

SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Alyssa Graff Date 10/03/2024

Department PRIE Email ahumphreys@marin.edu

Title of Activity: 4CPD Conference

Meeting Conference Workshop Credit class Noncredit class Webinar

Sponsored by: California Community College Council for Professional Development

Location: Claremont Doubletree in Claremont CA In person Online

Dates of Leave: From 10/9/24 to 10/11/24 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: 58 miles @ .67 /mile = \$ 38.86

Airfare: \$ 232

Other: Ride to/from hotel \$ 50

Hotel: Your cost for 3 nights is \$ 477

Conference fee: \$ 745

Meals: \$ 50

Other Fees: \$ _____

Total travel cost: \$ 1,115.86

Amount to be paid from Staff

Development Funds: \$ 500

Difference to be paid from other funds \$ 615.86

Staff Development FOAP: 11100-51001-52000-675000

SIGNATURES

Alyssa Graff 10/03/2024
Alyssa Graff (Oct 3, 2024 10:17 PDT)

Employee's Signature Date

Holley Shafer 10/03/24

Supervisor's Signature Date

Chair, Professional Learning Committee Date

Asst. VP of Instruction, Budget Manager Date