

**From:** [Delgado, Robert](#)  
**To:** [Duldulao, Abigail](#); [Simone, Adrianna](#); [Suico, Alexander](#); [Stone, Bethann](#); [McCarthy, Briana](#); [Wood, Catt](#); [West, Brittney](#); [Sanchez, Eric](#); [Schall, John](#); [Litowitz, Lindsay](#); [Baez, Margarita](#)  
**Cc:** [Armendariz, Rosa](#); [LMC Equity & Inclusion](#)  
**Subject:** Welcome to the NCORE 2024 Team!  
**Date:** Tuesday, December 19, 2023 1:52:44 PM  
**Attachments:** [image001.png](#)

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## **Congratulations you are the 2024 NCORE team!**

The IDEA and PDAC committees have reviewed your application and recommended your participation to join the LMC team that will be attending NCORE 2024. As individuals attending through this group equity grant, by your submission of registration (see instructions below) you agree to the following.

The purpose of this College investment is to bring a cross functional team of practitioners to NCORE to bring back:

- 1) ideas, materials, and innovations for our equity practice,
- 2) to provide insight on programs and speakers we should bring to LMC
- 3) advise and/or participate in the development of equity centered events in collaboration with the Office of Equity & inclusion.

The Office of Equity & Inclusion will register each attendee and arrange payment under one invoice for the college. In order to do so, please complete the [LMC NCORE Pre-Registration Form](#) by Wednesday, January 17<sup>th</sup>, 2024.

Please note, the information provided will only be used to register for NCORE.

### **Hotel**

Participants will be staying at the [Courtyard Waikiki Beach hotel](#). The college is covering room and taxes, however individuals will be responsible for any hotel incidentals. The hotel will place a security deposit on individual credit cards/debit cards, this amount will be returned to your card 3-5 business days (depending on your bank) after check-out. Please note: the college will **not** reimburse incidental charges (i.e., room service). Only room and room tax will be paid by the college.

### **Transportation**

Information is provided on the LMC NCORE pre-registration form.

**Reminders:**

- All expenditures must align with business office and [district policies and procedures](#).
- Expense Claims must be submitted within 5 days of your return to Office of Equity & Inclusion for processing.
- Meals will only be reimbursed if the conference does not provide (see meal reimbursement limits)
  - Meals Allowance:
    - With receipt: Breakfast - \$10 / Lunch - \$17.50 / Dinner \$35.00
    - Without receipt: Breakfast – \$7.50 / Lunch – \$12.50 / Dinner \$20.00
    - No reimbursement will be made for meals included as part of a conference fee or for alcoholic beverages.
- ALL receipts must be attached to Expense Claim
- Request for Leave copy must be attached to Expense Claim
- Conference agenda must be attached to Expense Claim
- No compensation for any conference time outside of work schedule
- Check with the airline you are using for carryon sizes/measurements (no reimbursement for checked luggage)
- You will be reimburse for transportation costs such as metro/ uber/lyft expenses **to and from** the conference daily. All other transportation is yours to cover.

Please let me know if you have any questions.

**Congratulations!**

First Name	Last Name
Abigail	Duldulao
Adrianna	Simone
Alexander	Suico
BethAnn	Stone
Briana	McCarthy
Brittney	West
Catt	Wood
Eric	Sanchez
John	Schall
Lindsay	Litowitz
Margarita	Baez

If you have any questions, please email [equity@losmedanos.edu](mailto:equity@losmedanos.edu)



Robert Delgado  
*Sr. Program Coordinator*  
**Office of Equity & Inclusion**

