

**Professional Development Committee**  
**Final Minutes**  
**San Diego Miramar College**  
September 8, 2023, • Zoom • 1 p.m.

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**Members Present:** Cheryl Barnard, David Buser, Nessa Julian, Denise Kapitzke, Alanna Milner, Laura Pecenco, Dana Stack, Elizabeth Whitsett

**Members Absent:** Allen Andersen, Dennis Clay, Leslie Marovich, Angela Smith

**Guests:** None

**A. Call to Order** at 1:04 p.m.

**B. Approval of Agenda and Minutes**

- Motion to approve the Agenda for September 8, 2023, meeting. MSC Kapitzke; Milner, Approved.
- Approval of Minutes was tabled.

**C. Committee Reports/ Other**

- None reported

**D. Old Business:**

#	Item
1	None

**E. New Business:**

#	Item
1	PDC – AFT Funding Request – David Wilhelm; Motion to approve the funding. MSC Stack; Kapitzke, Approved
2	PDC – AFT Funding Request – Lisa Brewster; Motion to approve the funding. MSC Kapitzke; Buser, Approved
3	PDC – AFT Funding Request – Sabrina Menchaca; Motion to approve the funding. MSC Whitsett; Kapitzke, Approved
4	PDC – AFT Funding Request – Catrina Gillus; Motion to approve the funding. MSC Stack; Julian, Approved
5	PDC – AFT Funding Request – Annette Ignacio; Motion to approve the funding. MSC Milner; Kapitzke, Approved

**F. Committee Membership and Charge**

- Barnard reviewed the Committee Purpose/Charge and Membership from Miramar website. Pecenco requested more open discussions regarding on-campus professional development.

**G. Selection of Co-Chair**

- Kapitzke volunteered to become Co-Chair with Pecenco. MSC Kapitzke; Milner, Approved.

**H. Meeting Date/Time Discussion**

- The frequency of meetings will be discussed by Kapitzke and Pecenco and will report back to the committee at the next meeting to finalize.

**I. Update on Travel Guidelines**

- No news to report.

**J. Campus-Wide Professional Development**

- Pecenco shared upcoming campus-wide professional development. Barnard shared information about Go2Knowledge for online professional development opportunities open to anyone.

**K. Adjourned** at 1:54 p.m.

**L. Next Scheduled Meeting** on September 22, 2023.