

SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Chanel Brock-Montalbano Date 4/8/2025

Department EOPS Email cbrockmontalbano@marin.edu

Title of Activity: NCORE Conference 2025 (National Conference on Race and Ethnicity in American Higher Education)

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

Sponsored by: NCORE

Location: New York, New York ☒ In person ☐ Online

Dates of Leave: From 5/26 to 5/31 ☒ All day or hours All Day

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

NCORE is the leading forum for higher education professionals to explore and address the complexities of human differences and their profound impacts on access, opportunity, and success. Through dynamic sessions, collaborative discussions, and actionable strategies, NCORE equips participants to navigate these differences, create welcoming environments, and expand opportunities for individuals from all backgrounds to thrive in academic settings. <https://ncore.ou.edu/NCORE-2025>

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 = \$ 0.00

Airfare: \$ 636.00

Other: _____ \$ _____

Hotel: Your cost for 5 nights is \$ 1,395.00

Conference fee: \$ 745.00

Meals: \$ 375.00

Other Fees: \$ _____

Total travel cost: \$ 3,151.00

Amount to be paid from Staff

Development Funds: \$ 500.00

Difference to be paid from other funds \$ 2,651.00

Staff Development FOAP: 11100-51001-52000-675000

SIGNATURES

[Signature] 4/8/2025
Employee's Signature Date

[Signature] 4/8/25
Supervisor's Signature Date

Chair, Professional Learning Committee Date

Asst. VP of Instruction, Budget Manager Date