

SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Mengqi (Grace) Yuan Date 03-03-2025

Department OIM Email meyuan@marin.edu

Title of Activity: APAHE National Conference 2025

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

Sponsored by: APAHE

Location: Oakland Marriot City Center ☒ In person ☐ Online

Dates of Leave: From 4/11/25 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.)

Meet and connect with educators and leaders in higher education; learn from keynote speakers and workshops about the latest trends and best practices; discover new challenges and opportunities in higher education, including technology and support and services for students.

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: 46 miles @ 0.70 /mile = \$ 32.20

Airfare: \$ _____

Other: Parking and toll \$ 59.25

Hotel: Your cost for _____ nights is \$ _____

Conference fee: \$ 400.00

Meals: \$ _____

Other Fees: \$ _____

Total travel cost: \$ 491.45

Amount to be paid from Staff

Development Funds: \$ _____

Difference to be paid from other funds \$ 491.45

Staff Development FOAP: 11100-51001-52000-675000

SIGNATURES

Mengqi Yuan

3/3/25

Employee's Signature

Date

Cari Torres

3.3.2025

Supervisor's Signature

Date

Chair, Professional Learning Committee Date

Asst. VP of Instruction, Budget Manager Date