

## SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Robert Matthew Northman Date 02/05/2024

Department Enrollment Services Email MNorthman@marin.edu

Title of Activity: CCCSFAAA Annual Training Conference: <https://www.cccsfaaa.org/Conference>

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

Sponsored by: CCCSFAAA - California Community Colleges Student Financial Aid Administrators Association

Location: Palm Springs, CA - Margaritaville Resort Palm Springs ☒ In person ☐ Online

Dates of Leave: From 3/4/24 to 3/7/24 ☒ All day or hours \_\_\_\_\_

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

As an Enrollment Services Associate II, I am responsible for understanding Federal and State financial aid regulations and applying those regulations when reviewing student files at COM for financial aid eligibility. The Annual CCCSFAAA conference provides valuable training and regulation updates for financial aid administrators that are crucial for determining aid eligibility for our 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: 56 miles @ .67 /mile = \$ 37.52

Airfare: \$ 268.20

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

Hotel: Your cost for 3 nights is \$ 762.00

Conference fee: \$ 600.00

Meals: \$ 110.00

Other Fees: \$ 79.00

Total travel cost: \$ 1856.72


Amount to be paid from Staff

Development Funds: \$ 500

Difference to be paid from other funds \$ 1356.72

Staff Development FOAP: 11100-51001-52000-601000

## SIGNATURES

 02/05/2024

Employee's Signature Date

 Feb 5, 2024

Supervisor's Signature Date

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

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






# MNorthman\_Req\_Staff\_Funds\_F

Final Audit Report

2024-02-05

Created:	2024-02-05
By:	Matthew Northman (mnorthman@marin.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqs4yRwTo_kvrcmRNDeOOdoAqLbREHkgv

## "MNorthman\_Req\_Staff\_Funds\_F" History

-  Document created by Matthew Northman (mnorthman@marin.edu)  
2024-02-05 - 9:47:08 PM GMT
-  Document emailed to Jon Horinek (jhorinek@marin.edu) for signature  
2024-02-05 - 9:50:30 PM GMT
-  Email viewed by Jon Horinek (jhorinek@marin.edu)  
2024-02-05 - 9:56:28 PM GMT
-  Document e-signed by Jon Horinek (jhorinek@marin.edu)  
Signature Date: 2024-02-05 - 9:56:38 PM GMT - Time Source: server
-  Agreement completed.  
2024-02-05 - 9:56:38 PM GMT