Evergreen Valley College
Staff Development Committee
2021-2022 Minutes

09/02/2021

09/16/2021

10/21/2021

11/04/2021

11/18/2021

12/02/2021

12/16/2021

02/03/2022

02/17/2022

03/03/2022

03/17/2022

04/07/2022

04/21/2022

05/05/2022

05/19/2022

EVC Staff Development Committee

Meeting Minutes

Thursday, 09.02.2021

Attendees

John Kaufmann
Andres Quintero
Shashi Naidu
Baljit Nagi
Mark Gonzales
Martha Hardin
Nasreen Rahim
Ingrid Rottman
Sue Wetzel

Meeting Minutes

1. Meeting Called to order: 3:03
2. Meeting Minutes Approved
3. Agenda Adopted
4. New Committee member Martha Hardin (counseling) welcomed
5. We confirmed calendar and Zoom links for 2021/22 meetings are working
6. Informational Updates
    a. Committee Membership for 2021-22 is set:
        i. All divisions are represented
        ii. Still seeking a secretary volunteer
    b. 2021-22 Meeting times and format confirmed: 1st and 3rd Thursdays from 3:00-4:30 on Zoom (at least for the fall semester)
    c. JK updated on ESL Alternate PDD communication - not an option for fall
    d. Shared PDD: By the numbers
        i. 1,400 separate attendance form responses
        ii. 116 lunch RSVPs
        iii. 23 Separate Breakout sessions
7. Items for discussion
    a. Best way to inform EVC community of meetings/links
        i. JK will send out all-campus information with semester dates and Zoom links. This will refer people to the website for minutes and agendas.

      ii.   JK will send minutes and agendas to Shashi Naidu to add to the web site

      iii.   Will not send an all-campus email for each meeting.

  b. PDD: What went well? What could we improve?

      i.   On-line program: Versatile and worked well

      ii.   Lunch: Well received, nobody went hungry who wanted a lunch. Some positive feedback on vendor and sandwich choices.

      iii.   Virtual Format: worked well. Helped to have designated help for tech and chat. Suggestion of adding a person to watch out for Zoom bombing/inappropriate dress/behavior.

      iv.   Full Group Sessions: Went well with few technical glitches. Stayed on schedule throughout event.

      v.   Student Panel: Positive responses. Idea to include campus organizations to suggest/supply students (enlace, Umoja, etc.) to give wider ownership and include wider representation. Possibly also invite a moderator from the campus community.

      vi.   Breakout sessions:

          1. Lots of strong offerings, attendance was strong.

          2. PERS panel (presented by an outside organization) was the most problematic - difficult for some to join.

          3. One suggestion to have longer panels (good ones wanted more time, but less-engaging panels were too long…)

          4. We are ready as a campus to dig deeper into 508 compliance (session felt too basic)

      vii. Attendance tracking: Single form worked well. One request to include attendees division/department on form. Seems doable.

      viii. Accessibility: Our efforts and

      ix.   Other Aspects

          1. PDD timing makes engagement difficult for folks in some campus positions, like counselors, registrars, etc.

          2. Keep sharing templates with presenters with reminders/wording on accessibility, attendance, etc.

  c. JK Shared some pictures from zooms and in-person sessions

8. Action Items

  a. Funding request docs handover (Ambica needs to get this to JK)

  b. Update form for funding with current chair, etc.

  c. Idea/Request to update funding forms to a more modern online form.

  d. Start looking toward our next PD days:

      i.   Friday, January 28, 2022

        ii.   Friday, March 25th, 2022

9. Next Meeting: September 16th at 3:00 PM
   a. Join with link: https://sjeccd-edu.zoom.us/j/96323127779

EVC Staff Development Committee

Meeting Minutes

Thursday, 09.16.2021

In Attendance: John Kaufmann, Martha Hardin, Sue Wetzel, Mark Gonzales, Abdie Tabrizi, Baljit Nagi, Ambica Gill, Ingrid Rottman
Visitors: Matais Pouncil, Margaret Hamza

Meeting Minutes

1. Meeting Called to order: 3:04
2. Meeting Minutes Approved
3. Agenda Adopted
4. Informational Updates
   a. Kaufmann gave update on his inquiry into compensation for adjuncts serving on committees: He emailed with SSHAPE Dean, Senate president and Phil Hu from AFT. Did not find a precedent for compensation. A possible item for the next round of union negotiations, but this is some time off, as the last round was just completed.
   b. Still seeking a secretary volunteer: Martha Hardin is considering
   c. Kaufmann updated on all-campus communication. All campus message went out with meeting dates, times and Zoom links. Will send out occasional reminders, but not for each individual meeting.
   d. Website has been updated. Agendas and Minutes have been, and will continue to be posted on the web site (Thank you, Shashi!)
5. Items for discussion
   a. Sanchez funding proposal was shared with committee and approved, pending communication with V. Garza.
      i. Committee requested that Kaufmann email Victor Garza to confirm that there were not department funds available for the request.
      ii. Garza replied that there were not, so Kaufmann informed Sanchez/Garza that funding was approved.
      iii. Committee suggested adding a question about alternative funding to the funding request form
   b. Kaufmann shared ideas about funding proposal updates. It was revealed that the form that Kaufmann (and Sanchez) downloaded from the website was not the most recent form. This threw a monkey wrench into the

planned discussion, as Kaufmann discovered he had prepared updates for an outdated form.

c. Committee broke into small groups to discuss updates to the funding form and funding priorities:
   i. Conference planning and objectives from attendee perspective
      1. In shareback, group noted that some values of conference attendance were related to wellness and renewed motivation. (self-esteem and wellness)
      2. SD committee might consider this in funding priority language, as well as how to justify such experiences with post-activity value demonstration.
   ii. Evaluating/prioritizing funding priorities (what SDC committee looks for in proposals). Suggestions/Ideas generated:
      1. Emphasis on Guided Pathways and Strategic plan for '21/22
      2. Emphasis on Conference (or other) presentations
      3. Suggestion of more formal presentations upon return (not just mentioning at a division meeting)
      4. Emphasis on PDD presentations
      5. Consider # of requests for the same conference
   iii. Connect funding guidelines/objectives to post-activity value demonstration.

6. Action Items
   a. Ambica shared previous years funding docs for JK reference
   b. Will continue conversations/updates to funding form
   c. PDD Student Panel Stipend - Students still have not received stipends - JK Followed up with Raniyah - it is on RJ's radar.
   d. SDC website has been updated.
   e. Ongoing awareness of next PD days:
      i. Friday, January 28, 2022
      ii. Friday, March 25th, 2022
         1. Abdie suggested a session for completing SLO assessments during this PD

7. Meeting Adjouned at
8. Next Meeting: October 7th at 3:00 PM
   a. Join with link: https://sjeccd-edu.zoom.us/j/96323127779

Thursday, 10.21.21
In Attendance: John Kaufmann, Martha Hardin, Mark Gonzales, Binh Vo, Sue Wetzel, Josh Russell, Ingrid Rottman, Abdie Tabrizi, Andres Quintero, Baljit, Khanh Hoa Nguyen Wong
Visitors: VP Matais Pouncil

Meeting Minutes
1. Call to order/Begin Zoom meeting recording 3:01 Request to enable live Transcript
2. Adoption of Agenda Approved
3. Approval of Minutes with changes "...the name change of the SDC has not been formally approved by this committee"
4. Recognition and Announcements
   a. Thank you to Baljit Nagi! She is making a transition from the committee. Baljit thanked the committee for their collaboration.
   b. Andres Quintero shared EVC Civic Engagement club kickoff event on campus which is a speaker series. The idea is to get the perspective of business unions, as well as government officials. Cindy Chavez is the primary speaker. Paul Fong is the president of the executive office of the local South Bay Labor Council, and will be joining Cindy Chavez. The event will close off with government relations people from Google as well as Comcast who will speak about the perspective of business and politics and how they interact.
5. Public Comments (limited to three minutes) n/a
6. Informational Updates
   a. Committee membership update - Josh Russell has joined our committee. Baljit Nagi moving on from our committee. The chair personally felt her support and wisdom, and will miss her.
   b. Student panel payment update - student panelists have not received payment. The SDC Chair received a form from the finance department which students must complete. Payment should come soon. The chair read a thank you note from one of the student panelists for being on the student panel.
7. Items for discussion
   a. Early ideas for January PD Days? The big question, will it be on campus or remotely. The chair planned some anonymous surveys to see the committee members' responses. A motion to move to Action Item B was made and approved.
   b. Campus Pulsebeat Reports brief updates from committee members on other meetings and campus activity that may be relevant to our SDC work.
      1. A discussion from the Language Arts Division meeting about extended interest to the humanist and humanizing curriculum with the lead of Dr. Gilkerson was shared stating there were interests in that area. The committee member suggested incorporating this interest into our January PDD agenda.
      2. A committee member commented that January PDD meetings are predetermined morning Information sessions from the President, Chancellor, and the unions, and Division meetings in the afternoon. Suggesting to move workshops sessions to the March PDD meeting. We may have an hour for a student panelists session.
      3. A committee member shared the SSHAPE Division meeting discussion on overwhelmed faculty needing clarity on a pathway to SLOs completion and the importance of SLOs to Accreditation. Suggested having a 90 minute SLO session for faculty to complete their course.
      4. Abdie advocated having two sessions; an hour and a half session for faculty to complete SLOs for one or two courses, and a different session other than SLOs.
      5. The SDC Chair proposed taking an anonymous poll for our opinion of PDD on campus or remotely. A discussion was held about faculty percentage requirements of teaching in

person and online. VP Pouncil advised the committee this fall semester we have 70% faculty online and 30% on campus, nearly 100% of classified professionals are present on campus. We are not in a tiered system in our county, there are no social distancing requirements, and on campus we have a vaccination and mask mandate. Spring 2022 70% faculty will be on campus, 30% online. Given these data points from the county and college, why would PDD be remote. There is no reason for us to plan a remote PDD.

6. A committee member stated concerns from a healthcare perspective. If we can apply higher standards we should. Her only concern is having large gatherings, the CDC still suggests staying away from large gatherings. She Suggests to follow the SDC being mindful of large group gatherings. Having smaller groups. A committee member stated the importance of coming together as we are disconnected using zoom. Logistically addressing how we will do it not how we will not do it. A member suggested pricing an open canopy. Planning towards in-person making it as safe as possible. The SJCC PD Chair shared they are planning for an in-person format, while preparing for an online PDD if needed. JK will check in with President Gilkerson. The poll was not taken.

8. Action Items

   a. Language and approval for 10% Release Time for Faculty Mentorship in a new contract: review, revise, vote to send to the senate. The SDC Chair shared the New Faculty Mentoring Program and Evaluation document he and Academic Senate President Garry Johnson created. A committee member stated the mentor should be a full-time faculty with knowledge and expertise. If you do not have full-time faculty contact similar departments. This is part of the full-time faculty professional responsibility. A proposal was made and approved to delete "non-tenured faculty, part-time associate faculty" from the Details of Process for Assigning Mentors. A discussion was held if mentor and mentee want to continue after a year will the mentor be paid. The comment of "...and be willing to extend the commitment as agreed with the mentee" was deleted. Program Evaluation changed to submit the summary to the PDD Chair instead of the Dean. A motion was made to approve the document with the changes and send it to the Academic Senate. The motion was approved. JK will forward to Academic Senate President Garry Johnson.

   b. Name change to Professional Development Committee. The chair shared the Committee Name Change Request document. Proposal: The Staff Development Committee purposes to formally change our name from The Staff Development Committee to The Professional Development Committee. This name change would better reflect our committee's charge of serving the professional development of both the faculty and classified professionals at Evergreen Valley College. The name change puts us in line with the Professional Development Committee at SJCC and streamlines district, communication, and references. Proposal to change the name of the SDC to The Professional Development committee passed. JK will forward to the Academic Senate.

   c. Funding form/process follow up Tabled

   d. JK: Invite collaborator committee chairs to the next meeting.

9. Next Meeting: November 4th at 3:00 PM

   a. Join with link: https://sjeccd-edu.zoom.us/j/96323127779

10. Meeting adjourned at 4:05 pm

EVC Staff Development Committee
Meeting Minutes
Thursday, 11.4.21
In Attendance: John Kaufmann, Martha Hardin, Abdie Tabrizi, Ambica Gill, Nasreen Rahim, Mark Gonzales, Andres Quintero, Vincent Cabada,Binh Vo, William Nguyen, Khanh Hoa Nguyen Wong, Ingrid Rottman.
Visitors: Matais Pouncil, Gustavo Flores

Meeting Minutes

Agenda

1. Call to order/Begin Zoom meeting recording/enable live transcript 3:06
2. Adoption of Agenda
   Approved with the change of including Gustavo Flores Funding proposal and listing Abdie Tabrizi asa Former Chair.
3. Approval of Minutes Approved
4. Recognition and Announcements
   a. Welcome Vince Cabada (Division?) Administrative Services
   b. Congrats to Andres Quintero for a great Civic Engagement series
      One more event: November 10th at 5:30 pm Interactions with Government and Business, working with Google and Comcast in Government Relations. Discussion from an SJCC student's experience working with Google in California Public Policy.
   c. Apologies if you get multiple meeting requests (system glitch when I add members)
   d. Campus Pulse beat Reports - A member advised us that the Safety and Facilities committee recommended for safety to have students utilize their EVC or District email. This email is used to follow up with critical information students need especially if they filed a Maxim Report.
5. Public Comments (limited to three minutes) n/a
6. Informational Updates
   a. Committee membership update (Membership Cross-Check)
   b. Student panel payment update, students were sent the form, will be paid soon. The SDC Chair will continue to check in with the students.
   c. Committee Chairs Meeting 10/29/21: The SDC Chair reported on Inquiry Action Planning and Institutionalization (IAPI) practices and how the SD committee work supports the policies in the IAPI document. He shared what we have done during PD days including adding student voices and focusing on equity.
   d. Name change request passes senate on 11/2/21. Academic Senate member Eric Narveson mentioned that the SDC was previously known as the PDC. The chair will take this request to an upcoming college council meeting for approval.
   e. Mentorship document brought to senate 11/2/21. Academic Senate vote postponed for two reasons:
      i. Request to have deans/supervisors review and have a chance for input.
      ii. Release time percentage per semester to be worked out between AFT and HR. Ten percent per semester or year? AFT and HR will discuss and decide.
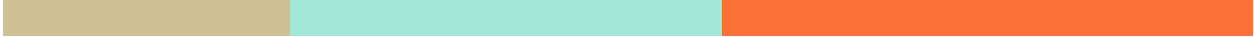
7. Items for Discussion
   a. Funding Request from Huma Saleem - Online conference, no absence from work. Equity, Justice, and Antiracial Teaching Convention. A member questioned if there was a brochure or additional documentation. The request includes a statement. Ambica suggests sending a request for a flyer. We can use the flyer for other requests for the same conference. The chair demonstrated the website for the conference including the program guide. In the future, we will request that the requestor provide the documentation.
   b. Funding Request from Gustavo Flores - Critical Mission Studies Conference at the University of California, San Diego. Workshops that critically view the history of the mission system in California. Gustavo teaches Cultural Anthropology. A member advised that the SD committee supports the least travel cost. A member suggests the SDC Chair confirm with Kathy Tran that we are allowed to travel via air. Currently, we are not supporting international travel. Gustavo advised he is not attending the workshop which requires traveling to Mexico.
   c. Funding Form Feedback
   The chair shared a rough draft of the Request for Staff Development Committee Funds document. Changes suggested will create a clear flow of directions, consolidate criteria and details together in one place on page two, clearly name forms and expectations i.e. post-activity value demonstration. Page one includes steps, Page two includes criteria. Changes Approved:
   - Links were added to include details of the nine categories, including the Section of the Ed Code. Idea is to simplify expectations.
   - Adding items, we may consider were taken out as we approve funding on a first come first serve basis.
   - Deleting dates i.e. 2021-2022 from the Funding Details section to be more flexible so we do not have to change dates each year.
   - Provide an updated list of restricted travel areas. The SDC Chair will confirm the list of restricted travel areas with Kathy Tran.
   - Adding a statement that International travel must be approved by the president of the college and approved by the District Board. The SDC Chair will confer with Penny Garibay in the President's office to add the item to the Board Agenda. A member suggested leaving the International statement off the form and the SD committee handle the location of travel requests on a case by case basis. Members approved of this.
   - The form will be revised to a fillable form.
   - A committee member suggests having a single sign-on icon for Staff Development in which persons can access a fillable form. The D.O. has to be involved in creating this. We provide the content, they will provide the icon. Irene Gutierrez and Sergio Oaklander are ITSS contact persons.
   - A member suggests using a Google shared drive, disabling downloads.
   - The redundant Dean's signature request was taken off the second page.

- Requests are Pre-approved by the committee, then they receive the official document which requires their Dean and the President's signature. A member states the importance of having the dean's signature on the pre-approval form confirming they have been alerted that a paid substitute will be required.
- A suggestion to provide the forms as a packet with a statement that the dean's signature is required on two forms. The former chair advised members that the forms are used by SJCC therefore the form revisions will have to be approved by the district.
- A member inquired if we can request funding ahead of time. Previously advised not to advertise this in case the conference was canceled. It is still an option, recommend the chair works with Kathy Tran. Request for the advance will cover only the airline, hotel, or conference registration fees.
- The chair will send out funding form requests by email with the SDC Agenda and Minutes to SD committee members.

The chair requested committee members to review the form and discuss additional revisions at the next meeting.

    d. January PDD Day Early Draft Feedback - action plan brainstorm
        i. Robbie Kunkel 10/26: Request for DE Coordinator to make a short presentation on a new self-assessment process for distance education faculty on the January PDD? It is part of the college's accreditation work.
        A motion was moved to table this item. The item was tabled.

8. Action Items
    a. Vote on H. Saleem Funding Proposal
    Request approved with the addition of the chair requesting a conference flyer.
    b. Vote on Gustavo Flores Funding Proposal
    Request approved with notification that we do not support international travel.

9. Next Meeting: November 18th at 3:00 PM
    a. Join with link: https://sjeccd-edu.zoom.us/j/96323127779

Meeting adjourned at 4:39

EVC Staff Development Committee
Meeting Minutes

Thursday, 11.18.21

In Attendance: John Kaufmann, Martha Hardin, Mark Gonzales, Ingrid Rottman, Sue Wetzel, Josh Russell, Vincent Cabada

Visitors: Matais Pouncil

Meeting Minutes

1. Call to order/Begin Zoom meeting recording/enable live transcript 3:04 pm
2. Adoption of Agenda Approved with the addition of Diane Soriano's Funding Proposal
3. Approval of Minutes Approved
4. Recognition and Announcements n/a
    a. Campus Pulsebeat Reports n/a
5. Public Comments (limited to three minutes) n/a
6. Informational Updates
    a. Committee membership update (Membership Cross-Check) Committee membership was updated. Ingrid will recruit a classified member by working with the Classified Senate. An at-large member is needed. The Chair will inquire with Academic Senate President Garry Johnson if the at-large member is a faculty or classified member.
    b. Student panel payment update: students paid!
    c. College Council Update on 11/8
    d. Name Change Requested to be considered by the College Council. Perhaps on their next agenda.
    e. Update on the Mentorship process. Still in process. The SDC Chair received feedback from the AFT Executive Director Phil Hu, HR, Academic Senate President Garry Johnson, and VP Matais Pouncil.
7. Items for discussion
    a. Funding Form Feedback, Questions, and next steps. SDC member Sue Wetzel and the SDC Chair revised the Request for Professional Development Funds form. The goal was to reduce pages and provide steps in chronological order. The Form was revised from nine pages to five. A google form was added to replace the Pre-approval form. The Dean or Supervisor's duplicate signature was deleted. The SDC chair updated the restricted travel list providing a link to the state website. A receipt email that the funding request was received Including the next steps needed was created.
        There will be three forms:
            1. Steps including a link to the Google Form
            2. Criteria page
            3. Approval for Conference Attendance (The District Form)

A motion was made to approve the forms and new process. The motion was seconded and unanimously approved. The motion passed.

    b. January PDD Day Draft updates and action assignments. A discussion was held on available locations for workshops including Gullo I, Gullo II, and the VPA. A member notified the committee that the VPA has appropriate air filters, and Gullo II is not large enough for the full group. Gullo II's capacity is 200 sitting and 370 standing. Theatre capacity is 377 to 395. The committee recommended that the SDC Chair inquire with the Executive Team on the location of the administrative updates opening and workshops. The Chair will advise the Executive Team that the SDC Committee is open to either location of the VPA or Gullo II. He will present our concerns and the pros and cons. A member suggested having breakout rooms in which the administrative updates will be streamed. The Committee requested one breakout session from 10:30 to 12:00. The breakout sessions recommended are Classified Professional Development, SLO workshop divided by divisions, and Guided Pathways. Ingrid will check with the Classified Senate for an additional workshop.

8. Action Items
    a. Diane Soriano Funding Request. A Native/Indigenous Focused Experience with Brain Spotting. The Funding Request was approved.
    b. Website Updates: Committee membership - updated, Funding Form - A motion was made to approve the forms and new process. The motion was seconded and unanimously approved. The motion passed. Agenda/Minutes.
    c. Funding Form Next Steps: Approval, Test, Sign-training, Video, Release
    d. PDD To Do delegation Tabled
    e. Meeting Room reservation for next semester Tabled

9. Next Meeting: December 2nd at 3:00 PM
    a. Join with link: https://sjeccd-edu.zoom.us/j/9632312777

Meeting adjourned at 4:37 pm

EVC Staff Development Committee Meeting Minutes

Thursday, 12_2_21

In Attendance: John Kaufmann, Martha Hardin, Khanh-Hoa Nguyen-Wong, Mark Gonzalez, Abdie Tabrizi, Sue Wetzel, Josh Russell, Vincent Cabada

Visitors: n/a

Meeting Minutes

1. Call to order/Begin Zoom meeting recording/enable live transcript 3:02 pm
2. Adoption of Agenda - Approved with the change of action item outline.
3. Approval of Minutes - Approved
4. Recognition and Announcements
   a. Campus Pulsebeat Reports - Free Tuition Spring 2022, marketed to students by email, and on the EVC homepage. Will be added to Canva soon. VPSS is working on a Q&A.
5. Public Comments (limited to three minutes) n/a
6. Informational Updates
   a. Committee membership update (Membership Cross-Check) Ingrid recruiting a Classified Professional. Academic Senate President advised committee can nominate a faculty member. The Academic Senate will approve as an informational item. We may move Mark G. to the At-Large representative position.
   b. Name Change Update - will be discussed at the next College Council meeting.
   c. Update on Mentorship process - Chair met with Phil Hu, HR, and Academic Senate President Garry Johnson. The chair also received notes from deans.
7. Items for discussion
   a. Process for conference/workshops with no SDC funding requests (MH) SDC Chair was invited by VP Pouncil to share the new PD funding proposal forms at the Dean's meeting. Deans will sign once to approve the conference, then again before the forms go to the business office. The Chair clarified that the SDC does not approve conferences instead funding for a conference if they match our criteria. Faculty not requesting funding only submit the Request for Conference District form to their dean not the SDC. The Dean and the President need to approve the form. The deans inquired why the SDC does not provide funding for a substitute while faculty attend a conference. The SDC Chair confirmed that the funding for a substitute faculty would come from the Dean's budget.
   b. Funding Form: Next Steps
   The name change is on the agenda for the next College Council Meeting.
   Once the name change is approved the forms will be uploaded with the new name on

the website. The deans inquired about applying for funds in the summer. The SDC chair advised that the SDC does not normally meet during the summer. A committee member advised that the SDC has never approved funding for conference requests for summer because the funding comes from next year's budget which starts in July. This presents a challenge. The remedy would be to start approving summer travel in July. The SDC Chair request having SDC meet voluntarily in July to approve summer conference requests.

   c. January PDD Day Draft updates and action - Chair met with President Gilkerson to discuss locations. The Chair received a request to have screens in the lobby for those who do not want to enter the VPA. The Chair will look into the option of adding screens in the lobby, Gullo I, or outside the VPA building. A committee member advised we do not have screens nor the budget to purchase screens. The Committee updated the PDD Agenda.

8. Action Items
   a. Review of Funding Form Applications (no applications as of 12/1/21)
   b. Website Updates: Committee membership, Funding Form, Agenda/Minutes will be uploaded after the SDC name change is approved. The Chair will follow up with Shashi.
   c. Video and Adobe sign Sub-committee (Released after Name-change) Chair will work with Josh to create a Video on how to fill out SDC forms.
   d. January PDD schedule and logistics - The SDC Chair met with President Gilkerson. No drastic changes. Reminder to acknowledge the Land.
   Agenda - changed updates to three-minute highlights, changed Deans and Demos to Reports, removed the Foundation, added a ten-minute break at 10 am. Breakout sessions changed to 45 minutes. Lunch from 12 noon to 1 pm.
   Location - the President emphasizes utilizing the VPA. The SDC Chair received a request to have an option of setting up big screens to watch in the lobby. The committee advised there may not be enough room in the lobby. An option was proposed to use the Gullo II building for others to watch. Another option proposed was to have screens outside the VPA building. The chair will look into these options. A committee member inquired if CTSS has screens or if there is a budget. The SDC Chair will inquire with the CTSS for a creative solution. A discussion was held on using the Gym, however, it was decided this was not a good option.
   SDC Chair follow up:
   Catering - confirm Breakfast Burritos with Penny. A discussion was held on having box lunches however they are expensive.
   Reservations - work with Vince Cabada on reserving locations perhaps Division meetings in the same room as breakout sessions
   Tech - work with Josh on audio and visual requests
   Chancellor - reach out and invite to speak
   MSC - invite the current MSC president
   Guided Pathways - Contact VP Pouncil, or Laura Garcia
   Zoom - contact D.E. Coordinator or Robbie Kunkel
   Institutional Self Eval Report- follow up with Lynette Apen

Budget Committee - Contact Lisa Hayes for funding for box lunches.
Pickleball - Follow up with Kenneth Jardin, William Nguyen, and Kelly Jardin. Offered after PDD as a voluntary event.
Video - consult with Josh on how to create a video on the new funding forms process.

   e. Meeting Room reservation for next semester: Prefer Zoom

9. Next Meeting: December 16th at 3:00 PM
   a. Join with link: https://sjeccd-edu.zoom.us/j/96323127779

   Meeting adjourned at 4:11 pm

EVC Staff Development Committee

Meeting Minutes

Thursday, 1216.21

In Attendance: John Kaufmann, Margaret Faumui, Josh Russell, William Nguyen, Raniyah Johnson, Nasreen Rahim, Ingrid Rottman, Ambica Gill, Andres Quintero, Vince Cabada

Visitors: Eric Narveson, Margaret Hamza

Meeting Minutes

1. Call to order/Begin Zoom meeting recording/enable live transcript 3:00 pm
2. Adoption of Agenda Approved
3. Approval of Minutes Approved
4. Recognition and Announcements
   a. Welcome Margaret Faumui- Our membership is complete!
   b. Campus Pulsebeat Reports
5. Public Comments (limited to three minutes) n/a
6. Informational Updates
   a. Name Change Update – was moved to the College Council Agenda for December.
   b. Update on meeting with Kathy Tran 12/6/21: SDC Chair met with Kathy Tran and to go over the new funding process. Kathy requested a copy of the letter which will be sent out to those once they are approved. Tracking will now be done separately by the SDC Chair and the Business Services office via Kathy Tran who will track which fiscal year the funding was awarded. This will ensure those that are approved for June or July will get paid in the correct annual budget. Business Services is moving towards a new system called Concur. Previously, there was a misunderstanding that funding could not be granted for July in June as this was a different fiscal year. It was confirmed that funding for the following fiscal year can be approved however, it must be tracked with Business Services. Therefore, funding for July or August can be approved in June. Kathy will ensure that the funding for July or August comes from the next fiscal year. The SDC will not have to meet during the summer as requests for funding can be processed before the summer.
   c. Update on Mentorship process: The SDC Chair presented the Mentorship Document to the SJECCD District Senate. Next step it will be moved to the Board.
7. Items for discussion
   a. Vision Resource Center (VRC)
       The SDC Chair received an invitation to the 60-hour training. He will provide an update to the SDC Committee members. The administrator who will accept this position will need the training also. The VRC is a statewide Community College Forum for Professional Development Resources including workshops.
   b. Funding Form: Time to Post. Note that the PDC name change has not been official approved yet. The SDC Chair will change the funding forms back to the SDC for now.

The SDC Chair will work with Shashi to post the funding forms online then make an announcement to all.

c. January PDD Day Draft updates

The SDC Chair met with President Gilkerson who encouraged limiting the VPs presentations to three minutes in alignment with the Constituency groups three minute presentations. President Gilkerson will provide some information on the Land Acknowledgement for us to learn more about them, a list of new colleagues, and follow up with the Chancellor to see if he will provide a report. President Gilkerson will provide her update after the break which is at 10 am. President Gilkerson requested an additional fun and positive session option for Classified Professionals. A suggestion was made to have members share a few ideas then posting in a quick poll to the classified senate members. Ingrid Rottman will present this to the Classified Senate. President Gilkerson assured the SDC chair that there is funding for the food. A discussion was held about how recent developments with Omicron will affect PD day.

8. Action Items

a. Review of Funding Form Applications (Poonam Khare)

Advanced Pharmacology course and Geriatric Care Certification Course Date of Activity October 26 -29, 2021. The committee Approved the request with confirmation that the training will take place before June 30, 2022. The SDC Chair confirmed training will take place by June 30, 2022.

b. Website Updates: Committee membership, Funding Form, Agenda/Minutes

The SDC Chair will follow up with Shashi to upload the forms, agenda, and minutes to the SDC website. Eric Narveson advised committee members that the District uses a program to upload the Board Docs. Eric will add the SDC Chair to the training which will take place in Spring 2022. A committee member request making the Board Docs more mobile friendly.

c. January PDD schedule and logistics

d. January planning meeting? Mid-January the SDC Chair will contact some members of the committee to go over the final PDD agenda. Eric Narveson volunteered to assist.

9. Next Meeting: Feb 3rd at 3:00 PM

a. Meeting will be on Zoom (Spring Link forthcoming) The SDC Committee voted to have Virtual Spring meetings. Eric Narveson advised the SDC Committee members that the SDC is a subcommittee of the Academic Senate and that according to Governor Gavin Newsome's directive, we will have to vote each month if we will continue our meetings on Zoom. Eric advises putting this item as a consent item on the agenda which will be passed every month unless a committee member objects then we can pull it from consent and make it an action item to discuss the matter. Eric Narveson advised the committee on action items versus consent items versus information items.

Meeting adjourned at: 4:00 pm

MH 1.10.22

MH 10/8/21

EVC Staff Development Committee
Meeting Minutes

Thursday, 2.3.22

In Attendance: John Kaufmann, Martha Hardin, Abdie Tabrizi, Margaret Hamza, Margaret Faumui, Sue Wentzel, Terry Cato, Nasreen Rahim, Josh Russell, Andres Quintero
Visitors: n/a

Meeting Minutes

1. Call to order/Begin Zoom meeting recording/enable live transcript 3:07 pm
2. Adoption of Agenda Approved
3. Approval of Minutes Approved
4. Recognition and Announcements
    a. Thank you to Nasreen for your service! Nasreen served on the committee for over 15 years. She thanked Abdie for being her SDC mentor. She will continue to be available when needed.
    b. Welcome Terry Cato to our Committee – EVC Adjunct Professor for Business and Workforce Development since Fall 2018. She will replace Nasreen Rahim.
    c. Campus Pulsebeat Reports – Some tension mentioned during PDD.
5. Public Comments (limited to three minutes) n/a
6. Informational Updates
    a. Funding form is "Live" and in use! Tested and approved.
    b. PDD Update – Received 682 discrete responses from different sessions. The workshop participation form worked well. A request was received to add Academic Affairs. A member questioned if we need to add other departments such as maintenance. It was noted that the question is which division do you belong to not departments. The SDC Chair will remove Academic Affairs as they are not a division. A member inquired if we need to have participants list which division they are from. The SDC Chair advised members adding this question was requested from the last PDD.
7. Items for discussion
    a. January PDD Debrief and member experiences – several members said the event went well. The SDC Chair was enthusiastic and energetic. The ice breaker was fun. The lunch room workshops were enjoyable and worked well with zoom. The variety of the lunch room workshops were appreciative. The opening session was a bit behind and some administrators received less time to speak, others more. Some of the remarks changed the energy in the room. A member suggests having the SDC Chair as a moderator provide 5-minute warnings. Prizes randomly drawn in SLO workshop went well. A discussion was held about wait rooms. We thank Brandon Yanari for volunteering during lunch.
    b. Begin planning for March 25 PD Day – Assume will be held in person. We will plan for in person and prepare to go towards zoom if needed. March PDD will be entirely workshops no administrator speeches. There may be a 5-minute welcome from the

President. The SDC sends out the Alternate Plans which are turned in to the President's office. Alternate Plans will be approved by the PIC committee members selected by the Academic Senate. A member inquired how the adjuncts are invited to the March PDD. A member stated although they received the information they did not understand that adjuncts were invited specifically for the March PDD. It is listed on the academic calendar which shows you cannot hold classes or exams on that day. A member suggests having each department invite the adjuncts and new hires. A member suggests posting the Alternate Plan on the website. The committee agreed. The SDC Chair suggests having a workshop for Adjuncts such as Everything You Would Like to Know about being an Adjunct. A member suggests providing the baseline context, being clear that for each PDD that new employees and adjuncts are invited. An Ice Cream Social was discussed as well as Pickleball. A discussion was held on having guest speakers. It was advised that they are costly. These will be workshop guest speakers, not keynote speakers for entire participants. The SDC Chair will have a template in place for the next SDC meeting.

8. Consent Items
   a. Continue meetings on Zoom for February? Approved
9. Action Items
   a. Review of Funding Form Applications (Brandon Yanari) A discussion was held on the funding requested which is over the one-thousand-dollar limit for full time employees. Meals are limited to a certain amount. The committee approved the proposal with the SDC Chair following up with Brandon to inform him of the limit. A committee member advised members that after the event the participant generally shares information with their division however they can also share during PDD if we offer a workshop
   b. Website Updates: Committee membership, Agenda/Minutes
10. Next Meeting: Feb 17th at 3:00 PM
   a. Meeting will be on Zoom

   Meeting adjourned at 4:35 pm

EVC Professional Development Committee

Meeting Minutes Thursday, Feb. 17, 2022

In Attendance: John Kaufmann, Vince Cabada, Terry Cato, Margaret Faumui, Mark Gonzales, Raniyah Johnson, Khanh-Hoa Nguyen-Wong, Andres Quintero, Josh Russell, Abdie Tabrizi

Visitors: Bianca Lopez, Kathy Tran, Matais Pouncil

Meeting Minutes

1. Call to order/Begin Zoom meeting recording/enable live transcript 3:00pm
2. Adoption of Agenda - Approved
3. Approval of Minutes - Approved
4. Recognition and Announcements
    a. Campus Pulse beat Reports – n/a
5. Public Comments (limited to three minutes) n/a
6. Informational Updates
    a. Professional Development Committee name change approved at College Council. We are now officially the Professional Development Committee we will work to change the name in college materials, forms, web site, etc.
    b. Kathy Tran/Bianca Lopez: Funding Application Concur Updates
        i. Kathy talked us through a power point about Concur. Concur is a new system used for requesting reimbursements. It would replace the final step of the process for conference/workshop funding (the bottom half of the "district form."). We are in a period of transition, so right now both methods are acceptable. Bianca added that she recommends having the division office Admin help people complete the Concur process.
    c. Updates and Revisions to Funding Form
        i. JK has made some updates, specifically to keep people from moving to the "district form" before they have their pre-approval funding letter back from the PDC.
    d. Website Updates: Committee membership, Agenda/Minutes, revised funding form: JK will follow up with Shashi to get updated forms on the web as we get them and as Concur rolls out. Also updating our name on docs on the web.
7. Items for discussion
    a. Planning for March 25 PD Day: Proposed schedule and plan
        i. JK shared a general schedule which was approved:
            Schedule of Sessions
            > 8:15-8:50: Continental Breakfast, Coffee, Networking
            > 9:00-9:15 Welcome
            > 9:15-9:50: Group Session: Covid Updates and Issues
            > 10:00-11:10 Session 1
            > 11:20-12:30: Lunch (Picnic)

MH 2.22.22

12:30-1:40 Session 2
1:50-3:00 Session 3

8. Consent Items
    a. Continue meetings on Zoom for March
9. Action Items
    a. Review of Funding Form Applications
            i. Melissa-Ann Nievera-Lozano - approved. JK will follow up with Melissa N-L
            ii. Jaclyn Johnson - approved, pending clarification on cost breakdown (funding was requested, but the workshop cost was not clear from the materials provided) - JK will follow up with JJ
10. Next Meeting: March 3rd at 3:00 PM
    a. Meeting will be on Zoom

Meeting Adjourned at 4:31pm

EVC Professional Development Committee
Meeting Minutes Thursday, March 3, 2022
In Attendance: John Kaufmann, Terry Cato, Mark Gonzales, Martha Hardin, Raniyah Johnson, Khanh-Hoa Nguyen-Wong, Josh Russell, Abdie Tabrizi, Sue Wetzel
Visitors: n/a

Meeting Minutes
1. Call to order/Begin Zoom meeting recording/enabling live transcript 3:05 pm
2. Adoption of Agenda Approved
3. Approval of Minutes Approved
4. Recognition and Announcements
    a. Campus Pulse beat Reports - JK discussed teaching in person for the first time with no mask mandate in Santa Clara County.
5. Public Comments (limited to three minutes) n/a
6. Informational Updates
    a. PIC Committee and Alternate PDD Plans (how this works)
       JK assisted in revising the alternate plan form. The alternate plan form will be sent out by the Professional Improvement Committee (PIC) whom review requests and send them to the EVC President. Advised to refer questions to the PIC.
    b. Updates and Revisions to Funding Form
    c. Website Updates: Committee membership, Agenda/Minutes, revised funding form
       JK working with Shashi
    d. Funding Updates: JK followed up with Melissa-Ann Nievera-Lozano and Jaclyn Johnson. Discussed Jackie's funding limits and sent letters to both. JK updated the form to eliminate certain ways to report back from events.
7. Items for discussion
    JK will add a discussion item for Funding Requests.
    a. M. Hamza - membership beyond our required minimum
       A discussion was held on allowing more members than the required number of members to join. A committee member advised anyone can attend however will not be a voting member. A member advised every committee has a membership structure.
    b. Planning for March 25 PD Day:
       i.   Share and Review specific proposals form from JK notes/emails
       ii. Large Group Location for PD Day - JK proposed the VPA. A committee member proposed the VPA and including screens outside for those to watch.
       iii. Consideration of Keynote Speaker for the group session - A possibility of a discussion on Covid was proposed. President Gilkerson and committee member Raniyah Johnson proposed a Guest Speaker Doctor Joy L.S. Hoffman from "Healing Equity United" to excite us on discussing equity. Perhaps breakout sessions on Dismantling Our Own Bias, and Cultural Humility. Committee member Raniyah Johnson reached out to Dr. Hoffman who is available. The funding for the guest

speaker will not come from the PDC. The committee members voted unanimously to invite Dr. Hoffman as the keynote guest speaker to introduce the topic, then breakout sessions. The following link was provided: https://www.joyconsulting.org/about-joyhttps://www.joyconsulting.org/about-joy JK shared proposals for breakout sessions sent to him. The committee members discussed proposals and assisted in creating a schedule and format.

    iv. Room reservation and tech plan - A member advised Dual Enrollment reserved Gullo II for a Job Prep/Job Fair. JK will follow up with the request for screens outside the VPA.

    v. Food Update - Tabled

8. Consent Items
   a. Continue meetings on Zoom for March
9. Action Items
   a. Review of Funding Form Applications:
      i. Mark Gonzales Approved
10. Next Meeting: March 17th at 3:00 PM (Meeting will be on Zoom)

Meeting Adjourned at 4:40 pm

EVC Professional Development Committee
Meeting Minutes Thursday, March 17, 2022

In Attendance: John Kaufmann, Martha Hardin, Sue Wetzel, Margaret Faumui, Josh Russell, Raniyah Johnson, Vince Cabada, Ambica Gill, Khanh-Hoa Nguyen-Wong, Andres Quintero, Mark Gonzales, Terry Cato
Visitors: n/a

Meeting Minutes
1. Call to order/Begin Zoom meeting recording/enable live transcript 3:03 pm
2. Adoption of Agenda Approved
3. Approval of Minutes Approved
4. Recognition and Announcements
    a. Campus Pulsebeat Reports – n/a
5. Public Comments (limited to three minutes) n/a
6. Informational Updates
    a. Funding Proposal Updates – The Concur system is working well with the new form.
    b. Updates on March 25 PD Day – As of today, 87 participants have RSVP'd. A conversation was held about the maximum number of participants for an indoor workshop. Kaufmann mentioned the possibility of moving the Keynote Speaker event to Gullo II. The luncheon will be in the Central Green. The breakout sessions will remain in the same rooms. JK is working with Penny on providing the food. President Gilkerson requested adding the question for participants to RSVP to PDD day, not just food options. JK shared the Tracking Document and the Public Program. A committee member suggested to add a calendar invite. JK will create the invite and include the RSVP and Public Program. A member suggested having the CTSS staff available. Vince will submit a work order for campus technology support. Raniyah will follow up with the Keynote Speaker and request a copy of the Power Point. JK will follow up with President Gilkerson on the maximum number of participants allowed in an indoor event. Reprographics is requesting to provide a display inside the event lobby. A member suggested having them outside the event, perhaps at lunch time. JK will follow up.
7. Items for discussion
    a. Funding Applications (no new requests since last meeting)
    b. EIPI Request - Help chair understand what is needed – The EIPI has requested a list of the procedures and practices of the PDC. JK will follow up with Fahmida.
    c. Planning for March 25 PD Day:
        i. Finalizing sessions – All sessions are confirmed except the Classified Session. JK will follow up with Sarai Minjares.
        ii. Room reservation and tech plan – Confirmed
        iii. Since Gullo 2 was now available, committee decided to move the keynote speaker to Gullo 2 for increased air flow/ability to open doors.
        iv. Food Update – Lunch Boxes for breakfast and lunch provided by Boulangerie.
        v. Review website and day-flow – JK updated the Public Program changes.
        vi. Logistical Considerations – JK will request volunteers for the luncheon. The Gullo II
        vii. separate room will be used for the lunches.
8. Consent Items
    a. Continue meetings on Zoom for April 2022

9. Action Items
      a. Review of Funding Form Applications (N/A for 3/17 meeting)
10. Next Meeting: April 7 at 3:00 PM (Meeting will be on Zoom)
    Meeting Adjourned at: 4:10 pm

EVC Professional Development Committee
Meeting Notes Thursday, April 7, 2022

In Attendance: John Kaufmann, Martha Hardin, Terry Cato, Vince Cabada, Josh Russell, Abdie Tabrizi, Sue Wetzel, Khanh-Hoa Nguyen-Wong
Visitors: Bhawana Kamil, Penny Garibay

Meeting Notes

1. Call to order/Begin Zoom meeting recording/enable live transcript 3:00 pm
2. Adoption of Agenda approved without quorum
3. Approval of Minutes Tabled
4. Recognition and Announcements
    a. Campus Pulsebeat Reports – JK received an email from someone interested in the funds proposal and navigating the website. EVC/SJCC will offer free tuition for students taking six units and above for fall 2022. In spring 2022 there were 3,094 EVC students who received Free Tuition. A discussion was held on the New EVC Website. Student Center Student Friendly focus was used to identify webpage information for the website.
    Committee member Josh Russell provided the following link to the website:
    https://www.evc.edu/support-resources/faculty-staff-resources
5. Public Comments (limited to three minutes) n/a
6. Informational Updates
    a. Funding Proposal Updates - Committee member Josh Russell provided the following link to the new EVC SDC webpage:
    https://www.evc.edu/support-resources/faculty-staff-resources/committees/staff-development
    JK will follow up to ensure that the agenda and minutes go directly to Board Docs.
    b. March 25 PD Day The event went well.
7. Items for discussion
    a. PD coordinator/chair position. From Garry J: "Can you add PD Coordinator to your next meeting agenda. Hopefully, your committee will elect someone...if not, then we will go college-wide to try to recruit." Notes: PD Coordinator = Committee Chair. Kaufmann's term is one year due to a stop-gap until the review of the reassigned time process is complete.
    JK Term ends this semester. JK was approved to continue as the SDC Chair by the attending committee members. We will revisit this in our next meeting with a quorum.
    b. Funding Applications Received Since Last Meeting
        i. Lorraine Levy
        ii. Sarai Minjares
        iii. Cynthia Burnham (emailed - JK requested form completion)

iv. John Kaufmann

 v. Alexis Marques Villa (added to the agenda during the meeting)

c. Jezza's Stipend Question (from fall '21 PDD)

An agreement was made for her to pick up the check in person.

d. Coordinating PD Materials with the new website

(Great work Josh and Shashi!)

e. March 25 PD Day follow up (committee member experiences/campus feedback):

 i. By the numbers – the QR code was helpful.

 ii. Breakfast and Lunch Debrief - approximately 130 attendees for lunch, ample food was provided, the food distribution was organized well. We were able to accommodate those that did not rsvp.

 iii. Rooms and Spaces - Gullo II worked out well. The workshop held in the Cedro building provided exposure to Cedro's remodeled rooms.

 iv. Phone Outage Impact - suggestion to provide a hard copy of the agenda as a person stated their battery died and they could not access the agenda.

 v. Speakers and sessions - The first sessions were well received. A committee member stated the following session held in the theatre was not very knowledgeable as at least four attendees made corrections to the presentation. JK followed up to thank the presenters from our campus. JK will follow up with Raniyah to ensure the Guest Presenters received a thank you letter. A committee member suggested doing a post evaluation or survey.

f. Communications Chair Received (for committee consideration and guidance):

From Lesley Voigt: "I'd like to briefly introduce Digital Credentials Institute (DCI), a division of Madison College. We are focused on providing targeted consulting to help institutions pivot and explore digitally-credentialed courses, skills, and or employee recognition that can enhance the great work that is already happening on your campus! Digital Credentials Institute (DCI) has developed a robust portfolio of best practices to support and guide institutions venturing into the micro-credential space without overextending internal resources." JK will respond accordingly.

From Veronica Riglick: "The District's Safety Coordinator, Pamela Gangloff and I are happy to produce content that is fresh & relevant for the faculty and staff. In the past we've presented topics such as preventing strains; working in the power zone; everyday office ergonomics, mindfulness & stretching; and preventing slips, trips & falls."

The committee approved the workshop proposal for our next Fall PDD event.

     g. August PDD Planning
          i. Goals and Ideas – JK will invite President Gilkerson to our next
            Meeting to assist in planning the August PDD event. JK suggests a
            pre-planning survey to engage people in ideas for workshops, adding a
            fun element such as a game.
          ii. Logistics - A member suggested using the Accreditation Report from
            Lynette Apen for PDD workshops.

8. Consent Items
     a. Brown Act Compliance: Continue meetings on Zoom for April 2022

9. Action Items
     a. Voting on Funding Form Applications (listed above)
        The following Funding Requests were approved by attending committee
        Members without a quorum:
        Lorraine Levy, Sarai Minjares, Cynthia Burnham, John Kaufmann, and Alexis
        Marquez Villa.
        JK will contact other members for approval and will reiterate the funding limits.

10. Next Meeting: April 21 at 3:00 PM (Meeting will be on Zoom)

Meeting Adjourned: 4:08 pm

Evergreen Valley College
Staff Development Committee
Meeting Notes: Thursday, April 21, 2022
2021-22 Meeting Times: 1st and 3rd Thursdays from 3:00-4:30
Meeting Link for Spring 22 (revisited monthly): https://sjeccd-edu.zoom.us/j/96323127779

2021-22 PDC Committee Membership

John Kaufmann (Chair/SSHAPE)

Abdie Tabrizi (Former Chair/Treasurer/
Math,Science & Engineering)

Ambica Gill (Former Chair/SSHAPE)

Andres Quintero (SSHAPE)

Binh Vo (Language Arts)

Khanh-Hoa Nguyen-Wong (Language Arts)

Ingrid Rottman (Classified/Enrollment Services)

Josh Russell (Marketing/Administration)

Margaret Faumui (Classified/DSP Program)

Mark Gonzales (At-Large/SSHAPE)

Martha Hardin (Secretary/Student Success)

Raniyah Johnson (Administration)

Shashi Naidu (Classified/Marketing)

Sue Wetzel (Nursing & Allied Health)

Terry Cato (Business and Workforce Dev.)

Vincent Cabada (Facilities/Administration)

William Nguyen (Library & Learning Resources)

Meeting Notes (no quorum)

1. Meeting was not officially called to order - meeting was not recorded
2. Adoption of Agenda - Not officially adopted
3. Recognition and Announcements
    a. Campus Pulsebeat Reports
4. Public Comments (limited to three minutes)
5. Informational Updates
    a. Funding Proposal Updates
        i. Letters were sent out to 4/21 meeting-approved applicants
        ii. Kaufmann is plan to follow-up with 21/22 applicants with a Google survey
        iii. We are in the process of transitioning to Concur system for the final step of the funding process. Kaufmann has contacted Kathy tran to request a meeting to discuss what this might look like on our forms
        iv. Most recent funds application form has been added to the new website
        v. Follow up: Jezza's funding has been dealt with by fiscal services.
6. Items for discussion
    a. PD coordinator/chair position: Kaufmann's term is officially up after the 21-22 academic year. He would like to continue for another year. The committee supports this, but requests that the call go out to the campus to set a precedent of fairness and transparency since it is a release time position.
    b. Funding Applications Received Since Last Meeting
        i. Maryam Farshadfar: We discussed Maryam's proposal. It was valuable course, but as a for-credit course, it does not fit our funding criteria as stated on the application. Kaufmann asked for clarification, and this is

because such courses can be used to advance in the salary scale. It could be "double dipping" for us to pay for something that would also increase salary. This is true for undergraduate and graduate courses, as well as for-credit courses that have an option to take without earning the credit.

c. Transition to Board Docs: We discussed moving our agendas and minutes to board docs for the 2022-23 season. Kaufmann will email Penny Garibay about this.

d. Flex Calendar: Kaufmann shared a required Flex Calendar reporting document (for the California Community Colleges Chancellor's Office). The committee gave some guidance on how to complete the form. Kaufmann will work on completing and submitting the form. He will share the completed form at the 5/3/22 meeting before submitting.

e. ISER Draft as relates to PD Committee work (Review p. 94). Committee reviewed the relevant portion of the ISER draft and shared comments. Kaufmann will make these updates and share them with the ISER Team.

f. August PDD Planning
   i. Goals and Ideas: Proposal to focus/center on students. President Gilkerson will join us for the 5/5/22 meeting and we choose a theme and priorities in collaboration with the president at that meeting.
   ii. We discussed that we would send out call for session proposals after the 5/5/22 meeting (after we have chosen a theme/focus)

7. Consent Items
   a. Brown Act Compliance: Plan to continue meetings on Zoom for May 2022

8. Action Items
   a. Voting on Funding Form Application (listed above). Present members voted unanimously not to approve funding for M. Farshadfar (on technical terms, not on merits of course or proposal). Voting extended to email after this meeting to reach majority post-meeting.

9. Next Meeting: May 5 at 3:00 PM (Meeting will be on Zoom)
   a. Guest: President Gilkerson

EVC Professional Development Committee
Meeting Minutes Thursday, May 5, 2022

In Attendance: John Kaufmann, Martha Hardin, Terry Cato, Mark Gonzalez, Andres Quintero, Josh Russell, Abdie Tabrizi, Sue Wetzel, Khanhhoa Nguyen Wong
Visitors: Tammeil Gilkerson, Matais Pouncil

Meeting Minutes
1. Call to order/Begin Zoom meeting recording/enable live transcript 3:00 pm
2. Adoption of Agenda - Approved
3. Approval of Minutes from 3/17 Approved
4. Review Meeting Notes from 4/7 Approved and 4/21 Approved with the change of JK will update attendance.
5. Recognition and Announcements n/a
    a. Campus Pulsebeat Reports - Self Service will replace MyWeb in June 2022.
6. Public Comments (limited to three minutes) n/a
7. Informational Updates
    a. PD coordinator/chair position - Two year term. JK was approved for a one year term. The position will go out to all campus. JK applied.
    b. Funding Proposal Updates
        i. M. Farshadfar update and related form updates - she applied for a For-credit course. Abdie contacted Maryam to explain courses are not funded, the SDC only funds workshops or conferences.
        ii. Transitioning to Concur system - next year we will finish the transition. JK will confer with Kathy Tran.
        iii. After transition; A short succinct tutorial video will be created and offered at a PD session about applying for funding.
        iv. Share funded app follow-up survey draft with the committee - JK shared a link to the funded app follow-up survey he created and encourages committee members to try out the form.
        https://docs.google.com/forms/d/e/1FAIpQLScp4nFu7nYewVFi4is_ENZos8iIs2Vf7bILFUhgDUwx3kBGQg/viewform?usp=sf_link
    c. Transition to Board Docs - JK collaborated with Penny. Board Docs are a user-friendly accessible way to keep the SDC agenda and minutes.
    d. Update on ISER edits - JK submitted the committee responses to Lynette Apen.
8. Items for discussion
    a. Funding Applications Received Since Last Meeting - a request was made to change Your Department/Division to Your Department and Division on the application.
        i. Huong (Tyler) Pham - Request to attend conference.
        ii. Jackie Baxton - Request to take an Engraving Course. A discussion was held, committee members agree the course does not count towards a degree or certificate instead is a workshop.

b. Flex Calendar document. Quick Review JK shared the document worked on with Ambica. Committee members were added to the Flexible Calendar Activity Page. JK added activities related to staff development, in-service training and instructional improvements.
c. Annual Self Eval Document: JK introduced the document. We will complete during our next meeting. JK will use it as a template for the College Council meeting Monday.
d. Digital Credentials Institute's micro-credential/digital badge program development solution: Where to refer Lesley Voigt? JK will forward to Matais Pouncil.
e. May 9: Report to College Council: any suggestions?
f. August PDD Planning
    i. Theme Ideas - President Gilkerson suggest expanding the focus to support our colleagues guiding us towards the college mission and our strategic goals. The educational master plan focuses on one goal. She stated the responsibility of the SD committee will be to create a mini conference with thirty minute presentations. The SDC will expect those funded to share what they learned and how it meets the goals of the college.

    President Gilkerson suggested writing a theme for this new vision, including the way we onboard and support new employees. She questioned if we want to take on New Employee orientations. President Gilkerson shared the new EVC Mission and Vision statement.

    Mission Statement:
    EVC guides all students to pathways that reach their educational and career goals through equity-centered, innovative academic programs and support services. By creating a learning environment where everyone feels welcomed and supported, we are committed to a culture of inquiry, growth, and respect that creates an equitable society in which all can participate and prosper.

    Vision Statement
    To be the leading college advancing opportunity, equity, and social justice through supporting students' aspirations, education, and career attainment.

    A discussion was held questioning if the SDC has the resources to be in charge of New Employee Orientations. A committee member advised that the AFT presents New Employee Orientations and suggest that JK meet with President Gilkerson for clarification. A discussion was held on the guidelines of SDC funding. JK shared the post conference survey which ask if they would be interested in presenting at PDD.

    ii. Goals and Ideas
        ● 1. Interactive full-group section: Mentimeter?

- 2. Student panel - Seek program support for finding students
iii. Logistics
iv. Approval to send out requests for session presentations after the meeting? (suggestions on emphasis?) The committee approved the idea of the new mission and vision becoming the centerpiece of PDD. JK will send out to campus requesting for session proposals.

9. Consent Item
   a. Brown Act Compliance: Continue meetings on Zoom for May 2022
10. Action Items
    a. Voting on Funding Form Application (listed above) Both Requests were approved.
11. Next Meeting: May 19 at 3:00 PM (Meeting will be on Zoom)

Meeting Adjourned: 4:30 pm

EVC Professional Development Committee
Meeting Minutes Thursday, May 19, 2022

In Attendance: John Kaufmann, Martha Hardin, Margaret Faumui, Mark Gonzalez, Andres Quintero, Abdie Tabrizi, Sue Wetzel, Khanhhoa Nguyen Wong
Visitors: N/A

Meeting Minutes
1. Call to order/Begin Zoom meeting recording/enable live transcript 3:10 pm
2. Adoption of Agenda Approved
3. Approval of Minutes from 5/5/22 Approved
4. Recognition and Announcements
    a. Campus Pulsebeat Reports N/A
5. Public Comments (limited to three minutes) N/A
6. Informational Updates
    a. PD Membership for 22/23: Plan to continue - JK polled present committee members. The following confirmed Vince Cabada, Margaret Faumui, Mark Gonzales, Martha Hardin, Ingrid Rottman, and Abdie Tabrizi. JK will follow up with other members.
    b. Share: Funding Follow-Up Survey Results (lessons learned?) JK shared eight responses from the Follow-Up Survey. All positive feedback, stated no problems with initial funding application. A person stated Adobe Sign is tricky, another requested a fillable form.
    c. Flex spending doc submitted (the one we reviewed last time)
    d. FC-001 Form Completed - JK shared the form signed by VP Alexander and VP Pouncil
7. Items
    a. Funding Applications Received Since Last Meeting
        i. Jose de Jesus Sanchez - JS did not use previous approved funding. JK will ask Kathy Tran to stop payment on the check.
        ii. Nasreen Rahim - Presenting at the conference.
        iii. Poonam question: Funding approved for a workshop before June 30.
            1. Funded for less than 1,000 - more for this year? Cannot rollover funds to next year.
            2. Funding for the next fiscal year? A discussion was held on approving funding requests for next fiscal year which begins July 1st yearly. JK will confirm with Kathy Tran funding cannot be pre-approved as the SD budget is unknown. A discussion was held and confirmed that persons can submit more than one request until their funding limit is reached. Funding is limited to cheaper transportation.
    b. Annual Self Eval Document: Introduce: Complete together! Committee members completed.
    c. August PDD Planning
        i. Confirm Theme - A new mission into practice, a new vision into focus. Approved
        ii. Review/Approve General Schedule - Committee members adjusted and approved the schedule.

      iii. Brainstorm Sessions and Ideas for discussion - JK provided suggestions
         forwarded to him. The committee members suggested a Talent show featuring faculty
         and staff during the lunch hour. JK will send requests for proposals.
      iv. Logistics - Discussed
8. Consent Items
  a. Brown Act Compliance: Continue meetings on Zoom for Fall 2022?
9. Action Items
  a. Voting on Funding Form Application (listed above) Both funding requests approved. JK will
    notify.
10. Next Meeting: Fall 22 TBA: But I'll need some support over the summer! (Meeting will be
    on Zoom)

Meeting Adjourned 4:30 pm