



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

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

For Office Use Only	
Request #:	9
Date Received:	10/31/19

emsent10lip

Amount Requested per item

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

- Catering: (ex. Sodexo, off-campus restaurants and caterers) \$ _____
- Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) \$ 8,019
- 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: \$ 8,019

II. Additional Sources of Funding

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

Student Equity Funds

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

Approved \$4746
1 Advisor
2 Students

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Transfer Club and Career & Transfer Services

Name of Event: NISTS 2020 Conference

25 Live Reservation Reference Code: 2019-AAGBJK

Event Location: 3315 Peachtree Rd. NE, Atlanta, Georgia 30326

Event Date: February 5 - February 7, 2020

Event Start to End Time: 9am (2/5/20-2/7/20) - 12pm (2/7/20)

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 which priority area(s) your event fulfills.

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

Please attach supplemental sheets to describe how your event fulfills one or more of A.S. Priority areas and 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: Lupita De La Cruz
 Sign: Guadalupe De la S.
 Date: 10/03/19 Ext/Phone: [REDACTED]
 Email: [REDACTED]

B. Designee Processing Banner Requisition(s)

If different from person A.

Print: Lupita De La Cruz
 Sign: Guadalupe De la S.
 Date: 10/03/19 Ext/Phone: [REDACTED]
 Email: [REDACTED]

For Office Use Only			
Co-Sponsor (Motion):	<u>Justin Ochoa</u>	Date:	
Co-Sponsor (Second):	<u>Claudia Ferrer</u>	Date:	
A.S. Senate			
For:	<u>8</u>	Against:	<u>3</u>
		Abstain:	<u>0</u>
Date:			
A.S. Executive Board			
For:	<u>Shadiah Alejandro Justin</u>	Against:	
	<u>Unanimous</u>	Abstain:	
Date:			
A.S. President			
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature:	<u>[Signature]</u>
		Date:	<u>10-15-19</u>
Notification of Appropriation	Date:	Requisition #:	PO #:



NISTS 2020 CONFERENCE

Funding Request

ABOUT THE NATIONAL INSTITUTE FOR THE STUDY OF TRANSFER STUDENTS

The National Institute for the Study of Transfer Students (NISTS) bridges knowledge, policy, and practice by bringing together educators and students from throughout the country to explore the issues related to the transfer process in order to facilitate student success and degree completion.

NISTS coordinates an annual conference that takes place in Atlanta Georgia. The ultimate goal of this conference is to equip educators and policy-makers to help make the transfer journey easier for students that wish to continue with their education. Through research, education and advocacy, NISTS provides resources needed for educators who directly work with and serve transfer students, those who create transfer policy/conduct transfer-related research and students themselves. Some examples of workshops include:

- [Communicating about Transfer: How the Speech Team Won at Promoting Transfer](#)
- [For Transfer Students By Transfer Students: Leveraging Student Leadership to Maximize Transfer Success](#)
- ["It's Like Wearing a T-Shirt with Holes": Understanding Transfer Transition and Identity Development](#)
- [Effective Strategies for Serving Nontraditional Transfer Populations](#)
- Link for the conference provided below: <https://www.nists.org/conference>

PURPOSE AND IMPACT

The NISTS annual conference examines issues and obstacles related to transfer student success. The conference provides tangible and practical strategies to improve transfer student programs and services. Our goal at the Transfer Center is for students to understand the transfer process and facilitate their smooth transition to a university. Not only do we want to increase our transfer rates, but we also want to make sure we promote successful transfer to our students, and this is where we can start.

This conference is a great professional development opportunity for both Transfer Club Advisors, who are also Transfer Specialists, and Transfer Club members and leaders. This will allow them to learn about innovative ideas to support prospective transfer students and implement initiatives to enhance the transfer culture and function of Mt. SAC. Additionally, the Transfer Club Advisors submitted a conference proposal to participate as presenters in this conference. The proposal was selected, and it will be presented in a poster session format. Transfer Club members will provide their testimonials in terms of their experiences

in the club. Thus, this will give them the opportunity to have experience as conference presenters, too, which will in turn enhance their transfer admission applications.

The proposal is regarding how Mt. SAC's Transfer Center and Transfer Club have used student development theory to create a psychoeducational support group for prospective transfer students by providing information, guidance and support to pave their journeys towards transferring to a university. Mt. SAC's Transfer Club serves the need for outreach, advising, and informing prospective transfer students while providing networking opportunities, facilitating peer mentoring, and encouraging academic excellence. Ultimately, the main goal of the Transfer Club is to promote student development by increasing self-worth through socializing techniques, hope, and modeling. The Transfer Club places emphasis on the role that involvement on campus plays in the development of a student and ultimately their college success, persistence and retention.

COST BREAKDOWN

Registration:

\$460 Professional x 3= \$1,380

\$300 Student x 3= \$900

Total: \$2,280

Flight:

\$400 Roundtrip (LAX → ATL)

\$400x6= **\$2,400**

Total: \$2,400

Transportation:

Airport to Hotel and back: \$60 round trip (3 people per vehicle)

\$60x2 vehicles= **\$120**

Total: \$120

Hotel:

InterContinental Buckhead Atlanta, Atlanta, GA (Conference Location)

02/04/2020 - 02/07/2020

\$199/night x 3 nights= \$597 x 16.90% Room Tax Per Night +\$5.00 Atlanta Hotel Fee Per Night = **\$713**

\$713 x 3 rooms = \$2,139

Total: \$2,139

Meals:

Breakfast, Lunch, Dinner: \$60 x 3 days: \$180x6 attendees: **\$1,080**

Total: \$1,080

Total: \$8,019



Supporting transfer student success through education, research, and advocacy

ABOUT

AWARDS

CONFERENCE

EVENTS & PROGRAMS

RESEARCH

RESOURCES

REIMAGINING

THE TRANSFER STUDENT EXPERIENCE

SCHEDULE

FEBRUARY 5-7, 2020 • ATLANTA, GA

LOCATION

FEES

REGISTER

ABOUT

Through an intentional cross-pollination of ideas and expertise from practitioners, researchers, faculty, policy-makers, and administrators, the NISTS annual conference offers a balanced and comprehensive examination of the pressing issues and obstacles related to transfer student success.

The conference provides tangible and practical strategies to improve transfer student programs and services. We equip professionals with the knowledge and

skills needed to actively advocate for transfer students, challenge the status quo, and reach beyond specific roles to develop holistic student experiences.

Embrace your influence and reimagine the ultimate transfer experience for your students!

LEARN MORE

-  [Call for Proposals >](#)
-  [Session Themes >](#)
-  [Volunteer >](#)
-  [2019 Archives >](#)

SCHEDULE

SCHEDULE

5TH WEDNESDAY

9am-12pm
Pre-Conference Workshops

11am-12pm
Primer for 1st Time Attendees

1:30pm - 2:30pm

6TH THURSDAY

9am-10am
Keynote Speaker

10:15am-11:15am
Concurrent Session 3

11:15am - 12:15pm

7TH FRIDAY

9am-10am
Concurrent Session 6

10:15am-11:15am
Concurrent Session 7

11:30am - 12:00pm

1:30pm-2:30pm

Opening Session

2:45pm-3:45pm

Concurrent Session 1

4pm-5pm

Concurrent Session 2

5pm-7pm

Reception & Poster Session

11:30am-1:00pm

Lunch (on your own)

1:15pm-2:45pm

Action-Focused Plenary Session

3pm-4pm

Concurrent Session 4

4:30pm-5:30pm

Concurrent Session 5

11:30am-12:00pm

Closing Session

INCLUDED MEALS:

Breakfast (Thursday, Friday)

ASHLEY M. Alabama

The NISTS conference helped me be a better advocate for transfer students on my campus.

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WHAT TO EXPECT

Get Inspired!

Move your transfer work beyond transactional to transformative through immersive educational experiences driven by the latest theory, research, and practice.

Get Connected!

Advance your transfer influence by engaging in meaningful dialog and reflection with other transfer advocates.

Get Schooled!

Leave equipped with the tools you need to evaluate, implement, and champion your transfer programs and services.

THOMAS G. Maryland

I can't say enough for the work NISTS does to research the transfer student experience, to spread the word on best practices, and to bring professionals together from across the world to make it happen.

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CHAD C. Arkansas

It's great to have validation on what we're doing, and also be sure that we're on the right path moving forward.

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SCHEDULE

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REGISTRATION FEES

STUDENT \$300	PRESENTER \$460	PROFESSIONAL \$495
GEORGIA PROFESSIONALS \$350	ONE-DAY RATE \$250	VIEW FEE COMPARISON >>

Fees Increase Dec. 7

REGISTER >

[VIEW PAYMENT & CANCELLATION POLICY](#)

SCHEDULE

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LOCATION

INTERCONTINENTAL BUCKHEAD

3315 Peachtree Rd. NE, Atlanta, Georgia 30326

The Intercontinental Buckhead Atlanta is within easy walking distance to a variety of shops, restaurants, and the MARTA Buckhead Station.

We've contracted with the conference hotel to provide rooms at \$199 per night. Please note that our conference room block always fills to capacity; we encourage you to book your room as soon as possible.

INTERCONTINENTAL

SCHEDULE

PARTNERS & SPONSORS





**BECOME A
CONFERENCE SPONSOR**

MORE INFO

SCHEDULE

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#NISTS2020

Join the Transfer Conversation

Name

Jimenez, Guadalupe

From: Emily Kittrell [REDACTED]
Sent: Tuesday, October 01, 2019 10:04 AM
To: Jimenez, Guadalupe
Subject: NISTS 2020 - Session Proposal Notification (Poster Offer)

Importance: High

EXTERNAL SENDER- Exercise caution with requests, links, and attachments.

Dear Guadalupe,

On behalf of the National Institute for the Study of Transfer Students, thank you for submitting a concurrent session proposal for the NISTS 2020 conference in Atlanta, Georgia. We reviewed your proposal and believe your information would best be shared in a **poster** format. It's clear you have important transfer knowledge to share, and we hope you'll accept this invitation.

Please note that all poster presenters qualify for the "Presenter" conference registration rate. If you'd like to accept this offer, **you must confirm your participation in NISTS 2020 using this [Presenter Confirmation Form](#) by Wednesday, October 9th.**

Before submitting your response, please carefully review the information below for accuracy. In particular, it is your responsibility to ensure that your title and description clearly and succinctly describe your poster's basic premise and key takeaways. If you need to change any of your session details, you may submit corrections on the presenter confirmation form.

As this session's designated lead presenter, you are the primary contact for this and all future NISTS 2020 communications. Although you encouraged to share this information with your co-presenters, only one person should complete the Presenter Confirmation Form.

Session ID:

1527

Session Title:

CREATING A TRANSFER CULTURE THROUGH THE DEVELOPMENT OF A TRANSFER STUDENT CLUB

Session Description:

In the United States, approximately fourteen percent of students in community colleges transfer to four year universities and earn a bachelor's degree within six years. This presentation is intended for anyone interested on creating a transfer student club on campus that can serve the transfer function of the community college. Participants will learn how to create a transfer culture at their campuses through student involvement.

Lead Presenter:

Guadalupe De La Cruz
Transfer Specialist
Mt. San Antonio College

Co-Presenter(s):

Martin Gonzalez (mgonzalez291@mtsac.edu), Mt. San Antonio College, Transfer Specialist

NISTS 2020 will be held February 5-7, 2020 in Atlanta, Georgia. All posters will be exhibited on 4' x 8' display boards during the Opening Reception and Poster Session on Wednesday, February 5th from 5-7 pm. Detailed display information and guidelines will be emailed 4-6 weeks prior to the conference.

In the meantime, you can prepare for the conference by completing the following steps:

1. **Register:** Once you accept the poster presentation offer, you will be eligible for the "Presenter" conference registration fee. If you have not done so already, you may reserve your seat using the [NISTS 2020 conference registration website](#).
2. **Secure Lodging:** This year's conference will be held at the Intercontinental Buckhead. Our room block *always* fills to capacity, so you might want to book your room soon. Be sure to use the [NISTS hotel room reservation link](#) in order to get our special discounted rate of \$199 per night.
3. **Get excited!** If you aren't familiar with the NISTS annual conference, I invite you to spend some time exploring our [conference website](#), which includes details about pre-conference workshops, concurrent sessions, and keynote speakers. More information will be added as it becomes available.

Again, it is my sincere pleasure to invite you to join the NISTS 2020 poster session lineup. Please don't hesitate to let me know if you have any questions or concerns.

[Presenter Confirmation Form](#)

Submission Deadline: Wednesday, October 9th

Kind regards,

Emily Kittrell
Assistant Director

National Institute for the Study of Transfer Students (NISTS)
University of North Georgia