

**Miramar College
Staff Development Committee Meeting
Minutes
November 14, 2016
8:45 a.m. – 9:30 a.m.
Room H-101 Conference Room**

Members Present: T. Hubbard, M. Moore, J. Allen, S. Shooshtary

I. Call to Order

The Meeting was called to order at 8:45 a.m.

II. Review and approval of previous minutes

- **The September 26, 2016 minutes were approved
(MSC: M. Moore/S. Shooshtary)**
- **The October 24, 2016 minutes were approved
(MSC: M. Moore/S. Shooshtary)**

III. Review and approval of agenda

**The November 14, 2016 agenda was approved
(MSC: M. Moore/S. Shooshtary)**

IV. Academic Senate Meeting Presentation (Petti)

A brief report from K. Petti was read to the committee. Further discussion will take place at the next meeting.

V. Budget Update

No budget update was required.

VI. Review New Travel Requests and/or Staff Development Funding Requests

Three Staff Development requests for funding were reviewed.

- **Jason Librande, Biology Dept.
\$900 for three Science Seminars, scheduled for February, March, and April 2017
Approved**
- **Judy Patacsil, Mental Health
\$1,000 for presentation on Micro-Aggressions
Funding not Approved**
- **Laura Gonzalez, Liberal Arts/Anthropology
Funding requested to partially sponsor a trek to Tanzania.
Funding not Approved**

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VII. District Professional Development Workshops

The list of available VEBA workshops/seminars was reviewed. The committee will discuss possible presentations to bring to campus at the next meeting.

VIII. Other

- **Review of Travel Documents**

The committee began reviewing the travel documents posted on the Miramar College website. The committee will continue to review and revise the documents.

- **Spring 2017 Meeting Schedule**

The members present agreed to continue to meet on the fourth Monday of each month, with date adjustments made for holidays. The meetings will be held from 8:45 a.m. – 9:30 a.m. on the following dates:

- **February 6**
- **February 27**
- **March 20**
- **April 24**
- **May 8**

IX. For the Good of the Order / Adjournment

The meeting was adjourned at 9:40 a.m.