Education (Washington, D.C.) March 15th-18th (participated in congressional visits to Womack, Boozman, Cotton, and Westerman)
- Developed SWASAP Annual Conference 'Save-The-Date' flyer for distribution to the membership

April:

- Participated in AASAP Board Meeting conference call on April 9th
- Attended Spring Leadership at Lyon College (Batesville, AR) on April 17th
- Sold TRIO sticker skins
- Ran A/V for event
- Shared EOC, SSS, and TS infographic with all Spring Leadership participants and the importance of data sharing
- Launched new AASAP website (and made continual updates/additions per board member requests)
- Attended SWASAP Board Meeting (Dallas, TX) April 30th -May 1st

May:

- Attended SWASAP Board Meeting (Dallas, TX) April 30th -May 1st
- Worked on updating the SWASAP Strategic Plan
- Worked with the following SWASAP committees:
 - Membership
 - Publications and Technology/Communication (co-chair)–submitted report
 - Alumni
- Continued fundraising/selling of Arkansas TRIO State Sticker Skins

(Continued)
2015 SWASAP Representative's Board Report

May: (Continued)

- Began development of new SWASAP website
- Maintained AASAP website updates (including news/blog posts)

June:

- Participated in SWASAP Chairs Conference Call for Annual Conference on June 2nd
- Participated in AR TS Directors Collaboration Meeting (Fort Smith, AR) on June 3rd
- Continued development and transition to new SWASAP website
- Maintained AASAP website (updates for conferences, news, SLC, store, etc.)
- Developed AASAP Conference 'Save The Date' flyer and conference graphic (for Jeanette Youngblood)

July:

- Developed SWASAP 'TRIO Training Ad' for COE Conference Booklet (for Jeff Kahlden)
- Launched new SWASAP website
- Participated in SWASAP Chairs Conference Call for Annual Conference on July 15th
- Worked with SWASAP SLC committee to launch registration/email/news release
- Developed AASAP ad for COE Conference Booklet (for Shola McFadden-Kittrell)
- Participated in AASAP Board Meeting on July 27th (via Google Hangouts/conf. call)
- Maintained SWASAP and AASAP websites (updates for conferences, news, SLC, store, social media, etc.)
- Continued TRIO Sticker Skin fundraising efforts. As of 7/24/2015: sold 10,950 skins; total profit of over \$4,500; roughly 8,000 skins still remain in inventory (minimum potential sales in future of \$8,000)

August

- Attended SWASAP Board Meeting (Albuquerque, NM) on Aug. 4-5
- SWASAP committee work: Alumni, Membership, and Publications & Communications
- Daily maintenance of both the SWASAP and AASAP websites
- Managed all communications (web/email/social media) to the SWASAP membership regarding: SWASAP Conference, Registration, Community Service, Proposals, Moderators, Conference Program Ads, Student Leadership Conference, Nominations & Elections, Collegiate Scholarship, Silent Auction, Hotel Room Reservations, TS Celebration Walk, By-Laws, etc.
- Developed and assisted SWASAP board with needs regarding the new SWASAP logo (embroidery, name tags, letterhead, printing, etc.)
- Continued TRIO Sticker Skin fundraising efforts

September

- Participated in SWASAP Chairs conference call on Sept. 1
- Daily maintenance of both the SWASAP and AASAP websites
- Continuous SWASAP committee work: Alumni, Membership, and Publications & Communications
- Created AASAP Ad for the SWASAP Conference program booklet (for Shola McFadden-Kittrell)
- Attended COE Annual Conference (Atlanta, GA) Sept. 16-19; represented SWASAP at the Achiever's Banquet table
- Continued TRIO Sticker Skin fundraising efforts

(Continued)
2015 SWASAP Representative's Board Report

October

- Daily maintenance of both the SWASAP and AASAP websites
- Attended AASAP Board Meeting (via conf. call) on Oct. 3
- Attended AASAP Annual Conference (Hot Springs, AR) on Oct. 4-6
- Continued TRIO Sticker Skin fundraising efforts at Annual Conference
- Contributed personally to Fair Share and the AASAP Raffle Baskets
- Continuous SWASAP committee work: Alumni, Membership, and Publications & Communications

2015 SWASAP Representative's Board Report
Arkansas Association of Student Assistance Programs
Billy Ray Huggins

January:

- AASAP Board conference call
- Attended AASAP Board meeting at Arkansas State University-Beebe

February:

- Attended SWASAP Emerging Leaders Institute (Dallas, TX)
- Attended SWASAP Board Meeting (Dallas, TX)
- Assigned to and met with the following SWASAP committees:
 - Publication and Communication (Co-chair)
 - By-laws
 - Student Leadership
- Attended TRIO Day at Arkansas Baptist College

March:

- Attended COE's 35th Annual Policy Seminar, Leadership Summit and Seminar on Relations with the U.S. Department of Education in (Washington, D.C.)
- Worked with ELI group on project
- Worked on policy presentation for AASAP Spring Leadership Conference

April:

- SWASAP Student Leadership Committee conference call
- ELI group conference call
- Attended AASAP Spring Leadership Conference
- Attended AASAP Board meeting at Lyon College
- ELI group conference call
- Attended SWASAP Emerging Leaders Institute (Dallas, TX)
- Attended SWASAP Board Meeting (Dallas, TX)

May:

- Attended SWASAP Board Meeting (Dallas, TX)

June:

- SWASAP Chairs Conference Call
- SWASAP Hospitality Conference Call
- Attended COE's 26th Annual National Student Leadership Congress (Washington, D.C.)

July:

- SWASAP Chairs Conference Call
- SWASAP Student Leadership Committee conference call
- Worked on getting donation/sponsorship for SWASAP hospitality

August:

- Attended SWASAP Emerging Leaders Institute (Albuquerque, NM)
- Attended SWASAP Board Meeting (Albuquerque, NM)

September:

- ELI group conference call
- SWASAP Student Leadership Committee conference call
- Attended COE's 34th Annual Conference in Atlanta, GA

October:

- AASAP Board Meeting in Hot Springs, AR
- Attended AASAP Annual Conference in Hot Springs, AR
- Attended SWASAP Student Leadership Conference in Van, TX

2015 Standing Committee Reports
Arkansas Association of Student Assistance Programs

Program

Jeanette Youngblood

See President-Elect's Report

Membership

We have 65 membership applications as of 10/01/15. We have 129 registered for the conference at this time. We have continuously worked on the Directory throughout the year.

Budget

Linda Baker, Cody McMichael, & Michelle Hardin

July:

Final Budget Committee Established

Contacted Budget Committee to Discuss SWASAP ELI Budget Line Item as well as TRiO Day and Spring Leadership Refunds

Budget Committee Recommendations Presented to the Board

Regional & National Issues

Nathan Brown & Billy Ray Huggins

January/February:

Assist the President & Past-President with COE Policy Seminar preparations

Continuous efforts throughout the year to sell AR State TRiO Sticker/Skin; in an effort to both create TRiO awareness throughout the state and raise funds to support sending additional AASAP members/alumni to Policy Seminar 2015

March:

Worked with Arkansas SSS, UB, and TS programs to develop a state fact sheet displaying APR Objectives and the be return on investment

Delivered fact sheet/infographic to Policy Seminar and utilized at all congressional visits

COE requested copies sent to them for using as an example of best practices of data sharing

Maintained communications with membership regarding Policy Seminar and other national/regional issues via email, website, social media

April:

Shared fact sheet/infographic with membership at Spring Leadership; encouraged all AASAP members to focus on data sharing statewide

April: (Continued)

Featured fact sheet/infographics on AASAP website for the membership to utilize the template to create their own program fact sheet/infographic

November

Plans to include all state TRIO programs in fact sheet/infographic and revamp State Fact Book / TRIO Achievers Book in advance of 2016 Policy Seminar

October

Present report at Annual Conference business meeting

Public Relations

Deltha Shell & Nathan Brown

The board is working with the public relations committee to develop a public relations calendar and a fact book. We are currently looking for individuals with skills in desktop publishing, statistics, journalism, and graphic design to serve on the committee.

Audit

Brandon Scaife & Michelle Hardin

An Audit of the 2014 books were completed and forwarded to the AASAP Treasurer

2015 Special Committee's Report
Arkansas Association of Student Assistance Programs

Fair Share

Deltha Shell / Gina Ervin

The Fair Share campaign for last year ended June 30th, 2015. Of our Fair Share goal of \$ 81,903, AASAP achieved 130% with the sum total raised, \$106,310. Of that, \$6,978 was in personal giving, and \$99,332 was in COE institutional memberships. Within the SWASAP region, Arkansas moved from 1st place to 3rd place in personal giving (1st TX \$11,431.29 and 2nd LA \$8,133).

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.

The new 2015-2016 Fair Share campaign began July 1, 2015. AASAP's Fair Share goal has been increased to \$83,573, with a personal giving goal of \$10,000. As of October 1, a total of \$11,213 (\$13%) has been raised toward this goal (\$10,850 institutional dues, \$363 personal contribution). The "10 for 10 Contribution" forms are available to AASAP members. If your school's institutional dues expire within the next few months, expect a call from our Fair Share Chair.

AASAP has decided to recognize individuals who achieve the following personal giving goals:

President's Circle	\$100
Advocate	\$250
Co-Champion	\$500
Champion	\$1,000
Founder's Circle	\$2,000

TRiO Day

**Jerrod Lockhart, Tenita Gragg, Rashea Hamilton,
& Jamie Alexander**

We had over 230 registrants for the meeting; with twelve institutions represented. There were four TRiO programs represented.

We collected over 350 toiletry and individually wrapped snack items that were donated to Arkansas Children's Hospital.

The day concluded with a very powerful student panel that was moderated by Ms. Ron'ay Coleman, UB Summer Mentor – Philander Smith College, she lead a discussion with currently enrolled college students from across the state who were able to provide very candid feedback about what it takes to be successful as a college student. The panel featured students from Pulaski Technical College, Arkansas Baptist College, and A-State –Jonesboro. Each student was open, honest, transparent, and thought provoking. It was a very moving experience.

Arkansas TRiO Day Planning Committee:

Ms. Jamie Scott – Arkansas Baptist College (Upward Bound)

Ms. Rasheda Hamilton – Arkansas State University (Upward Bound)

Ms. Carlisa Gilmer – Arkansas State University (Upward Bound)
Ms. Erna Bass – Arkansas State University (Student Support Services)
Ms. Tenita Shannon – Gragg – University of Arkansas at Pine Bluff (Upward Bound)
Mr. Michael Williams – Arkansas State University (Student Support Services)
Mr. Jerrod O. Lockhart – Arkansas State University (Student Support Services)

TRiO Achiever

Dana Davidson, Amanda Seidenzahl, & Cody McMichael

July:

The TRIO Achiever's committee received notification that nomination forms needed to be sent out and the banquet needed to be planned.

August:

The committee selected the TRIO Achiever for the 2015 conference. Cory Mullens was selected and will attend the TRIO Achiever Banquet.

September:

Décor and programs were selected for banquet.

Directory

Elena Maina

Directory was handed over to Elena Maina from Jeanette Youngblood in January 2015

Directory is transitioning from excel to google contacts

Requests for directory updates will be going out to program directors in late October/early November 2015

Spring Leadership

Jeanette Youngblood

Spring Leadership 2015 was held on Friday, April 17, 2015 at Lyon College in Batesville, AR. There were 54 registered attendees for the meeting. The agenda included a presentation by Dr. Kim Crosby, a presentation from policy seminar, and program share sessions. Lunch entertainment was provided by members of Lyon College's bagpipe band. In addition, a total of \$601.00 was raised from the Fair Share Raffle.

Technology/Website

Deltha Shell

The website has been transitioned to Square Space and Nate Brown has taken care of most of the information. It is updated and running.

Scholarships

Crista Gray, Krandon Henry, Simeon Oston, & Eunice Walker

26 out of 63 submitted applications were complete and reviewed.

When only recommendations were missing, the corresponding person(s) the student indicated in their application were asked to submit their recommendation and provided a couple days to complete that process. Seven persons took advantage of that extension. One student was asked to complete an application since all other material

was submitted. Such courtesies were extended due to the possibility of technical difficulties.

The following selected recipients met the requirements of the associated scholarship and were ranked highest using the average ranking of the two readers assigned to the applicant. Readers had no known affiliation with the applicant or any of their schools. Selected recipients were determined by August 30, 2015 and are as follows:

<u>Recipient name</u>	<u>Scholarship</u>	<u>Nominating member</u>
Malia Hernandez	Lyle	Nathan Brown
Angela Racy	Mason	Desarae Nelson
Vanessa Gatlin	Simelton	Holly Sanderson

Recipients were notified on September 8, 2015 and all three have submitted verification of enrollment for the Fall 2015 term. The recipients were invited to the AASAP Banquet, provided opportunity to invite a guest, and were asked to speak.

Nomination and Election

Donna Mooney

AASAP Membership received notification on September 4th, 2015 that the following AASAP offices will be filled for the 2015 AASAP Executive Committee: President-Elect, Secretary, Treasurer, SWASAP Representative (one position) and AASAP Representative (two positions). The first call for nominations closed on September 11th, and it was extended until October 2, 2015. The Committee has not received any nominations for any of the open positions.

The AASAP nominations chair will take nominations from the floor during the AASAP business meeting on Monday, October 5th. Nominees from the floor must present a letter of support from your program, a nomination form, and be in good standing with AASAP & SWASAP.

AASAP ELI

Rebecca Sharp

Three ELI participants were chosen for the 2015-2016 ELI class:

Dorianne Dias—Project Advisor for Student Support Services at the University of Arkansas Community College at Batesville

Cory Godbolt—Student Support/Outreach Coordinator for the APPLE Project Upward Bound at Lyon College

Jennifer Sigman—Student Relations Coordinator and Academic Advisor for Upward Bound at Ouachita Baptist University

The ELI class will formally begin Tuesday, October 6, 2015, at 11:00 a.m. and will end at the fall 2016 AASAP conference.

Arkansas Association of Student Assistance Programs

General Business Meeting
2014 AASAP Annual Fall Conference
Monday, October 6, 2014
Minutes

I. **Call to Order**

President Shell called the meeting to order at 1:15pm.

II. **Roll Call and Determination of Quorum**

Officers present: Deltha Shell, Mary Kate Snow, Shola McFadden-Kittrell, Jamie Smith, Jacque Hodge-Goff, Billy Ray Huggins, Nathan Brown, and Jeanette Youngblood. There are 129 paid AASAP members. 86 members are needed for quorum, and 116 members were present. Quorum met.

III. **Adoption of the Agenda**

President Shell entertained a motion to adopt the agenda. Julia Hadley (UAPB) moved for the adoption of the agenda. Jim Johnston (Harding Univ) seconded the motion. Motioned carried.

IV. **Minutes of Previous Meeting**

Minutes were reviewed. President Shell entertained a motion to accept the minutes. Sharon Scudder (ASU-Beebe) moved to accept the minutes. Julia Hadley (UAPB) seconded. Motion carried

V. **Officer's Reports (Reports provided online)**

President:

Deltha Shell

Full report posted on Website. Highlights included that she attended all AASAP and SWASAP boards meetings, as well as COE Policy Seminar and Annual Conference. One main focus was on advocacy for this year.

Past President:

Mary Kate Snow

Full report posted on website. Highlights included fair share, and attended all board meetings.

President Elect:

Shola McFadden-Kittrell

Attended AASAP and SWASAP board meetings, COE Policy seminar, COE annual conference, and work on the AASAP conference

Secretary:

Jamie Smith

Previous minutes were provided for review. Attended board meetings, spring leadership, and fall conference

Treasurer:

Jacque Hodge-Goff

Established Pay Pal, conference registering, paid invoices. 129 members, 133 registered for conference

AASAP Representatives:

Billy Ray Huggins

Sent out emails, social media, created Instagram account, attended all AASAP meetings, COE policy seminar, and COE conference.

SWASAP Representatives:

Jeanette Youngblood

Worked on the SWASAP scholarship, the directory for all of TRIO personnel for the state of Arkansas.

Nathan Brown

Attended AASAP and SWASAP meetings, COE Policy Seminar, AASAP Spring leadership, and the SWASAP fall conference.

VI. Special Committee Reports

Nomination and Election

Mary Kate Snow

There were four open positions on the AASAP Board: President-Elect, SWASAP Rep (1), and AASAP Rep (2). The following nominations have been received:

President-Elect:

Jeanette Youngblood

SWASAP Representative (1 position):

Billy Ray Huggins

Vergina Smith

Michelle Hardin

AASAP Representative (2 positions):

Elena Maina

Stephanie Quick

Mary Kate Snow read the descriptions of each open position.

President Shell opened the floor for nominations for President-Elect.

Tammye Sherrill (RMCC) moved to close the nominations for President-Elect. Steve Ogden (UACCH) seconded. Motion carried.

President Shell opened the floor for nominations for SWASAP

Representative. Tammye Sherrill (RMCC) moved to close the nominations for SWASAP Representative. Tonya Schoonmaker (PTC) seconded. Motion carried.

President Shell opened the floor for nominations for AASAP Representative. Tonya Schoonmaker (PTC) moved to close the nominations for AASAP Representative. Cassie Tavorn (UALR) seconded. Motion carried.

The candidates for the AASAP board spoke about their involvement in TRIO, AASAP, and their desire to serve on the board.

Mary Kate Snow recommended that Jeanette Youngblood be accepted as President-Elect by acclamation. John Tucker (NPCC) moved that Jeanette Youngblood be accepted into position of President-Elect by acclamation. Tammye Sherrill (RMCC) seconded. Motion carried.

Mary Kate Snow recommended that Elena Maina and Stephanie Quick be accepted as AASAP Representatives by acclamation. Jim Johnston (Harding Univ) moved that Elena Maina and Stephanie Quick be accepted into position as AASAP Representatives by acclamation. Crista Gray (UALR) seconded. Motion carried.

TRiO Alumni Society

Autumn Hunter

Reception for alumni will be hosted on the Monday of the AASAP fall conference at the Flying Saucer. Fundraisers ideas are in progress.

AASAP ELI

Mary Kate Snow

5 ELI members for AASAP. ELI activity is scheduled for October 6, 2014. ELI applications have been sent out.

Fair Share

Mary Kate Snow, Gina Ervin

Arkansas's fair share was at 114%. Ranked 9th in nation for personal giving.

TRiO Day

Committee

Will look at future places to host and discuss at the fall SWASAP conference

TRiO Achiever

Nate Pyle

Joe Berry was trio achiever.

Directory

Jeanette Youngblood

Working on getting the directory updated for all TRIO personnel in the state of Arkansas.

Spring Leadership

Connie Nowell

Was hosted at ASU-Beebe. Successful conference with professional development and raffle items for fair share.

Technology/Website

Tracy Cone

Website is up to date and currently working

Newsletter

Michelle Hardin

Need people to send more information of news. Have had great response from people who have received the newsletters.

A motion was made by Trista Gray (UALR) to recess the meeting until tomorrow (October 7, 2014) at 9:00 a.m. Sharon Scudder seconded the motion. Motion carried.

Recess at 1:54 p.m.

Meeting was reconvened on October 7, 2014 at 8:57 a.m.

VII. Standing Committee reports

Program

Shola McFadden-Kittrell

Evaluations will be used and reviewed.

Membership

Ernesto Velasquez, Michelle Hardin

Worked on Arkansas TRiO directory. There were 34 early bird members and 11 awards.

Budget

Donna Mooney, Vergina Smith, Jacque Hodge-Goff

Four recommendations were given for the executive board to review.

1. The ELI Budget line item of \$1,500 will remain the same; however, all funds raised will be added in the ELI budget line item.
2. Adding a line item for Alumnae of \$1,000
3. Increase COE Policy line item from \$3,000 to \$5,000
4. Increase the Technology/Website line item from \$300 to \$500. The corrected line items amount are currently \$150 and to be raised to \$300.

Public Relations

Rebecca Sharp

Worked on press releases. Is encouraging people to send information to be submitted for the media.

Consultant Services

N/A

Regional and National Issues

Nathan Brown, John Tucker

Collect Student Support APR data, collect info graphic data. In the future, anticipation of collecting data for all TRiO program's APR.

Audit Committee

Shelia Titus, Donna Mooney, Jacque Hodge-Goff

2013 audit was completed without any problems.

Election of Officers:

Billy Ray Huggins was elected as the SWASAP Representative.

John Tucker inducted the officers for the 2015 AASAP Executive Board

President Shell entertained a motion to recess the meeting until the SWASAP Conference. Tammye Sherrill (RMCC) made a motion to recess. Julia Hadley (UAPB) seconded the motion. Tammy Sherrill (RMCC) rescinded the motion.

The treasurer reported that the current AASAP balance is \$49,376.07; however, \$20,000 is expected to be deducted for the cost of the 2014 conference. The treasurer's report will be emailed out.

President Shell entertained a motion to recess the meeting until the SWASAP Conference. Tammye Sherrill (RMCC) made a motion to recess. Julia Hadley (UAPB) seconded the motion.

Recessed at 9:24 a.m.

Respectfully Submitted,
Jamie Smith, Secretary