# Memorandum

**To:** Denise Whittaker, Interim Superintendent/President

**Board of Trustees**

**From:** Hortensia Rivera, DSPS Coordinator/TRIO Director

**Date:** 3/4/2013

**Re:** UNLV TRIO Training Institute, Las Vegas, Nevada.

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The TRIO training held in Las Vegas, Nevada had a process of 4 steps to complete application admissions. Below is the chronology of what transpired.

12/10/2012 – Received email regarding TRIO training.

12/10/2012 – Applied for TRIO training.

12/11/2012 – Received email regarding completing of Step 1 for TRIO training.

12/11/2012 –Began application status for step 2, and step 3.Faxed completed forms as requested.

01/15/2013-Received email from TRIO regarding special room accommodations, asked for elaboration of my accommodations.

01/15/2013 –Received email to contact Toni Goldsmith, The Riviera's Convention Housing and Special Services Manager.

01/15/2013-Emailed Toni Goldsmith regarding special accommodations (Dialysis).

02/12/2013. Received confirmation from TRIO training acceptance to Priority 4 seminar. Step 4 completed.

02/18/2013- Absence from campus and travel request documents submitted to Vicky Lujano, Executive Secretary, V.P. of Student Services.

Hortensia Rivera 3/4/2013
Hortensia Rivera

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