

SAN DIEGO MIRAMAR COLLEGE
Professional Development Committee
Meeting Minutes

October 10, 2025 • [Zoom](#) • 1:00–2:00pm

Zoom Meeting ID: 814 3893 2045

Members:

Chair: Nessa Julian

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

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 Julian, second by Kiel, approved.
- III) **Approval of Past Minutes** - 9/26/26: Motioned by Kiel, second by Neises, approved.
- IV) **Old Business**

#	Item
1	Finalize Standing Committee Reporting Form The committee discussed finalizing the reporting form, deciding that workgroups will draft specific goals to bring back for committee review to the next meeting. Finalize PD Workgroups and Schedule CIPD Recommendations - Sharma requested to be added to the CIPD workgroup. Travel Approval Workgroup - Neises requested to be added to the Travel Approval workgroup.
2	Julian provided PDC Budget Update: AFT Budget: \$36,425 Less Summer 2025 approved: (\$4,891.10) Balance to Allocate in FY 2025-26: \$31,533.90 Balance as of 10/10/25: \$26,577.99 The committee confirmed that the AFT professional development fund balance is \$26,577.99.
3	Review New 2025-2026 Submission Process Draft Professional Development Request Procedures Draft Submission Request Form The committee completed a second review of the proposed online process for submitting professional development requests, which would streamline submissions. Julian will work with Maribel Flores to add a field to the form allowing travelers to indicate whether a question is applicable or not. The committee will review the revisions at the next meeting and postpone the vote until then.

V) **New Business**

#	Item
1	Selection of Co-Chair Kiel volunteered to become Co-Chair with Julian. MSC Jewett; Sharma.
2	Professional Development Committee Funding Requests

	<u>AFT Funds</u> Motion to approve the following funding request pending the caveat that the President and the Chancellor have the backup documentation, MSC Jewett; Sharma. - Gillespie, James (\$1,200) Motioned to approve the following funding request, MSC Jewett; Neises. - Matsushita, Justin (\$1,200) Motioned to approve the following funding request pending receipt of conference schedule MSC Neises; Sharma. - Gillus, Catrina (\$1,200) Motioned to approve the following funding request, MSC Jewett; Sharma. - Kiel, Kiyana (\$1,200) The committee noted that the following funding request is not eligible as they are classified staff, but is eligible to request AFT funds: - Hernandez, Chantal (\$1,200) <u>Classified Block Grant - N/A</u> The committee explained that classified employees can request AFT funds after exhausting other options. Julian to provide details and procedures at the next meeting. <u>BRDS Funds - N/A</u> The committee chair, Julian, explained that campus PD funds have been exhausted, but waiting for BRDS to meet and discuss available funding. PDC will be in charge of reviewing requests.
3	<u>Review Educational Incentive / Tuition Reimbursement / Professional Leave</u> The committee reviewed PD process for Classified Professionals to submit professional development requests.

VI) Announcements / Other:

Julian reminded everyone of upcoming events, including Indigenous People's Day, the Equity Summit, and Latinx Social.

VII) Adjourn: 1:36 PM by consensus

VIII) Next Scheduled Meeting – November 7, 2025

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

- Pathways** - Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success.
- 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.
- Organizational Health** - Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making.
- Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, diversity, inclusion, and community partnerships.
- 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 \(Adopted 2024\):](#)**

- Institutional Mission and Effectiveness
- Student Success
- Infrastructure and Resources
- Governance and Decision-Making.