

***Travel Authorization T- 6**
Date: December 14, 2009

TO: Board of Trustees
FROM: Superintendent
SUBJECT: Travel Authorization

It is recommended that those individuals listed on the attached Travel Authorization Report be authorized to attend conferences and/or conventions designated for discussion or observation of college matters, or otherwise perform services for the College District at the locations shown without loss of salary for the number of days indicated with payment of expenses in accordance with Board rules, except as shown. Advance payment of conference registration is authorized. The appropriate vice president approves trips utilizing District vehicles and not requiring reimbursement. Substitutes are authorized where necessary. Detailed information relating to this report is on file in the Office of Business Services.

All transactions listed in this report are in accordance with established policies and expenditures are within appropriations.



Deborah Wallace

Vice President Business Services

TRAVEL AUTHORIZATION – ESTIMATED EXPENSES						
Date: December 14, 2009						
Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
10-20-09, Yuliana Sandoval and Alejandra Jimenez, Cash for College, Los Angeles. Financial Aid travel.	64.99					64.99
10-22-09, Melissa Juaregue and Laura Snow, MIS training, Anaheim, CA. Academic Affairs travel.	91.67		12.00			103.67
10-23-09, Suzanne Malek, Sirsi Dynix user group, Cerritos College. Dept. travel.	77.60					77.60
10-25-09 – 10-28-09, Sherrie Padilla, CCCSFAAA meeting, Lake Tahoe, NV. Chancellor's Office.	0					0
10-26-09 – 10-30-09, D. Moyer, F. Brewer, K. Janiszewski, CACS annual meeting, Las Vegas, NV. Bookstore.	625.00	955.00	360.00	837.00		2777.00
10-27-09, Joseph Owens, HVAC tech. expo, Minneappolis, MN. Perkins grant.	389.20	800.00	120.00	360.00		1669.20
10-27-09 – 10-28-09, Bridget Razo, NCCCF board meeting and symposium, Manhattan Beach. Foundation.	72.75	132.22				204.97
10-27-09 – 11-1-09, Dorothy Williams, college reading and learning conference, Richmond, VA.	0					0
10-28-09, Roslyn Haley, matriculation training, Sacramento. Chancellor's office.		95.58				95.58
10-28-09, Patricia Marquez, matriculation training, Sacramento. Chancellor's office.		95.58				95.58

Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
10-28-09, S. Rogers, B. Razo, L. Barber, NCCCCF symposium, Manhattan Beach. Foundation.	69.35	267.13				336.48
10-28-09 – 11-1-09, Magdalena Caproiu, CRLA, Richmond, VA. Perkins grant.	450.00	500.00	96.00	320.00		1400.00
10-29-09, Teri Johnson and Susan Weitz, bulk mail class, Van Nuys post office.	District vehicle					0
10-29-09 – 10-30-09, Anne Rees, basic skills workshop, Burbank, CA. Basic Skills.	86.20		12.00			98.20
10-29-09 – 10-30-09, Santi Tafarella, basic skills workshop, Burbank, CA. Basic Skills.	86.20		12.00			98.20
10-29-09 – 10-30-09, Nabeel Atique, basic skills workshop, Burbank, CA. Basic Skills.	86.20		12.00			98.20
10-29-09 – 10-30-09, Leyla Barber, NCCCCF symposium, Manhattan Beach. Foundation.	39.18					39.18
10-30-09, Cheryl Elsmore and Agnes Jose-Eguaras, , basic skills workshop, Burbank, CA. Basic Skills.	90.69					90.69
11-4-09, M. Hancock, H. Rocha, L. Lucero, disabilities presentation, East Side High School, Lancaster.	0					0
11-4-09, 11-18-09 and 12/2/09, Charlotte Forte-Parnell, 2 nd Life orientation, College of the Canyons.	0					0
11-05-09, Tim Sturm, NACE congress, Las Vegas, NV.	0					0
11-6-09, Rosa Hall, Region 9 meeting, Riverside, CA.	0					0
11-6-09, Leslie Uhazy and Michael Dutton, CA Coalition of Early High College High School, L.A. Harbor College. SOAR grant.			24.00			24.00

Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
11-6-09, Jill Zimmerman, CA Coalition of Early High College High School, L.A. Harbor College. SOAR grant.	86.33		24.00			110.33
11-6-09, Bridget Razo, building fundraising board, Japanese American Culture Center, Los Angeles.	0					0
11-10-09, Chris Clement and Mike Wilmes, VMware forum, Garden Grove. Dept. travel.	94.96					94.96
11-11-09 – 11-12-09, Karen Cowell, Nursing Advisory Committee meeting, Sacramento. Chancellor's Office.	0					0
11-13-09, Anne Rees, reading apprenticeship meeting, Moorpark College. Basic Skills.	72.75		6.00			78.75
11-13-09, Agnes Jose-Eguaras, reading apprenticeship meeting, Moorpark College. Basic Skills.	48.50					48.50
11-13-09, Rosa Hall and Roslyn Haley, basic skills, Pierce College.	0					0
11-16-09, Tom O'Neil, tech. prep. core team meeting, Santa Barbara.	0					0
11-18-09 – 11-21-09, Sharon Lowry, CCLC annual conference, Burlingame, CA. VP travel.	350.17	447.00	72.00	440.00		1309.17
11-18-09, Raymond Miller, 2009 AALRR conference, Cerritos.	0					0
11-18-09, Agnes Jose-Eguaras, basic skills site visit, Pierce College. Basic Skills.	36.86					36.86

Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
11-18-09, Arlette, SB70 grant meeting, Victor Valley College. SB70 grant.	62.57		6.00			68.57
11-18-09 – 11-19-09, Sherrie Padilla, student aid committee meeting, Sacramento. CCCSFAAA.	0					0
11-18-09 – 11-20-09, Ted Younglove, CCLC conference, San Francisco. Dept. travel.	384.20	150.00	24.00			559.20
11-18-09 – 11-21-09, Carol Eastin, CCLC annual conference, Burlingame. Academic Senate travel.	237.00	500.00		475.00		1212.00
11-19-09, Erin Hitchman, Franklin Covey seminar, Pasadena. Dept. travel. (Rescheduled)	74.95		5.00	232.70		312.66
11-19-09, Agnes Jose-Eguaras, basic skills site visit, Pasadena City College. Basic Skills.	46.08					46.08
11-19-09, Roslyn Haley, BEST collaborative event, Lady of Angels Cathedral, Los Angeles.	0					0
11-20-09, Tom O'Neil, green conference, Oxnard. Dept. travel.	46.08		12.00			58.08
11-20-09, R. Miller, D. Owens, P. Soos, M. Maher, observe water treatment system, Victorville College. Dept. travel.	60.45					60.45
11-20-09, Jane Cwayna, Foothill Conference volleyball coach meeting, Chaffey College.	0					0

Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
11-20-09, Cathy Overdorf, observation of practicum students, Rosamond and Boron.	0					0
11-20-09, Wendy Rider, SCWCA conference, UC Irvine. Basic Skills.	111.55		6.00			117.55
11-20-09, Cynthia Kincaid, Region 6 meeting, Santa Barbara City College.	0					0
11-24-09, L. Burns, J. Carcano, J. Jones, meeting with Vantage consultant, El Segundo.	0					0
12-4-09, Karen Cowell, CA deans and directors meeting, Riverside. Perkins grant.	78.57					78.57
12-04-09, Pamela Ford and Amber Dwinell, CFT stake council meeting, Oakland, CA.	0					0
12-10-09, Ray Miller, green CA school summit and expo, Pasadena, CA.	District vehicle					0
12-11-09 – 12-14-09, Kim Carlson, CASFAA annual conference, San Jose, CA. BFAP travel.	337.20	468.71	96.00	350.00		1251.91
12-11-09 – 12-14-09, Sheri LaJoie, CASFAA annual conference, San Jose, CA. BFAP travel.	337.20	468.71	96.00	350.00		1251.91
12-14-09, D. McIntosh, D. Moyer, F. Brewer, K. Janiszewski, R. Azimianavaki, merchandising training, Barnes and Noble, Palmdale.	0					0
12-15-09, Dawn McIntosh, tax training, Van Nuys. Bookstore travel.	52.38					52.38

Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
12-22-09, Shane Turner, harassment training, Los Angeles. VPHR travel.	67.21					67.21
2-28-10 – 03-02-10, Tom O'Neil, CA Career Pathways Consortium, Orange County.	0					0
3-03-10 – 3-5-10, Elizabeth Sundberg, COADN spring statewide conference, Costa Mesa. Nursing enrollment grant.	161.67	387.04	36.00	200.00		784.71
3-28-10 – 3-31-10, Christos Valiotis, Title V directors meeting, Washington DC. Title V grant.	818.66	678.00	96.00	475.00		2067.66

TRAVEL AUTHORIZATION – FIELD TRIPS

DATE	CLASS & DESCRIPTION	INSTRUCTOR	# OF STUDENTS	COST TO DISTRICT
11-6-09 – 11-8-09	Student Senate general assembly, San Francisco.	Michelle Hernandez	5	\$5388 ASO.
11-6-09	ART 210, drawing animals, L.A. Zoo.	Christine Mugnolo	18	0
11-7-09	Alpha Iota Club, Alpha Gamma Fall Conference, Pasadena City College.	M.M. McGuire, M. Jaffe	15	\$130 Alpha Iota Club
11-9-09	ART 101, LACMA field trip.	Rae Agahiri	23	District vehicle
11-12-09	ART 101, Getty Villa field trip.	Rae Agahiri	23	District vehicle
11-12-09	ART 210, Getty Villa field trip.	Christine Mugnolo	18	District vehicle
11-14-09	ART 113, LACMA field trip.	Christine Mugnolo	18	0
11-14-09 & 11-15-09	DA 107A, 108, NYC Dance Alliance, Burbank Airport Marriott.	Cindy Littlefield & Rochelle Guardardo	12	0
11-17-09	ART 101, LACMA field trip	Rae Agahiri	23	District vehicle
11-20-09	TAP students, UCLA campus tour	Susan Knapp and Susan Moody	16	District vehicle
11-21-09	ENG 102, Getty Museum field trip.	Santi Tafarella	20	0
11-22-09	Psychology student club, Museum of Tolerance field trip.	Fredy Aviles	8	\$306 Student club acc.
11-24-09	SOC 120, Acton Rehab. field trip.	Ronald Chapman	23	0
12-2-09	VN 101, Hollywood Psychiatry Museum field trip.	Candace Martin	28	0
12-4-09	ASO, region 6 meeting, Santa Barbara City College.	Jill Zimmerman	6	0
2-6-10	POLS 120, IEE MUN conference, Riverside.	John Vento	14	District vehicle \$150 club
2-25-10	ART 101, 130, Getty Center field trip.	Rich Sim	35	District vehicle

DATE	CLASS & DESCRIPTION	INSTRUCTOR	# OF STUDENTS	COST TO DISTRICT
3-16-10	ART 101, 130, LACMA field trip.	Rich Sim	35	District vehicle
4-15-10	ART 101, 130, Getty Villa field trip.	Rich Sim	35	District vehicle