

**Miramar College**  
**Professional Development Committee Meeting**  
**Minutes**  
**September 14, 2018**  
**12:35 – 1:45 p.m.**  
**L-107**

**Members Present: Max Moore, Cheryl Barnard, Sonny Nguyen, David Mehlhoff, Sam Shoostary, Donnie Tran, Sean Young**

**Guests: Wade Hamilton**

A. Call to Order

The meeting was called to order at 12:35 p.m.

B. Guest Introductions

Wade Hamilton will be joining the meeting as a guest today.

C. Review and Approval of Agenda

The September 14, 2018 agenda was approved  
(MSC: M. Young/S. Tran)

D. Review and Approve Professional Development Requests

1. Laura Gonzalez, Professor

\$1,000.00 to attend the AAA annual meeting in San Jose, CA from November 13<sup>th</sup> – November 18<sup>th</sup>, 2018.

Approved (pending signatures)

(MSC: M. Young/S. Shoostary)

E. Old Business

The new Travel and Professional Development Proposal form needs a minor update but will be replace the old form as of today.

F. New Business

1. Membership update: Gerald Ramsey's seat was filled by Associate Dean Sonny Nguyen and Carrie De Moll has been added to the committee.

2. Survey results: Committee members are to review the survey results and be ready to discuss if they would like to sponsor speaking events on campus this academic year.

3. Regional workshop: Cheryl shared with the committee that the National Institute for Staff and Organizational Development organization is interested in hosting an event on campus. The attendance fee would be \$129.00 per employee which could be covered by AFT or BRDS funds. Committee members are to come up with proposed dates for possible workshop. Donnie will send a doodle request with dates and Cheryl will send topic links.

G. Budget Reports

Max shared with the committee that the BRDS funds account has about \$14,000.00 and AFT account has about \$26,000.00. Last year AFT budget was \$28,844.00 the committee approved \$23,700.00 of which \$22,000.00 were liquidated.

H. Announcements

Max will send an email about the availability of the funds, restrictions and instructions on how to process a travel request.

I. Next Scheduled Meeting

The next meeting will be held on October 12, 2018 at 12:35 – 1:45 p.m. in room L-107

J. Adjournment

Meeting was adjourned at 1:10 p.m.

(MSC: M. Shoostary/S. Mehlhoff)