COLLEGE OF MARIN

Request for Classified Staff Development Funds and/or Travel

SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Lupita Mercado Date October 12, 2026

Department Outreach Email mmercadotrujillo@marin.edu

Title of Activity: Colegas Conference

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

Sponsored by: _____

Location: Hyatt Regency Los Angeles International Airport ■ ■ In person ☐ Online

Dates of Leave: From Nov 4 to Nov 6 ☐ All day or hours _____

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

This conference offers a valuable opportunity to connect with faculty, trustees, administrators, and fellow classified professionals throughout the California Community College system. Participating in these discussions and learning experiences will help me expand my knowledge, strengthen my professional competencies, and support my continued growth within higher education.

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
Airfare:	$	
Other: _____	$	
Hotel: Your cost for 3 nights is	$	565
Conference fee:	$	950
Meals:	$	100
Other Fees:	$	120
Total travel cost:	$	0
Amount to be paid from Staff Development Funds:	$	
Difference to be paid from other funds	$	0

Staff Development FOAP: 11100-51001-52000-675000

SIGNATURES

Lupita Mercado Trujillo (Oct 12, 2026 10:38:22 PDT) Oct 12, 2026

Employee's Signature Date

Oct 12, 2026

Supervisor's Signature Date

Chair, Professional Learning Committee Date

Asst. VP of Instruction, Budget Manager Date