

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

Name Tessa Kaplan Date 9/13/24

Department Human Resources Email tkaplan@marin.edu

Title of Activity: 2024 ACHRO/EEO Fall Training Institute

Meeting  Conference  Workshop  Credit class  Noncredit class  Webinar

Sponsored by: Association of Chief Human Resource Officers/Equal Employment Officers

Location: DoubleTree by Hilton Sonoma Wine Country (One Doubletree, Rohnert Park, CA 94928)  In person  Online

Dates of Leave: From 10/22/24 to 10/25/24  All day or hours \_\_\_\_\_

Describe the job-related benefit of this activity: (Include a web link or attach promotional materials for the event.)  
Final installment of training and workshops for ACHRO's Administration Academy. Professional development and potential career advancement in the California Community Colleges. The HR Administration Academy is an opportunity to build a network of colleagues across the state, learn from experienced HR and legal professionals working in and with California community colleges, and an investment in career growth. <https://achroeeo.com/events/leadership-academy/>  
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: 50 miles @ 0.67 /mile = \$ 33.37  
Airfare: \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_  
Hotel: Your cost for 3 nights is \$ 576.02  
Conference fee: \$ \_\_\_\_\_  
Meals: \$ \_\_\_\_\_  
Other Fees: \$ \_\_\_\_\_  
Total travel cost: \$ 609.39  
Amount to be paid from Staff  
Development Funds: \$ 500.00  
Difference to be paid from other funds \$ 109.39

Staff Development FOAP: 11100-51001-52000-675000

**SIGNATURES**

 9/13/2024  
Employee's Signature Date

 9/13/2024  
Supervisor's Signature Date

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

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