

SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Mike Klein Date 7/28/24

Department College Services Email mklein@marin.edu

Title of Activity: Building Operator Certification Webinar

Meeting Conference Workshop Credit class Noncredit class Webinar

Sponsored by: Northwest Energy Efficiency Council

Location: Zoom In person Online

Dates of Leave: From 11/5/24 to 11/7/24 All day or hours 8am - Noon

Describe the job-related benefit of this activity: (Include a web link or attach promotional materials for the event.)
I will be able to monitor, maintain, and troubleshoot building systems such as HVAC, lighting and electrical.

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: \$ _____

Other: _____ \$ _____

Hotel: Your cost for _____ nights is \$ _____

Conference fee: \$ _____ 1,250.00

Meals: \$ _____

Other Fees: \$ _____

Total travel cost: \$ _____ 1,250.00

Amount to be paid from Staff

Development Funds: \$ _____ 500.00

Difference to be paid from other funds \$ _____ 750.00

Staff Development FOAP: 11100-51001-52000-675000

SIGNATURES

Mike Klein 7/28/24
Employee's Signature Date

Nicole Cruz
Supervisor's Signature Date

* Click here to sign
Chair, Professional Learning Committee Date

Asst. VP of Instruction, Budget Manager Date