

Request for Classified Staff Development Funds and/or Travel

PAGE 1 OF 1

SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Sally Wong Date 2/18/2025

Department Welcome Center Email sswong@marin.edu

Title of Activity: 2025 Asian Pacific Americans in Higher Education (APAHE) National Conference

☐ Meeting ☒ Conference ☐ Workshop ☐ Credit class ☐ Noncredit class ☐ Webinar

Sponsored by: Asian and Pacific Americans in Higher Education (APAHE)

Location: Oakland Marriott City Center, Oakland, CA ☒ In person ☐ Online

Dates of Leave: From 4/10/25 to 4/11/25 ☒ All day or hours _____

Describe the job-related benefit of this activity: (Include a web link or attach promotional materials for the event.)
This conference is a unique and inclusive space for exploration of issues affecting Asian and Pacific Americans in higher education (students and staff). The sessions address best practices toward student success, career advancement, and advancing leadership in higher education.

After your event, you will be asked to complete a brief survey about the activity.

TITLE V FUNDING AUTHORIZED USES

Activities funded by Title 5 Staff Development Funds must be related to one of the following authorized uses. Please check all categories that apply.

- ☐ 1. Improvement of teaching
- ☒ 2. Maintenance of current academic and technical knowledge and skills
- ☒ 3. In-Service training for vocational education and employment preparation programs
- ☐ 4. Retraining to meet changing institutional needs.
- ☐ 5. Inter segmental exchange programs
- ☒ 6. Development of innovations in instructional and administrative techniques and program effectiveness.
- ☐ 7. Computer and technological proficiency programs.
- ☐ 8. Courses and training implementing affirmative action and upward mobility programs.
- ☒ 9. Other activities determined by the Board of Governors to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including but not necessarily limited to programs designed to develop self-esteem.

BUDGET INFORMATION

All items must be completed or the form will be returned.

Roundtrip transportation:

Car: 20.8 miles @ .70 /mile = \$ 14.56

Airfare: \$ _____

Other: Parking - 2 days \$ 102

Hotel: Your cost for _____ nights is \$ _____

Conference fee: \$ 600

Meals: \$ 25

Other Fees: \$ _____

Total travel cost: \$ 741.56


Amount to be paid from Staff

Development Funds: \$ 450.00

Difference to be paid from other funds \$ 291.56

Staff Development FOAP: 11100-51001-52000-675000

SIGNATURES

 Feb 18, 2025
Sally Wong (Feb 18, 2025 11:34 PST)

Employee's Signature Date

 Feb 18, 2025
Jon Horinek (Feb 18, 2025 11:36 PST)

Supervisor's Signature Date

Chair, Professional Learning Committee Date

Asst. VP of Instruction, Budget Manager Date