

**SAN DIEGO MIRAMAR COLLEGE**  
**Professional Development Committee**  
**Meeting Minutes**

**September 26, 2025 • [Zoom](#) • 1:00–2:00pm**

Zoom Meeting ID: 814 3893 2045

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**Members:**

**Chair:** Nessa Julian

**Membership:** Ivan Valdovinos Gutierrez, Vincent Ngo (absent), Allen Anderson (absent), Kiyana Kiel, Mayela Caro, Manupriya Sharma (Proxy: Olivia Flores), Matthew Jewett (absent), Olivia Flores (Proxy for Manupriya Sharma), Victoria Neises, Jind Kaur Mann

**Vacancies:** Classified (4); Faculty (1); Students (0)

**Guests:** N/A

- I) **Call to Order** - The meeting was called to order by Nessa, who confirmed quorum and facilitated introductions.
- II) **Approval of Agenda** - Motioned for approval by Kiel, second by Mann, approved.
- III) **Approval of Past Minutes** - 9/12/26: Motioned by Mann, second by Kiel, approved.
- IV) **Old Business**

| # | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| 1 | <p><b><a href="#">Finalize Standing Committee Reporting Form</a></b></p> <p>The committee discussed finalizing the reporting form and suggested that goal development could either be delegated to workgroups or addressed collectively by the entire committee. The committee agreed to have workgroups develop specific goals to bring back for committee review.</p> <p><b>Finalize PD Workgroups Schedule</b><br/>CIPD Recommendations<br/>Travel Approval Workgroup</p> <p>The committee confirmed that meetings would be held on the second and fourth Fridays of the month, with the first half hour as a general session and the latter half devoted to subcommittees/workgroups.</p> <p>The committee also noted that the College Council is developing a PD workgroup that seeks representation from each constituency group and encourages members to participate. The committee chair, Julian, offered to clarify the distinction between this new College Council workgroup and the existing PDC subcommittee.</p> |
| 2 | <p><b>Julian provided PDC Budget Update:</b><br/>AFT Budget: \$36,425<br/>Less Summer 2025 approved: (\$4,891.10)<br/>Balance to Allocate in FY 2025-26: \$31,533.90</p> <p>The committee confirmed that the AFT professional development fund balance is \$31,533.90 and subcommittees were directed to discuss the allocation and distribution of funds by semester in future meetings.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

V) **New Business**

| # | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| 1 | <p><b>Professional Development Committee Funding Requests</b></p> <p><u>AFT Funds</u><br/>Olivia Flores (\$1,200)</p> <p>PD Travel Request for Olivia Flores (\$1200) was approved. Motioned for approval by Neises, second by Valdovinos, approved.</p> <p><u>Classified Block Grant</u> - N/A</p> <p>The committee explained that the block grant is no longer available, but classified employees can request AFT funds after exhausting other options. The committee chair, Julian, offered to provide details and procedures at the next meeting.</p> <p><u>BRDS Funds</u> - N/A</p> <p>The committee chair, Julian, explained that clarification will be requested from the Business Office about available campus-wide PD funds and offered to provide details and procedures at the next meeting.</p> |
| 2 | <p><b>Review New 2025-2026 Submission Process</b></p> <p><a href="#">Draft Professional Development Request Procedures</a><br/><a href="#">Draft Submission Request Form</a></p> <p>The committee reviewed a new online process for submitting professional development requests that would streamline the submission process. The committee requested more time for review, leading to a decision to postpone the vote for two weeks.</p> <p>The committee also expressed that the new process would allow them to better track data for future funding allocation and planning.</p>                                                                                                                                                                                                                         |
| 3 | <p><a href="#">Out of Country Travel Request Form</a></p> <p>The committee confirmed that international travel requests require completion of Out-of-Country form, which must be submitted and approved by the President Wes before the travel can proceed. The committee also confirmed that once approved by the president, the request is then advanced to be added as a board item, since all out-of-country travel must be formally approved by the board. The committee chair, Julian, explained that the process and the required form were already included in the updated procedures, with the committee acknowledging this step and ensuring it would remain part of the standard approval process.</p>                                                                                             |
| 4 | <p>Summer 2025 Travel PD Request Modification</p> <p><b>Summer ATF Funds</b> - Barbara Clark</p> <p>Request was rescinded since there was a reduction in amount.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

VI) **Announcements / Other:**

Kiel agreed to initially serve as lead for the travel approval workgroup and requested access to the Teams channel. Julian shared additional PD resources and opportunities available to all. Julian also reminded everyone of upcoming events, including California Indian Day, Orange Shirt Day, the Equity Summit, Latinx Heritage Month, and Filipino American History Month.

VII) **Adjourn:** 1:58 PM by consensus

VIII) **Next Scheduled Meeting** – October 10, 2025

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\* [San Diego Miramar College 2020 – 2027 Strategic Plan Goals](#)

1. **Pathways** - Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success.
2. **Engagement** - Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success.
3. **Organizational Health** - Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making.
4. **Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, diversity, inclusion, and community partnerships.
5. **Diversity, Equity, and Inclusion** – Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community.

\*\* [ACCJC Accreditation Standards \(Adopted 2024\):](#)

- I. Institutional Mission and Effectiveness
- II. Student Success
- III. Infrastructure and Resources
- IV. Governance and Decision-Making.