

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

Name Mary Kesler Date 8/22/24

Department PRIE/Professional Learning Email mkesler@marin.edu

Title of Activity: 4CSD Annual Conference 2024

Meeting  Conference  Workshop  Credit class  Noncredit class  Webinar

Sponsored by: 4CPD: California Community College Council for Professional Development

Location: Claremont Doubletree Hotel in Claremont, CA  In person  Online

Dates of Leave: From 10/9 to 10/11/24  All day or hours \_\_\_\_\_

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

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: 58 miles @ .67 /mile = \$ 38.86

Airfare: \$ 232.00

Other: Uber to/from hotel \$ 50

Hotel: Your cost for 3 nights is \$ 477

Conference fee: \$ 745

Meals: \$ 50

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

Total travel cost: \$ 1,115.86

Amount to be paid from Staff

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

Difference to be paid from other funds \$ \_\_\_\_\_

Staff Development FOAP: 11100-51001-52000-675000

**SIGNATURES**

Mary Kesler Aug 22, 2024  
Mary Kesler (Aug 22, 2024 13:48 PDT)

Employee's Signature Date

Holley Shafer Aug 22, 2024

Supervisor's Signature Date

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Chair, Professional Learning Committee Date

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Asst. VP of Instruction, Budget Manager Date