

# Request for Classified Staff Development Funds and/or Travel

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## SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Lilyana B. Huijon Date 05/30/23

Department Outreach Email libarajas@marin.edu

Title of Activity: CSU 2023 Counselor Conference

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

Sponsored by: The California State University

Location: Hyatt Regency San Francisco Airport, 1333 Bayshore Hwy Burlingame, CA 94010 ☒ In person ☐ Online

Dates of Leave: From Sep. 27 to Sep. 27 ☐ All day or hours 8:00 a.m. - 12:00 p.m.

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

The High School & Community College Counselor Conference is designed exclusively for high school and community college counselors, educators, and community-based organizations. This is a unique opportunity to connect with the CSU and meet with representatives from the 23 universities. Attendees will learn about admission and financial aid updates, the new Transfer Success Pathway and Transfer Planner and other student success offerings.

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: 36 miles @ 0.66 /mile = \$ 23.45

Airfare: \$ \_\_\_\_\_

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

Hotel: Your cost for \_\_\_\_\_ nights is \$ \_\_\_\_\_

Conference fee: \$ 115.00

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

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

Total travel cost: \$ 138.45

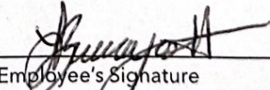
Amount to be paid from Staff

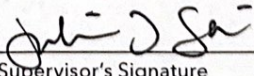
Development Funds: \$ \_\_\_\_\_

Difference to be paid from other funds \$ 138.45

Staff Development FOAP: 11100-51001-52000-601000

## SIGNATURES

 05/30/23  
Employee's Signature Date

 5/30/23  
Supervisor's Signature Date

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

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