

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

Name Kathleen Antokhin Date 02/27/2025  
Department Career Education & Workforce Development Email kantokhin@marin.edu

Title of Activity: NCORE 2025 Conference

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

Sponsored by: COM Career Education, Strong Workforce Program

Location: New York City, NY ☒ In person ☐ Online

Dates of Leave: From 5/27 to 5/31 ☒ All day or hours regular business hours

Describe the job-related benefit of this activity: (Include a web link or attach promotional materials for the event.)

With my work in Career Education, workforce development, and equity-driven programs at COM—including coordination of the Early Childhood Education Apprenticeship Program and FIRE Foundry, management of Strong Workforce projects, and active participation in the CTEC and EPC governance committees—attending NCORE 2025 will provide valuable insights into equitable access, student success, and institutional change. Engaging with national experts and fellow institutions will enhance my efforts to identify and help remove barriers for underrepresented students, strengthen educational pathways, and advance meaningful workforce development strategies at COM.

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: \_\_\_\_\_ miles @ \_\_\_\_\_ /mile = \$ \_\_\_\_\_

Airfare: \$ 426.97

Other: uber/lyft \$ 100.00

Hotel: Your cost for 4 nights is \$ 1,948.72

Conference fee: \$ 670.5

Meals: \$ 300

Other Fees: \$ N/A

Total travel cost: \$ \$3,446.19

Amount to be paid from Staff

Development Funds: \$ max available

Difference to be paid from other funds \$ difference

Staff Development FOAP: 11100-51001-52000-675000

**SIGNATURES**

Kathleen Antokhin Feb 27, 2025  
Kathleen Antokhin (Feb 27, 2025 17:29 PST)

Employee's Signature Date

Alina Varona Feb 27, 2025  
Alina Varona (Feb 27, 2025 17:31 PST)

Supervisor's Signature Date

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

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







# Request\_Classified\_Staff\_Fund\_KA

Final Audit Report

2025-02-28

Created:	2025-02-28
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