



Request for Appropriation of Funding Non-Board of Trustee Item Request

Note: All request must be submitted 6 weeks prior to event date

Submit to Student Life Office and email to lhennings@mtsac.edu. Upon receipt, confirmation of item and agenda date will follow.

For Office Use Only	
Request #:	20
Date Received:	2/28
Agenda Date:	3/7

I. Type of Appropriation Requested (Select all that apply):

- | | Amount Requested per item |
|--|---------------------------|
| <input type="checkbox"/> Catering: (ex. Sodexo, off-campus restaurants and caterers) | \$ _____ |
| <input checked="" type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) | \$ 14,800 |
| <input type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) | \$ _____ |
| <input type="checkbox"/> Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) | \$ _____ |

If you are requesting funding for an Independent Contractor or Contract, you will require the Board of Trustees approval. You must complete a separate "Request for Appropriation of Funding Board of Trustee Item Request."

TOTAL AMOUNT REQUESTED: \$ 14,800

II. Additional Sources of Funding

Are you considering other sources of funding? (Circle one) Yes / No

If so, please indicate the Source: 0 Amount: \$ 0

III. Event Information

Recognized Student Club/ Organization (RSCO) _____
 or Department: TRIO ACES Program

Name of Event: TRIO Policy Seminar

25 Live Reservation Reference Code: N/A

Event Location: Washington DC

Event Date: March 19th- 22nd

Event Start to End Time: 6am-10 pm each day

NOTE: Associated Students has the purview of requiring certain events to prove all participants to have paid their current Student Activities Fee. Fees are subject to electronic verification, via the Associated Students website.

IV. Additional Information Required

Purpose of Event: A.S. seeks to enhance the student experience through activities fulfilling one of the following five priorities, please select one priority area(s) your event fulfills.

- Co-curricular engagement
- Leadership development
- Retention & transfer
- Recognition of service
- Civic engagement and advocacy

Please describe how your event fulfills the selected A.S. Priority area and provide a detailed Budget breakdown for the amount requested by including quotes, conference webpages, etc.

V. Funding Conditions

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all banner requisitions with approved vendors. **NOTE: Additional Fiscal Services forms, guidelines, and procedures may be required.** All event marketing, written and oral, must acknowledge Associated Students as a sponsor and include the Associated Students logo on all materials.

This form must be completely filled out, with signatures below, and submitted to the A.S. Administrative Specialist III **at least 6 weeks prior to the event date** to be considered for funding. For specific questions, please contact the Student Life Office at x4525 or email lhennings@mtsac.edu.

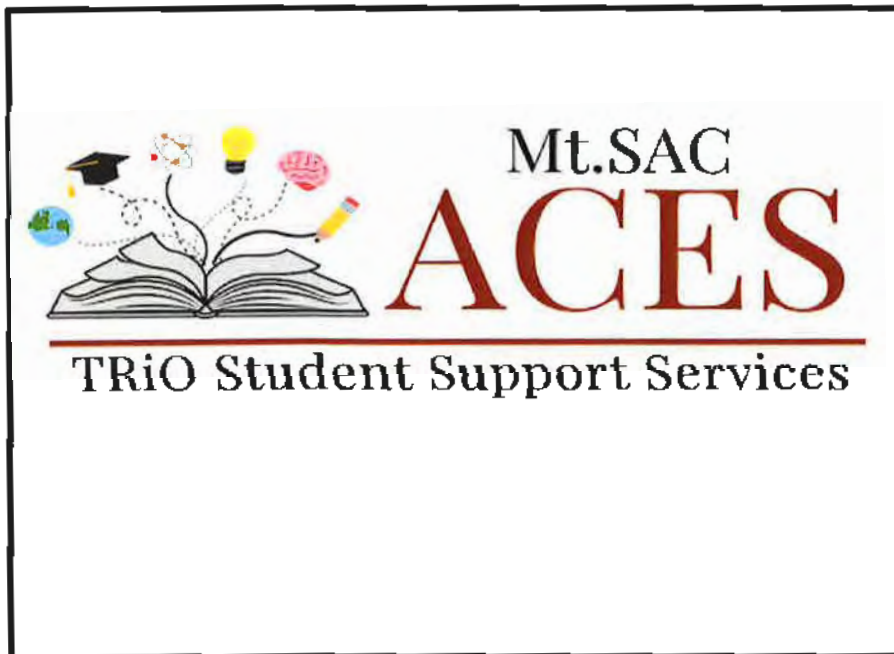
A. Club Advisor / Employee Submitting Request Form

Print: Diana Felix
 Sign: Diana Felix
 Date: 2/24/23 Ext/Phone: 5321
 Email: dfelix15@mtsac.edu

**B. Designee Processing Banner Requisition(s)
 If different from person A.**

Print: _____
 Sign: _____
 Date: _____ Ext/Phone: _____
 Email: _____

For Office Use Only			
Co-Sponsor (Motion):	<u>Laksh Kalra</u>	Date:	<u>3/7/23</u>
Co-Sponsor (Second):	<u>Jasmine Nguyen</u>	Date:	<u>3/7/23</u>
A.S. Senate			
For:	<u>11</u>	Against:	<u>0</u>
		Abstain:	<u>0</u>
		Date:	<u>3/7/23</u>
A.S. Executive Board			
For:		Against:	
		Abstain:	
		Date:	
A.S. President			
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature:	<u>Autta</u>
		Date:	<u>3/8/23</u>
Notification of Appropriation		Date:	Requisition #:
			PO #:
C & T Form:		Date:	T#:
Check Requests:	\$	Purpose:	\$
		Purpose:	
	\$	Purpose:	\$
		Purpose:	



Diana Felix, M.S.
Faculty, Counselor/Coordinator
A.C.E.S. Program
TRiO, Student Support Services
Mt. San Antonio College
(909)274-5321
www.mtsac.edu/aces

TRIO Student Support Services (SSS) is a federally funded college retention, graduation, and transfer program. There are more than 2,800 TRIO programs nationally created to help 800,000 students overcome class, social and cultural barriers. TRIO SSS provides academic and personal counseling, mentoring, financial literacy, cultural experiences, and other supports necessary for educational success to low income, first-generation college students. Mt. SAC was awarded the TRIO SSS grant since 2010.

*Request for Representation Fee Funding, Mt. San Antonio College
TRIO Policy Seminar– (March 19th- March 22nd, 2023) Washington, DC*

Proposal Abstract:

The Council for Opportunity in Education's (COE) Annual Policy Seminar affords the TRIO and GEAR UP communities the opportunity to help educate Members of the 116th Congress, congressional staff, and Trump Administration officials about the history and the success of TRIO and GEAR UP on **Sunday, March 19th Wednesday, March 22nd 2023**. More importantly, this event gives participants a chance to represent the interests of low-income and first-generation students and veterans, adult learners, and students with disabilities in the policy arena. This event is held annually in Washington D.C. and is the most effective way for Mt. San Antonio College to demonstrate the effectiveness of its two TRIO programs (Upward Bound & ACES Programs) to congressional staff members.

National College Opportunity Programs Leadership Summit	TRIO Alumni Leadership Forum	Seminar on Relations with the U.S. Department of Education	Policy Seminar
March 19 th 2023	March 20 th 2023	March 21 st 2023	March 19 th - 21 st 2023

Policy Seminar Tentative Agenda

Sunday, March 19th 2023

5:00 am Depart LAX
 10:00 am Arrive in Washington DC
 11:00 am Check into Hyatt Hotel
 1:00 pm National College Opportunity Programs Leadership Summit

Monday, March 20th 2023

8:00 am- 1:00 pm College Tour- Georgetown University
 1:00 pm- 2:00pm Lunch
 2:00pm- 8:00 pm TRIO Alumni Leadership Forum and prepare and practice students' speeches for congressional visits

Tuesday, March 21st 2023

Seminar on Relations with the U.S. Department of Education, Hyatt Regency Hotel:

8:30 am-4:00pm Registration
 8:30am-10:15am Budget Outlook
 10:30am-11:30am Political Update from members of Congress
 11:30am-1:15pm Lunch
 1:30pm-2:45pm Preparing for Hill Visits
 3:00pm-4:15pm Congressional Staff panel
 4:30pm-5:30pm Appropriations Update from Members of Congress

Wednesday, March 22nd, 2023

8:30am-9:30am Update from the Biden Administration
 10:00am-5:00pm Congressional Visits:
 10:30 am visit: The Honorable Judy Chu (D) District 28
 11:30 am visit: The Honorable Norma Torres (D) District 35
 12:30 pm visit: The Honorable Grace F. Napolitano (D) District 31
 Lunch
 1:00 pm visit: The Honorable Dianne Feinstein (D) United States Senator, California
 2:00 pm visit: The Honorable Linda T. Sanchez (D) District 38 (Mt. SAC is in this district)
 8:00 pm Fly back to LAX

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ACES Program Highlights:

The Achieving in College, Ensuring Success (ACES) TRIO Program was established by the Department of Education at Mt. San Antonio College in 2010. It is one of two TRIO Programs (Upward Bound & ACES Program) at Mt. SAC. ACES assists 146 first generation and/or low-income Mt. SAC students with academic preparation to graduate and transfer to four-year institutions. Students involved in the ACES program attain their Associate degrees from Mt. SAC and transfer to universities of their choice. We currently have about 450 ACES Alumni that have graduated and transferred to four-year universities and some that are attaining their master's degrees. ACES successfully completed their first grant cycle (5-year cycle at \$220,000 a year) in 2010 and due to the continued success and attainment of maximum Prior Experience (PE) points was refunded another ten years and is currently in a five-year cycle (Sept 1, 2020- August 31, 2025). **We are currently in year three of our newly awarded grant, so it is critical to inform Congress on the successes that this program has attained in its 12 years of service.** Below is the data from the most recent Annual Performance Report (APR) that was submitted to the Department of Education:

Criteria	Maximum Score Allowed	Approved Rate	Actual Attained Rate		Standard Objectives Scores
Persistence	4	80%	82%		4
Good Academic Standing	4	85%	98%		4
Associate's Degree or Certificate	2	40%	54%		2
Associate's Degree or Certificate and Transfer to a 4-Year Institution	2	43%	44%		2
Funded Number	3	Number of Participants Funded to Serve	Number of Participants Served	Percent Served	3
		140	145	103%	
A project that served less than 90 percent of the number of students the project was funded to serve in 2020-21 is not eligible to earn points for any of the criteria in this assessment year.					
Total Scores	15				15

Request:

The ACES TRIO Program at Mt. San Antonio College is looking forward for the opportunity to highlight the success of their two TRIO programs and have congressional members hear directly from the students' experiences of the impact that the program has had on their academic endeavors. We are seeking funding in the amount of **\$14,800 for 2 TRIO staff and 6 ACES TRIO students to attend this seminar.** Their goal is to attend the Policy Seminar and meet with members of congress to educate new policy makers on the critical importance of educational opportunity programs and to stress the success of the TRIO programs with veteran representatives.

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COE POLICY SEMINAR BUDGET			
EXPENSES	NUMBER OF PEOPLE	COST PER PERSON	TOTAL
Airfare	8	\$600 each	\$4,800
Lodging	8 (4 rooms)	\$400/per night/3 nights x 4 rooms (includes tax)	\$4,800
Event Registration	8	\$450	\$3,600
Per Diem/Meals	8	\$30.00 / Per Day / 4 Days	\$960
**Transportation	8	\$20.00 X 4 days (taxi, metro etc.)	\$640
		TOTAL	*\$14,800

** Federal regulations prohibit the use of federal funds for the use of advocacy and / or lobbying as cited in the Education Department General Administrative Regulations (EDGAR) {34 CFR §82.100(A)(a)}.*

*** Transportation justification: the airport is 15 miles away from the hotel- Hyatt Regency Washington on Capitol Hill @ 400 New Jersey Avenue, N.W., Washington, D.C. 20001-2002. Funds would be used to get from the airport to the hotel and from the hotel to the meetings that are being held at the offices of the Congressional members.*

Rationale for request of funds:

TRIO programs funded through the U.S. Department of Education have consistently proven their effectiveness in alleviating the educational barriers that preclude many first-generation and low-income students from completing a college education. These programs have been consistently under attack by cuts to the federal budget by the previous administration and have many times lacked the necessary congressional support. ACES Program experienced sequestration budget cuts in 2013 and 2014 (totaling an 11% overall budget cut) and had to reduce the number of students served from 140 to 133. In 2017, new leadership emerged in Washington, D.C. and is producing education policy in the White House, U.S. Senate, and U.S. House of Representatives. This is an imperative opportunity to educate our Members of Congress and other federal leaders about the outstanding work we have been doing at Mt. SAC towards college access and success, as well as advance the interests of low-income and first generation students, adult learners, veterans, and students with disabilities.

Selection of students:

Interested Mt. SAC students will fill out an application to be considered for this exciting opportunity in Washington DC. The application will gather information such as confirmation of paid Mt. SAC student fees, major, grade point average and answering 4 short essay questions sharing why they should be considered in attending. Each application will get screened and eligible students will be invited for an interview to discuss the details. A sample of the application is attached to the request. Mt. SAC ACES students that are selected to attend this experience will be able to directly benefit by learning the following skills:

- 1) How to become TRIO advocates at the local, state, and national levels.
- 2) How to advocates and discuss their academic successes to congressional representatives.
- 3) Learn the 50 years of TRIO history by visiting specific cultural monuments and museums and document a short video that they are able to share with their Mt. SAC peers about this experience. This short video will also be posted on the Mt. SAC ACES website encouraging others to contact congressional representatives.
- 4) Students will have a chance to represent the interests of low-income and first-generation\students and veterans, adult learners, and learners with disabilities in the policy arena.

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- 5) Witness the success of TRIO programs at the university level by visiting TRiO Programs at local universities (SSS & McNair Programs).

Highlights from 2018 Policy Seminar:

ACES Program received one-time funding from Associated Students to take six students and two staff members to Washington DC to attend Policy Seminar to gain greater insight of the federal legislative process and to meet with Members of Congress to advocate on behalf of TRIO Programs. Students and staff had the opportunity to attend informational sessions to learn about policy advocacy, specifically for TRIO, visit cultural sites at the National Mall, visit universities and met with congressional representatives to speak about the impact that TRIO (ACES Program) has had on their lives and their communities. ACES Program attended the Council of Education Policy Seminar in Washington, D.C in March 2018 and shared their stories of overcoming challenges and the impact that the ACES Program had on their academic journeys, our group met with the following Congressional and Senate Members:

The Honorable Dianne Feinstein	California Senator
The Honorable Judy Chu (D)	District 27
The Honorable Representative Edward Royce (R)	District 39 (Mt. SAC is in this district)
The Honorable Grace F. Napolitano (D)	District 32
The Honorable Norma Torres (D)	District 35
The Honorable Linda T. Sanchez (D)	District 38

Highlights of the Policy Seminar experience in March 2018:



Policy Seminar; ACES students visiting the Capitol meeting with Representative Grace Napolitano, March 2018



ACES students visiting the Capitol meeting with Representative Edward Royce's Legislative Aide, March, 2018

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Policy Seminar; ACES students visiting the Capitol meeting with Representative Norma Torres, March, 2018



Policy Seminar; ACES students visiting the Capitol meeting with Representative Gwen Moore, March 2017



Policy Seminar; ACES students visiting the Capitol meeting with Senator Dianne Feinstein, March 2016