

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

Name Jesse Klein Date 4/19/2024

Department Office of the President Email jklein@marin.edu

Title of Activity: Executive Assistant Legal Issues Workshop

Meeting     Conference     Workshop     Credit class     Noncredit class     Webinar

Sponsored by: CCLC

Location: La Jolla, CA     In person     Online

Dates of Leave: From 4/30/24 to 5/1/24     All day or hours \_\_\_\_\_

Describe the job-related benefit of this activity: (Include a web link or attach promotional materials for the event.)  
Various presentations about the Brown Act; legislative updates concerning community colleges policy and procedures; California Public Records Act requests procedures; Board and public meetings regulations are covered. Understanding these topics and connecting with other Executive Assts. in the CCC system are incredibly helpful in what I do to support our Exec. Team & Trustees.

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: 60 miles @ .67 /mile = \$ 40.2

Airfare: \$ 196.20

Other: airport parking \$ 144

Hotel: Your cost for 3 nights is \$ 747

Conference fee: \$ 475

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

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

Total travel cost: \$ 1602.4

Amount to be paid from Staff

Development Funds: \$ 500

Difference to be paid from other funds \$ 1102.4

Staff Development FOAP: 11100-51001-52000-601000

**SIGNATURES**

Jesse Klein 4/23/24

Employee's Signature Date

Jesse Klein  
Jesse Klein Email: jklein@marin.edu 25, 2024 12:57 PDT

Supervisor's Signature Date

\* [Click here to sign](#)

Chair, Professional Learning Committee Date

Asst. VP of Instruction, Budget Manager Date