

# Request for Classified Staff Development Funds and/or Travel

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**SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT**

Name Jacqueline Cao Date 2/24/25

Department Educational Success Email jcao@mycom.marin.edu

Title of Activity: Asain Pacific Americans in Higher Education Conference

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

Sponsored by: Mt. San Antonio

Location: Oakland Merriott 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.)  
To build community with people from the same cultural/ethnic background as me and learn how to better support students from the Asian/Pacific Islander community.

[http://apahenational.org/?page\\_id=8872](http://apahenational.org/?page_id=8872)

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: 92 miles @ 0.70 /mile = \$ 64.40

Airfare: \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Hotel: Your cost for \_\_\_\_\_ nights is \$ \_\_\_\_\_

Conference fee: \$ 600.00

Meals: \$ \_\_\_\_\_

Other Fees: \$ \_\_\_\_\_

Total travel cost: \$ 664.40

Amount to be paid from Staff

Development Funds: \$ \$500.00

Difference to be paid from other funds \$ \$164.40

Staff Development FOAP: 11100-51001-52000-675000

**SIGNATURES**

Jacqueline Cao 2/24/25  
Employee's Signature Date

Lauren Servais  
Supervisor's Signature Date

\_\_\_\_\_  
Chair, Professional Learning Committee Date

\_\_\_\_\_  
Asst. VP of Instruction, Budget Manager Date