

## SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Hugo Guillen Date 09/08/2025

Department EOPS Email hguillen@marin.edu

Title of Activity: Supporting Undocumented Students' College & Career Equity: Strategies for Success (SUCCESS) Convening

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

Sponsored by: Presidents' Alliance on Higher Education and Immigration

Location: Chicago, IL ☒ In person ☐ Online

Dates of Leave: From 9/10/25 to 9/12/25 ☒ All day or hours \_\_\_\_\_

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

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 = \$ \_\_\_\_\_ 0

Airfare: \$ \_\_\_\_\_ 664.97

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

Hotel: Your cost for 3 nights is \$ \_\_\_\_\_ 806.54

Conference fee: \$ \_\_\_\_\_ 280

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

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

Total travel cost: \$ \_\_\_\_\_ 1751.51

Amount to be paid from Staff

Development Funds: \$ 500

Difference to be paid from other funds \$ 1251.51

Staff Development FOAP: 11100-51001-52000-675000

## SIGNATURES

  
Hugo Guillen (Sep 8, 2025 17:08:02 PDT) Sep 8, 2025

Employee's Signature Date

  
Sep 8, 2025

Supervisor's Signature Date

Chair, Professional Learning Committee Date

Asst. VP of Instruction, Budget Manager Date