

**Miramar College**  
**Professional Development Committee Meeting**  
**Minutes**  
**April 12, 2019**  
**12:35 – 1:45 p.m.**  
**L-107**

**Members Present: Lou Ascione, Allen Anderson, Carrie DeMoll, Cynthia Gilley, Max Moore, Sonny Nguyen, Sam Shoostary, Donnie Tran, Sean Young**  
**Absent: Cheryl Barnard, Kevin Gallagher**

A. Call to Order

The meeting was called to order at 12:44 p.m.

B. Guest Introductions

C. Review and Approval of Agenda

The April 12, 2019 agenda was approved  
(MSC: M. Gilley/S. DeMoll)

D. Review and Approve Professional Development Requests

1. Annette Ignacio, Professor

\$385.92 to attend the 2019 Ensuring Transfer Success (ETS) UC Conference in Garden Grove, California on May 6-7, 2019

Approved

(MSC: M. Gilley/S. DeMoll)

2. Barbara Clark, Counselor

\$1,000.00 to attend the 2019 Ensuring Transfer Success (ETS) UC Conference in Garden Grove, California on May 7, 2019

(MSC: M. Gilley/S. DeMoll)

3. Oen Cho, Counselor

\$708.28 to attend the PRI-Med West Conference in Anaheim, California on May 21-24, 2019

(MSC: M. Gilley/S. DeMoll)

E. Old Business

1. Campus-wide Professional Development: Sam shared with the committee that he is looking into purchasing name tags for Student Services staff through the BRDS funds.

2. Caring Campus Initiative: Sam shared with the committee that the Caring Campus sessions have concluded and the training was well received by the staff that attended. The idea of purchasing name tags for the Student Services staff was suggested at this training and most staff agreed that it would benefit our students to be able to easily identify staff by them wearing a name tag.

3. Classified Block Grant: Sean shared with the committee that the union will work with the Human Resources Office to come up with a plan on how the funds can be utilized. The primary focus was envision for success. Hopefully, the parameters will be finalized over the summer. The funds have not been released to us from the district but once they are they will be available until we run out. There is no deadline set to utilize the funds. This process was mandated by the State chancellor's office. These funds may not be available until Fall 2019.

F. New Business

Carrie shared that she completed the revisions suggested by the committee to the Travel and Professional Development Request Form.

G. Budget Update

Max shared that there is a total of \$1,274 remaining in the AFT Travel/Conference budget and \$14,000 remaining in the BRDS budget.

H. Announcements

The committee agreed to change the meeting location from L-107 to K1-209.

I. Next Scheduled Meeting

The next meeting will be held on May 10, 2019 from 12:35 to 1:45 p.m. in room **K1-209**

J. Adjournment

Meeting was adjourned at 1:11 p.m.  
(MSC: M. Shoostary /S. Allen)