



# 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](mailto:lhennings@mtsac.edu). Upon receipt, confirmation of item and agenda date will follow.

For Office Use Only	
Request #:	10
Date Received:	10/25/23
Agenda Date:	10/31/23

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

Amount Requested per item

- Catering: (ex. Sodexo, off-campus restaurants and caterers) \$ \_\_\_\_\_
- Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) \$ 18,800
- Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) \$ \_\_\_\_\_
- 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:** \$ 18,800

### II. Additional Sources of Funding

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

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

\$ 15,000 Amended

### III. Event Information

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

Name of Event: TRIO POLICY SEMINAR 2024

25 Live Reservation Reference Code: N/A

Event Location: Washington DC

Event Date: Sat, March 16th -Weds, March 20th, 2024

Event Start to End Time: 8am-9pm 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](mailto:lhennings@mtsac.edu).

**A. Club Advisor / Employee Submitting Request Form**

Print: Diana Felix  
 Sign: *Diana Felix*  
 Date: 10.19.23 Ext/Phone: 909 274-5321  
 Email: dfelix15@mtsac.edu

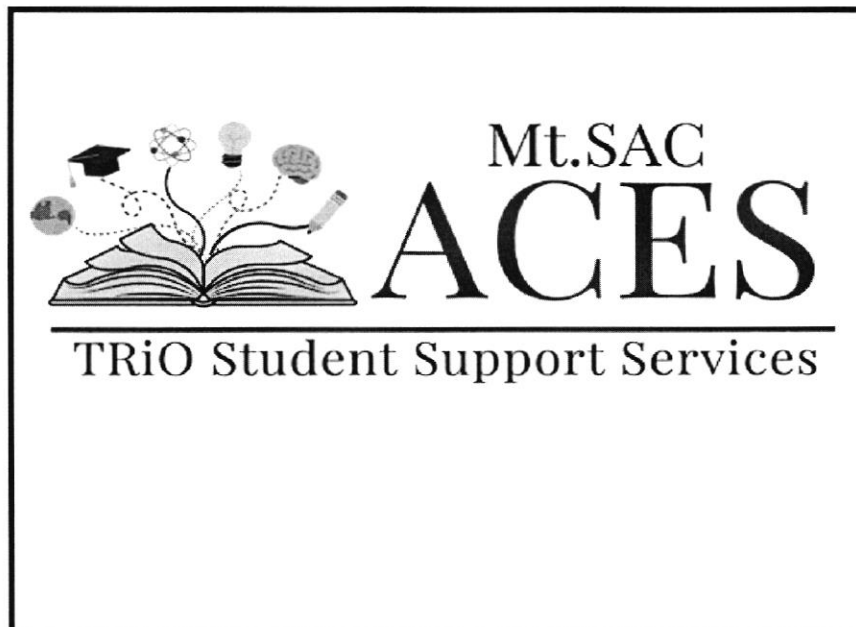
**B. Designee Processing Banner Requisition(s)**

*If different from person A.*

Print: \_\_\_\_\_  
 Sign: \_\_\_\_\_  
 Date: \_\_\_\_\_ Ext/Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

For Office Use Only				
Co-Sponsor (Motion):		<u>Kelly Lin</u>	Date: <u>11/7/23</u>	
Co-Sponsor (Second):		<u>Julian Lyu</u>	Date: <u>11/7/23</u>	
<b>A.S. Senate</b>				
For:	<u>8</u>	Against:	<u>1</u>	Date: <u>11/7/23</u>
A.S. Executive Board		<u>Julian Lyu</u>	<u>Nyket Best Noar Cross</u>	
For:	<u>unanimous</u>	Against:	<u>unanimous</u>	Date: <u>11/7/23</u>
<b>A.S. President</b>				
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature: <u><i>[Signature]</i></u>		Date: <u>11/09/23</u>
Notification of Appropriation	Date:	Requisition #:		PO #:
C & T Form:	Date:	T#:		
Check Requests:	\$	Purpose:	\$	Purpose:
	\$	Purpose:	\$	Purpose:

*Associated Students- Request for Appropriation of Funding, Mt. San Antonio College  
TRIO Policy Seminar– (Sat, March 16<sup>th</sup>- Weds, March 20<sup>th</sup>, 2024) Washington, DC*



*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.*

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](http://www.mtsac.edu/aces)

*Associated Students- Request for Appropriation of Funding, Mt. San Antonio College  
TRIO Policy Seminar– (Sat, March 16<sup>th</sup>- Weds, March 20<sup>th</sup>, 2024) 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 Congress, congressional staff, and Biden Administration officials about the history and the success of TRIO and GEAR UP on **Saturday, March 16<sup>th</sup> Wednesday, March 20<sup>th</sup> 2024**. 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 17 <sup>th</sup> , 2024	March 18 <sup>th</sup> , 2024	March 19 <sup>th</sup> , 2024	March 20 <sup>th</sup> 2024

**Policy Seminar Tentative Agenda**

**Saturday March 16<sup>th</sup>, 2024**

- 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**

**Sunday, March 17<sup>th</sup>, 2024: National College Opportunity Programs Leadership Summit**

- 8:00 am- 12:00 pm College Tour- Georgetown University
- 12:00 pm- 1:00pm Lunch
- 1:00pm- 8:00 pm **National College Opportunity Programs Leadership Summit: prepare and practice students' speeches for congressional visits.**

**Monday, March 18<sup>th</sup> & Tuesday March 19<sup>th</sup>, 2024, TRIO Alumni Leadership Forum**

*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 20<sup>th</sup>, 2024: Policy Seminar**

- 8:30am-9:30 am 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 Susan Rubio (D) District 22
- 2:00 pm visit: The Honorable Linda T. Sanchez (D) District 38 (Mt. SAC is in this district)
- 6:00 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 150 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 500 ACES Alumni that have graduated and transferred to four-year universities and some that are attaining their master's and doctoral degrees that still keep close contact with ACES. 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 (2 five year grants) and is currently in a five-year cycle (Sept 1. 2020- August 31, 2025). **We are currently in year 4 of our federal TRIO grant, so it is critical to inform Congress on the successes that this program has attained in its 12 years of service.**

**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 **\$18,000 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.

<b>Lodging</b>		4104
Hotel @ Cambria Hotel DC	\$300 x 3 nights x 4 double + 14%	\$5,472.00
<b>Subtotal:</b>		\$5,472.00
<b>Parking</b>		
Transportation**	\$150 per day x 5	\$750
<b>Subtotal:</b>		\$750
<b>Conference</b>		
Registration	500 x 8	\$4,000
<b>Subtotal:</b>		\$4,000
<b>Airfare</b>		
Flights	\$700 x 8	\$5,600
<b>Subtotal:</b>		\$5,600
<b>Meals</b>		
Per Diem for Meals	\$55 per diem x 3 days x 8 ppl + 30 (staff) pp = 17598	1500 \$2,200
<b>Subtotal:</b>		\$2,200.00
<b>Total Projected Cost*</b>		\$18,022.00

\* 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-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.

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**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 2 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.
- 5) Witness the success of TRIO programs at the university level by visiting TRiO Programs at local universities (SSS & McNair Programs).

**Highlights from 2023 Policy Seminar:**

ACES Program has received one-time funding from Associated Students in 2016, 2017, 2018 and 2023 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 and shared their stories of overcoming challenges and the impact that the TRIO 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

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Associated Students- ACES TRIO thanks you for your continuous support since 2016 to advocate and give first-generation and low-income Mt. SAC students a transformational opportunity to represent the interests of low-income and first-generation students and veterans, adult learners, and students with disabilities in the policy arena. We appreciate you!

Highlights of the Policy Seminar experience in March 2023:



*Meeting with Rep Mark Takano, 39<sup>th</sup> District*



*Meeting with Rep Mark Takano, 39<sup>th</sup> District*



*Meeting with Rep Young Kim, 40<sup>th</sup> District*

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Highlights of the Policy Seminar experience in March 2018:



*Meeting with Representative Grace Napolitano, March 2018*



*Meeting with Representative Edward Royce's Legislative Aide, March, 2018*



*Policy Seminar; Meeting with Representative Norma Torres, March 2018*



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Highlights of the Policy Seminar experience in March 2017:



*Meeting with Representative Gwen Moore, March 2017*

Highlights of the Policy Seminar experience in March 2016:



*Meeting with Senator Dianne Feinstein, March 2016*