From:	Blandon, Ruth
To:	Mestman, Laraine S
Cc:	Lam, Ming-huei
Subject:	Fw: ELAC PTK students
Date:	Thursday, January 9, 2025 10:43:20 PM

Ruth Blandón, Ph.D.
Honors Program, Director
English Department, Professor
East Los Angeles College

From: Asia Walker <asia.walker@ptk.org>
Sent: Monday, March 25, 2024 2:47 PM
To: Blandon, Ruth <BLANDOR@ELAC.EDU>; Myriam Moody - Work <mmoody@swccd.edu>
Cc: Mannone, Diane R <MANNONDR@ELAC.EDU>; Lam, Ming-huei <LAMM2@ELAC.EDU>; Gleason, Raeanna L <GLEASORL@ELAC.EDU>; De los Rios, Katya <DELOSRK@ELAC.EDU>
Subject: RE: ELAC PTK students

Hi Ruth,

Thank you so much for reaching out! Times are a bit crazy here at HQ, but I dare not complain, as I know it will all be worth it in the end!

You can upload your new eligible students list through the dashboard. If you run into any issues, I am happy to set up a Zoom so we can take a look. There are also video tutorials available with step-by-step instructions for uploading and other processes in the dashboard. These can be found at https://connect.ptk.org/content/advisor/dashboard.

Our system does a pretty good job at flagging existing members by name and email address or name and mailing address. If the member has changed their email address and their mailing address, a new invitation may be sent. We encourage members **not** to pay and join again when this happens.

If a student's invitation expires, please check that they are still attending the college and continue to meet the GPA requirements. They can be added during the upload or individually by clicking "add student" from the orange menu options above the eligible student roster.

I hope this helps! Please let me know if you have any additional questions or concerns.

Best wishes,

Ready to launch? Find out more!

Asia Walker (she/her)
Engagement Consultant-Division IV
Phi Theta Kappa Honor Society
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From: Blandon, Ruth <BLANDOR@ELAC.EDU>
Sent: Friday, March 22, 2024 2:09 PM
To: Asia Walker <asia.walker@ptk.org>; Myriam Moody - Work <mmoody@swccd.edu>
Cc: Mannone, Diane R <MANNONDR@ELAC.EDU>; Lam, Ming-huei <LAMM2@ELAC.EDU>; Gleason, Raeanna L <GLEASORL@ELAC.EDU>; De los Rios, Katya <DELOSRK@ELAC.EDU>
Subject: Re: ELAC PTK students

Hi Asia,

I hope you are enjoying this beautiful Friday, but I imagine you are busy with the conference, which I'm very excited to attend.

Speaking of excitement, I'm attaching a spreadsheet with 1941 of our PTK-eligible students (both Honors and non-Honors). We are very proud of them, and so many are expressing excited anticipation about their invitation to join PTK.

If I'm supposed to upload this list, please let me know, since this is still new to me, but I do have a question before I undertake this task:

- If it turns out that there are names on the current list that duplicate the names that have been uploaded before, will the system recognize this as duplication? Or will this trigger a whole other membership number and confusion?

- Some students let their invitation codes expire but now want to join. Am I privy to those names on the PTK site? Would I resubmit those names, or is there a way to resend from your end?

Thank you so much for your help. I know how busy you are, so please let me know if you'd like me to upload the spreadsheet.

Cheers!

Ruth Blandón, Ph.D.
Honors Program, Director
English Department, Professor
East Los Angeles College

From: Asia Walker <asia.walker@ptk.org>
Sent: Friday, February 9, 2024 12:57 PM
To: Blandon, Ruth <BLANDOR@ELAC.EDU>; Myriam Moody - Work <mmoody@swccd.edu>
Cc: Mannone, Diane R <MANNONDR@ELAC.EDU>; Lam, Ming-huei <LAMM2@ELAC.EDU>; Gleason, Raeanna L <GLEASORL@ELAC.EDU>
Subject: RE: ELAC PTK students

Happy Friday, Ruth!

Awesome news! I am so sorry I skipped over that part in my response! I am sure it was a glitch happening because I've had to refresh the page a few times this week while working in it. Our IT team is busy pulling reports from the activity and making sure all errors are resolved as quickly as possible.

Please do let us know if you notice anything that persists beyond refreshing or reopening the page and I can alert them.

Thanks and have an AWESOME weekend!

Ready to launch? Find out more!

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From: Blandon, Ruth <BLANDOR@ELAC.EDU>
Sent: Thursday, February 8, 2024 9:43 PM
To: Asia Walker <asia.walker@ptk.org>; Myriam Moody - Work <mmoody@swccd.edu>
Cc: Mannone, Diane R <MANNONDR@ELAC.EDU>; Lam, Ming-huei <LAMM2@ELAC.EDU>; Gleason, Raeanna L <GLEASORL@ELAC.EDU>
Subject: Re: ELAC PTK students

Thank you, Asia.

Will do. We were able to access the student roster after a couple of days. Perhaps new dashboard glitches, but I'm so glad it was all resolved.

Be well!

Ruth Blandón, Ph.D.
Honors Program, Director
English Department, Professor
East Los Angeles College

From: Asia Walker <asia.walker@ptk.org>
Sent: Thursday, February 8, 2024 2:22 PM
To: Blandon, Ruth <BLANDOR@ELAC.EDU>; Myriam Moody - Work <mmoody@swccd.edu>
Cc: Mannone, Diane R <MANNONDR@ELAC.EDU>; Lam, Ming-huei <LAMM2@ELAC.EDU>; Gleason, Raeanna L <GLEASORL@ELAC.EDU>
Subject: RE: ELAC PTK students

Good afternoon!

Welcome to PTK, Raeanna! We are so glad to have you supporting our members and students at East Los Angeles College!

Ruth, advisor updates (new or resigning) should be submitted to HQ in our Advisor Information Update Form (https://www.ptk.org/forms-advisor/) Please submit or have Raeanna submit an Advisor Information Update Form at your earliest convenience. I will follow up to ensure that the form is processed.

Thanks,

Ready to launch? Find out more!

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From: Blandon, Ruth <BLANDOR@ELAC.EDU>
Sent: Wednesday, February 7, 2024 12:58 AM
To: Asia Walker <asia.walker@ptk.org>; Myriam Moody - Work <mmoody@swccd.edu>
Cc: Mannone, Diane R <MANNONDR@ELAC.EDU>; Lam, Ming-huei <LAMM2@ELAC.EDU>; Gleason, Raeanna L <GLEASORL@ELAC.EDU>
Subject: Re: ELAC PTK students

Hi Asia,

I hope that 2024 finds you doing well. We are getting organized! In fact, I'd like to introduce you to our new co-advisor, Professor Raeanna Gleason, who is fantastic and is copied here. Hooray for Rae!

Our chapter is about to have its first meeting with our PTK students and I need to contact them. When I log into our PTK account, however, I see no roster at all, however. Is the system down? I'll try again tomorrow, but please let me know if there is something we need to do on our end.

Thanks so much!

Ruth Blandón, Ph.D.
Honors Program, Director
English Department, Professor
East Los Angeles College

From: Blandon, Ruth <BLANDOR@ELAC.EDU>
Sent: Thursday, October 12, 2023 2:32 PM
To: Asia Madison <asia.madison@ptk.org>; Myriam Moody - Work <mmoody@swccd.edu>

Cc: Mannone, Diane R <MANNONDR@ELAC.EDU>; Lam, Ming-huei <LAMM2@ELAC.EDU>
Subject: Re: ELAC PTK students

Thank you, thank you, thank you, Asia!

This is excellent news and we are so excited to finally be active again! Please let me check with Diane about her availability, whether she has additional questions, and we can try to Zoom next week. We can also wait until after the conference, as I suspect that many of our questions will be answered there.

Again, so grateful!

Be well,

Ruth Blandón, Ph.D.
Honors Program, Director
English Department, Professor
East Los Angeles College

From: Asia Madison <asia.madison@ptk.org>
Sent: Thursday, October 12, 2023 2:01 PM
To: Blandon, Ruth <BLANDOR@ELAC.EDU>; Myriam Moody - Work <mmoody@swccd.edu>
Cc: Mannone, Diane R <MANNONDR@ELAC.EDU>; Lam, Ming-huei <LAMM2@ELAC.EDU>
Subject: RE: ELAC PTK students

Hi Ruth,

Thank you so much for your email.

I was able to get the chapter fee updated to reflect $30 in our system, effective immediately.

I was also able to get all 1,727 of the new eligible students uploaded to the portal and those students should receive their first round of email invitations within the next 3-4 hours. These students can accept membership at the $100 rate until 12/31/23 by visiting https://join.ptk.org/ and entering their email address or personal passcode (sent in the invitation).

I do have some availability next week if you would still like to hop on Zoom with me to chat. Let me know what day and time works best for you.

Looking forward to connecting with you again soon,

Asia Madison (she/her)
Engagement Consultant-Division IV
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From: Blandon, Ruth <BLANDOR@ELAC.EDU>
Sent: Wednesday, October 11, 2023 3:41 PM
To: Asia Madison <asia.madison@ptk.org>; Myriam Moody - Work <mmoody@swccd.edu>
Cc: Mannone, Diane R <MANNONDR@ELAC.EDU>; Lam, Ming-huei <LAMM2@ELAC.EDU>
Subject: Re: ELAC PTK students

Hi Asia,

Yes, Just confirmed with our Dean as well. The total fee will be $100 with the breakdown being just as you described.

I'm attaching the list here with the information of a total of 1727 of our ELAC students. (HOORAY!) Please note that my tech deficiencies prevented me from erasing row #208 on the Excel spreadsheet, although I tried. That was the line dividing the Honors students from the non-Honors students. Sorry about that.

Happy to Zoom whenever you have a little bit of time.

Thanks so much!

Ruth Blandón, Ph.D.
Honors Program, Director
English Department, Professor
East Los Angeles College

From: Asia Madison <asia.madison@ptk.org>
Sent: Wednesday, October 11, 2023 12:54 PM
To: Blandon, Ruth <BLANDOR@ELAC.EDU>; Myriam Moody - Work <mmoody@swccd.edu>
Cc: Mannone, Diane R <MANNONDR@ELAC.EDU>; Lam, Ming-huei <LAMM2@ELAC.EDU>
Subject: RE: ELAC PTK students

Hello again,

I left off part of the response in the last message

Just to confirm, the current membership fee for students joining PTK through the Beta Nu Epsilon is $80 which includes:

- $60 International fee
- $10 NV/CA Regional fee
- $10 Beta Nu Epsilon Chapter fee

You all would like to change the **$10 Beta Nu Epsilon chapter fee to $30**, making the total $100? Please advise.

Thanks,

Asia Madison (she/her)
Membership Services Specialist-Division IV
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From: Blandon, Ruth <BLANDOR@ELAC.EDU>
Sent: Tuesday, October 10, 2023 6:42 PM
To: Myriam Moody - Work <mmoody@swccd.edu>; Asia Madison <asia.madison@ptk.org>
Cc: Mannone, Diane R <MANNONDR@ELAC.EDU>; Lam, Ming-huei <LAMM2@ELAC.EDU>
Subject: Re: ELAC PTK students

Hi Myriam and Asia,

Hope this email finds you well. We are ready! We have 1727 potential members to upload and we're ready to do so, but I've got a quick question: How do I edit and update our dues? We're moving from $80 to $100 and I am prompted to check our details before uploading.

Thanks so much, and we'll see you up north!

Ruth Blandón, Ph.D.
Honors Program, Director
English Department, Professor
East Los Angeles College

From: Myriam Moody <mmoody@swccd.edu>
Sent: Monday, September 25, 2023 8:38 PM
To: Blandon, Ruth <BLANDOR@ELAC.EDU>; asia.madison@ptk.org <asia.madison@ptk.org>
Cc: Mannone, Diane R <MANNONDR@ELAC.EDU>; Lam, Ming-huei <LAMM2@ELAC.EDU>
Subject: Re: ELAC PTK students

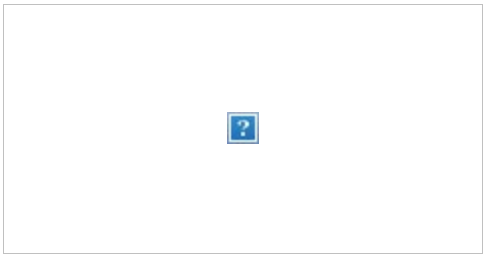
Hi Ruth,

Hope all is well. Such good news! No, please do not manually input every name. Hopefully the following information was sent in an excel spreadsheet:

first name
last name
cell phone number'
email address
street address
city
state
zip code

Now you are ready to upload the file:

Go to www.ptk.org



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click on the face in the upper right corner
scroll down to the box "Your Chapter"
Click on upload under eligible students
Follow the directions from there

Asia will be able to walk you through uploading this file into www.ptk.org in case you have any challenges. Hope this helps.

Thank you for all you do :)

Myriam S. Moody
Professor of Mathematics
Phi Theta Kappa Advisor
NV/CA Regional Coordinator

From: Blandon, Ruth <BLANDOR@ELAC.EDU>
Sent: Monday, September 25, 2023 2:40 PM
To: Myriam Moody <mmoody@swccd.edu>; asia.madison@ptk.org <asia.madison@ptk.org>
Cc: Mannone, Diane R <MANNONDR@ELAC.EDU>; Lam, Ming-huei <LAMM2@ELAC.EDU>
Subject: ELAC PTK students

!! External Email !! This email is from outside Southwestern College. Do not click any links or open attachments if you do not trust the sender!

Hi Myriam and Asia,

I hope this email finds you well. We are anxious to get our list of potential PTK students out to you, but we just want to verify the process. We have about 1400 students who should receive the invitation from PTK, but it will be difficult for just Diane and myself to input those names manually. I believe, Myriam, you mentioned that we could send an Excel sheet and that it could be uploaded? Is this correct? If not, please let us know how we can facilitate this process. So many of our students are anxious to join PTK.

We are also looking forward to seeing you at the conference in San Francisco. Hope to have our students on board by that time.

Thanks so much!

Ruth Blandón, Ph.D.
Honors Program, Director
English Department, Professor
East Los Angeles College