

**Miramar College
Staff Development Committee Meeting Minutes
February 27, 2017
8:45 a.m. – 9:30 a.m.
Room H-101 Conference Room**

Members Present: T. Hubbard, M. Moore, V. Naters, L. Orneles
Guests: Laura Gonzalez

I. Call to Order

The meeting was called to order at 8:59 a.m.

II. Review and approval of previous minutes

The February 6, 2017 minutes were approved.

III. Review and approval of agenda

The agenda was approved with the addition of one travel request.

IV. Budget Update

The committee budget was reviewed.

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

a. Denise Maduli-Williams, TESOL Conference, \$1,060.88

Approved for \$1,000.00

**b. Laura Gonzalez, SD Funding Request, Safe Zones Training, \$200
Additional information was requested by committee members. L.
Gonzalez will be asked to submit invoices for supplies ordered.**

**Approved via email vote on March 3, 2017, with 6 yes votes
and 1 abstention.**

c. Laura Gonzalez, SD Funding Request, Climbing Kilo, \$800.00

**Additional information was requested by committee members.
The funding request will be sent out to committee members via
email once it is received.**

**Approved via email vote on March 3, 2017, with 6 yes votes
and 1 abstention.**

d. Sandy Gonzalez, Counselor Meeting, \$206.80

Approved for \$223.38

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VI. Webpage Update

a. Agendas and Minutes

b. Forms and other Information

All information on the webpage (minutes/agendas, forms, and travel procedures) has been updated.

VII. Other

No additional items

VIII. For the Good of the Order / Adjournment

The meeting was adjourned at 9:32 a.m.

The next scheduled meeting will be held on March 20, 2017