

**Evergreen Valley College
Professional Development Committee
2024-2025 Agendas**

EVERGREEN VALLEY COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE
AGENDA: THURSDAY SEPTEMBER 5, 2024

2024-2025 PDC COMMITTEE MEMBERSHIP

Anali Dimas (Classified/Enrollment Services)	Shashi Naidu (Classified/Marketing)
Bob Lombard (MSE)	Tina Abraham (Nursing/Allied Health)
Grace Tong (Student Success)	Interim Chair
Khanh-Hoa Nguyen-Wong (Language Arts)	Tran, Thien T. (Kathy) (Fiscal/Business Services)
John Kaufmann (Former Chair/SSHAPE)	
Mark Gonzales (At-Large/SSHAPE)	Vincent Cabada (Facilities/Administration)

AGENDA

1. Call to order
2. Adoption of agenda
3. Approval of Minutes from 05/02/2024
4. Public Comments (limited to three minutes)
5. Action items
 - a. Funding requests
 - i. Kara Potter's submitted 8/20/2024
 - b. Form Duplication for new fiscal year
 - c. Debrief August PDD
 - i. Attendance form for Business Workforce Development (Kim Steele)
 - ii. Shortage of food/water/drink
 - iii. Last-minute room change (Tejal's sessions)
 - iv. Physical copies for Attendance Sign-In (Scott Wilson's accommodations)
 - d. Budget review for FY 24 – 25
 - e. Overview funding application process for FY 24 – 25
 - i. Confirm/establish criteria for FY 24-25 funding
6. Announcements
 - a. Planning for January 2025 PDD
 - b. Next PD meeting is September 19
7. Recognition and Announcements
8. Adjournment

EVERGREEN VALLEY COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE
AGENDA: THURSDAY SEPTEMBER 19, 2024

2024-2025 PDC COMMITTEE MEMBERSHIP

Anali Dimas (Classified/Enrollment Services)	Binh Vo (English/LA) PD Coordinator
Bob Lombard (MSE)	Tran, Thien T. (Kathy) (Fiscal/Business Services)
Grace Tong (Student Success)	Jamison Jossis / Vincent Cabada (Facilities/Administration)
Khanh-Hoa Nguyen-Wong (Language Arts)	VP Matais Pouncil (Administration)
John Kaufmann (Former Chair/SSHAPE)	
Mark Gonzales (At-Large/SSHAPE)	
Shashi Naidu (Classified/Marketing)	

AGENDA

1. Call to order
2. Adoption of agenda
3. Approval of Minutes from 05/02/2024 and 9/05/2024
4. Public Comments (limited to three minutes)
5. Action items
 - a. Funding requests follow up and FY 24/25 budget confirming
 - i. Kara Potter's submitted 8/20/2024
 - ii. MSC funding for managers --> not PDC funding
 - b. Guide PDF updates and Form editing (for the Shareback option)
 - c. Discuss January 2025 PDD
 - i. Past January as a template; possible theme: connecting to our admins and new president
 - ii. Coordinating with Penny for better breakfast lunch options
 - iii. Accommodating last-minute changes and faculty needs
 - d. Committee Chairs Committee on Friday led by Eric Narveson
 - i. Academic Senate reporting and membership updates
 - e. Confirming funding application process for FY 24 – 25
 - i. Confirm/establish criteria for FY 24-25 funding
 1. Be on the same page for tightening of budget
 2. If someone gets rejected, we need to know why
 3. Make sure people don't double-dip (for example, moving up the salary scale)
6. Announcements: Next PDC meeting is October 3
7. Recognition and Announcements

8. Adjournment

EVERGREEN VALLEY COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE
AGENDA: THURSDAY OCTOBER 3, 2024

2024-2025 PDC COMMITTEE MEMBERSHIP

Anali Dimas (Classified/Enrollment Services)	Shashi Naidu (Classified/Marketing)
Bob Lombard (MSE)	Binh Vo (English/LA) PD Coordinator
Grace Tong (Student Success)	Tran, Thien T. (Kathy) (Fiscal/Business Services)
Khanh-Hoa Nguyen-Wong (Language Arts)	Jamison Jossis / Vincent Cabada (Facilities/Administration)
John Kaufmann (Former Chair/SSHAPE)	
Mark Gonzales (At-Large/SSHAPE)	

AGENDA

1. Call to order
2. Adoption of agenda
3. Approval of Minutes from 09/19/2024
4. Public Comments (limited to three minutes)
5. Action items
 - a. Funding requests budget update:
 - i. Vicki Brewster's approval
 - ii. New Requests pending
 - b. Nursing and Allied Health membership update
 - c. Guide PDF updates and Form
 - i. Upload new forms to PD website
 - ii. Updates on this website (agendas/minutes/forms)
 - d. Discuss January 2025 PDD
 - i. Past January as a template (Google Site template)
 1. Vote on theme: Re/Connecting to Our Leadership
 - ii. Interim President Noldon's Request to streamline PDD (email)
 - iii. Collaborating with Penny on breakfast/lunch catering
 1. How much did we spend last August PDD and last PDD
 2. Budget for food (\$4,192.73 for Jan PDD 24) -- need to confirm
 3. Breakout sessions Proposal Form (ready to review)
 - a. How do we approve these proposals?
 - iv. Accommodating last-minute changes and faculty needs
 1. Especially breakout sessions proposals that missed the deadline of Friday, November 29, 2024
 - e. Committee Chairs Committee on Friday led by Eric Narveson: mock workshop

- i. Academic Senate reporting and membership updates
- f. Confirming funding application process for FY 24 – 25
 - i. Confirm/establish criteria for FY 24-25 funding (first come first served)
 - 1. How can we ensure people don't double-dip (for example, moving up the salary scale)
- 6. Announcements: Next PDC meeting is October 17 –
- 7. reoccurring event, 1st and 3rd Thursday of the month
- 8. Recognition and Announcements
- 9. Adjournment

EVERGREEN VALLEY COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE
AGENDA: THURSDAY OCTOBER 17, 2024

[ZOOM OPTION](#) AND/OR LA-133 AT 3:15 PM

2024-2025 PDC COMMITTEE MEMBERSHIP

Anali Dimas (Classified/Enrollment Services)	Tran, Thien T. (Kathy) (Fiscal/Business Services)
Bob Lombard (MSE)	
Grace Tong (Student Success)	Michael Casares (Fiscal/Business Services)
Khanh-Hoa Nguyen-Wong (Language Arts)	Jamison Jossis (Facilities)
John Kaufmann (Former Chair/SSHAPE)	Vincent Cabada (Facilities/Administration)
Mark Gonzales (At-Large/SSHAPE)	Melody Barta (Business and Workforce)
Shashi Naidu (Classified/Marketing)	Jeanine Vaughn (Nursing)
Binh Vo (English/LA) PD Coordinator	

AGENDA

1. Call to order: Hoa first and John second
2. Adoption of agenda: Hoa first and Shasi second
3. Approval of Minutes from 10/3/24: John first Hoa second (Melody abstained since she was not present last time)
4. Public Comments (limited to three minutes)
 - a. Kathy: email to Binh, new Business Service Supervisor (Micheal, started on Monday) interim both members will be on committee: participating; next meeting Michael will assume (Kathy will become a guest as needed)
5. Action items
 - a. Funding requests budget update **(budget remains at \$20,350):**
 - i. New requests: Fahmida Fakhrudin (\$420): 1 abstention rest approved, Victoria Tran (\$600): all voted one abstained, Grace Estrada (\$943) all voted and abstation, TENEKA CORNISH (\$546) -- could approve today w/o per diem for registration – approved for the registration online without per diem, abstaining 1
 - ii. Approval letter and email templates
 - b. Membership updates: Welcome Jeanine and Melody (pending Academic Senate meeting on 10/15/24 -- they have been added to the Consent agenda)
 - c. Guide PDF updated and form for current academic year ready for upload
 - i. Request uploading to PD website
 - d. Discuss January 2025 PDD
 - i. [Google Site](#) revisions and editing – requesting more feedback

- ii. Two day in January 2025 (union language in minutes and next agenda)
 - 1. Include the list of breakout proposals for the committee to vet
- iii. Theme voted on: Re/Connecting to Our Leadership: in our programs, classrooms, and administration
- iv. Tina Abraham's proposal to streamline PDD:
 - 1. Jan + March combined, March PDD entirely alternative plan or online, or March PDD with no lunch provided
 - 2. Cut the food items (to cut costs)
 - 3. Suggested to the Interim president Dr. Noldon: do things a little differently – report to AS and AFT etc, combing March and Jan PDD together: 2 days in January (Friday can be used as alternative plan day, as it is tradition to have March PDD for alternative plans).
 - a. PDD adds extra work on others: Penny, Facilities, this committee etc
 - 4. Keep Jan PDD, option to make March PDD total alternative plan (fall on faculty/classified responsibilities to have their alternative plans)-- everyone will submit their plan and so no physical PDD in March. Are we allowed to do this, per the AFT contracts.
 - a. 11.5.1 Three Mandatory Days One (1) Professional Development day each year shall be used for campus-wide convocation at which the president of the AFT 6157 shall be invited to make a presentation. Three days shall be mandatory: the first two days of the fall academic calendar; and the first day in the spring academic calendar. These days shall be used for activities which may include: campus-wide planning to meet student needs; divisional planning and activities coordinated by the Division Dean; department meetings and activities. Attendance at these meetings shall be mandatory for full-time instructional and non-instructional staff. [new AFT 6157 contract July 1 2023- June 30 2026](#)
 - 5. Classified has their own training (a day of training) every year – they already have one day in training so that they can also agree to March PDD alternative plans
 - 6. Hoa: Binh needs to check with the AFT and AS
 - 7. IT charge: all the requests in, they charge (internal charge) for us + IT charge for everything

8. Mark: Classified Senate President (Vicky Brewster) + AS President + AFT: no voting before meeting them about possible ideas (temporary thing during the budget cut – emergency situation) + look at the contract for the classified folks too. Alternative plans for faculty not so much for classified
9. John: IT costs money (not charged to our catering budget): March PDD – does this come out of our budget? What's the budget crunch outside of food?
 - a. Mark: alternative plans might not save any money (adjuncts are paid to attend PDD)
 - b. Kathy: time sheet for adjunct stipend (will follow up): VP Alexander about IT cost, who's already here onsite: overtime pay for staff (within 8-5 pm) no charge has been done in past years from IT; Kathy will follow up and report at our next meeting
 - c. Online PDDs during the Pandemic, saved a lot of money on food
 - d. John: administration really wanted people back;
 - e. March PDD online: after checking in with AS, Classified, AFT
 - f. Hoa: don't take away breakfast burrito + coffee (better serve breakfast and not lunch)
10. A campus-wide survey?
- v. Collaborating with Penny on breakfast/lunch catering
 1. Binh's meeting with Penny on Friday 10/11
 - a. Variables and constraints: how to anticipate these
 - b. DSP accommodations – for students
 - i. Contact Michael Osario for faculty and staff
 - ii. HR accommodate faculty and staff
 - iii. Kathy is working with Dean Gutierrez to accomodate a faculty member (advanced notice to reach out to vendors to make it available for that time/date participatory)
 - iv. HR can assist connecting employee with the vendors (ADA assistance)
 - v. Not coming from this committee
 2. Catering/food budget left: \$7,682.04
 - a. Best to work with Fresh and Natural: discuss alternatives

- vi. Breakout sessions Proposal Form – upload to PD website and sent out on Friday, 10/11, to the entire EVC community
- vii. Accommodating last-minute changes and faculty needs
 - 1. Especially breakout sessions proposals that missed the deadline of Friday, November 20, 2024
- e. Parliamentary Procedures updates
 - i. Academic Senate reporting and At-Large membership by a Classified Professional
 - ii. John: follow up At-Large seat faculty not classified (Mark is our At-Large)
- f. Reporting to the President's Office
- g. Setting up meetings with Facility: rooms and technology planning
 - i. Vince (Jamison): Facility support coordinator, providing Facilitron
 - ii. Jamison will secure the rooms for the breakout rooms
 - iii. 2 breakout sessions for DE workshops (have faculty rsvp): no larger computer labs
- 6. Announcements: Next PDC meeting is November 7 –
- 7. AS meeting report (tangible idea to bring March PDD to have it online): AS, AFT, Classified
--- Suggestion by John
- 8. reoccurring event, 1st and 3rd Thursday of the month
- 9. Recognition and Announcements
- 10. Adjournment: Melody moved, John second

EVERGREEN VALLEY COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE
AGENDA: THURSDAY NOVEMBER 7, 2024

[ZOOM OPTION](#) AND/OR LA-133 AT 3:15 PM

2024-2025 PDC COMMITTEE MEMBERSHIP

Anali Dimas (Classified/Enrollment Services)	Tran, Thien T. (Kathy) (Fiscal/Business Services)
Bob Lombard (MSE)	Michael Casares (Fiscal/Business Services)
Grace Tong (Student Success)	Jamison Jossis (Facilities)
Khanh-Hoa Nguyen-Wong (Language Arts)	Vincent Cabada (Facilities/Administration)
John Kaufmann (Former Chair/SSHAPE)	Melody Barta (Business and Workforce)
Mark Gonzales (At-Large/SSHAPE)	Jeanine Vaughn (Nursing and Allied Health)
Shashi Naidu (Classified/Marketing)	
Binh Vo (English/LA) PD Coordinator	

AGENDA

1. Call to order
2. Adoption of agenda
3. Approval of Minutes from 10/17/24
4. Public Comments (limited to three minutes)
5. Action items
 - a. Funding requests budget update (**budget remains at \$17841**):
 - i. New request: Juan D Gil (maximum \$1200 for full-time faculty)
 - b. Membership updates: Michael assuming his role and Kathy as guest as needed
 - c. Following up on updates on the PD website: what else do we need to update?
6. Discussion items
 - a. January 2025 PDD
 - i. [Google Site](#) revisions and editing – what need to be updated?
 1. Plugging in breakout sessions ([6 submitted requests](#))
 2. Using last Jan PDD breakout sessions to reach out to presenters?
 3. What does the committee want Binh to talk to President Lopez about?
 - ii. Theme voted on: Re/Connecting to Our Leadership: in our programs, classrooms, and administration
 1. Do we need to prepare a slide deck or leave it up to the President's Office (for the morning full group session)
 - iii. On the day of: the process of collaborating as committee members
 - b. March 2025 PDD: entire event online

- i. AFT contracts language:
 - a. 11.5.1 Three Mandatory Days One (1) Professional Development day each year shall be used for campus-wide convocation at which the president of the AFT 6157 shall be invited to make a presentation. Three days shall be mandatory: the first two days of the fall academic calendar; and the first day in the spring academic calendar. These days shall be used for activities which may include: campus-wide planning to meet student needs; divisional planning and activities coordinated by the Division Dean; department meetings and activities. Attendance at these meetings shall be mandatory for full-time instructional and non-instructional staff. [new AFT 6157 contract July 1 2023- June 30 2026](#)
- ii. Requesting committee's approved language for email sent out to:
 - a. Classified Senate
 - b. Academic Senate
 - c. President's Office
 - d. Entire EVC Community
- c. IT charge follow up with Kathy: all the requests in, they charge (internal charge) for us + IT charge for everything
- d. Kathy's follow-up: time sheet for adjunct stipend (will follow up): VP Alexander about IT cost, who's already here onsite: overtime pay for staff (within 8-5 pm) no charge has been done in past years from IT
- e. Collaborating with Penny on breakfast/lunch catering
 - 1. Does the committee want to choose the food items?
 - 2. Catering/food budget left: \$7,682.04
 - a. Best to work with Fresh and Natural: discuss alternatives
- f. Setting up meetings with Facility: rooms and technology planning
 - i. Vince (Jamison): Facility support coordinator, providing Facilitron
 - ii. Jamison will secure the rooms for the breakout rooms
 - iii. 2 breakout sessions for DE workshops (have faculty rsvp): no larger computer labs
- 7. Announcements: Next PDC meeting is November 21–
 - a. Meetings on the 1st and 3rd Thursday of the month
- 8. Recognition and Announcements
- 9. Adjournment

EVERGREEN VALLEY COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE
AGENDA: THURSDAY NOVEMBER 21, 2024

[ZOOM OPTION](#) AND/OR LA-133 AT 3:15 PM

2024-2025 PDC COMMITTEE MEMBERSHIP

Anali Dimas (Classified/Enrollment Services)	Tran, Thien T. (Kathy) (Fiscal/Business Services)
Bob Lombard (MSE)	Michael Casares (Fiscal/Business Services)
Grace Tong (Student Success)	Jamison Jossis (Facilities)
Khanh-Hoa Nguyen-Wong (Language Arts)	Vincent Cabada (Facilities/Administration)
John Kaufmann (Former Chair/SSHAPE)	Melody Barta (Business and Workforce)
Mark Gonzales (At-Large/SSHAPE)	Jeanine Vaughn (Nursing and Allied Health)
Shashi Naidu (Classified/Marketing)	
Binh Vo (English/LA) PD Coordinator	

AGENDA

1. Call to order
2. Adoption of agenda:
3. Approval of Minutes from 11/7/24
4. Public Comments (limited to three minutes)
5. Action items
 - a. Funding requests budget update (budget remains at \$15,016):
 - b. Finalizing the [January 2025 PDD Agenda Google Site](#)
6. Discussion items
 - a. January 2025 PDD
 - i. [Google Site](#) revisions and editing – what need to be updated?
 1. Breakout sessions proposals and updates
 2. One-hour lunch bookstore vendor’s presentation at SJCC and EVC
 3. Inviting Classified Senate and DE Coordinator to submit breakout sessions proposals – due next Wednesday, November 20
 4. Meeting with the President’s Office – Binh's report
 - ii. On the day of: the process of collaborating as committee members
 - b. March 2025 PDD: entire event online
 - i. AFT contracts language:
 - a. 11.5.1 Three Mandatory Days One (1) Professional Development day each year shall be used for campus-wide convocation at which the president of the AFT 6157 shall be invited to make a presentation. Three days shall be

mandatory: the first two days of the fall academic calendar; and the first day in the spring academic calendar. These days shall be used for activities which may include: campus-wide planning to meet student needs; divisional planning and activities coordinated by the Division Dean; department meetings and activities. Attendance at these meetings shall be mandatory for full-time instructional and non-instructional staff. [new AFT 6157 contract July 1 2023-June 30 2026](#)

- ii. Requesting committee's approved language for email sent out to:
 - a. Classified Senate – will meet and discuss on December 13
 - b. Academic Senate – discussion item on 11/19 agenda
 - c. President's Office – Penny scheduled 11/20 meeting
 - d. Entire EVC Community – crafting the email as a committee
- c. Collaborating with Penny on breakfast/lunch catering
 - 1. Catering/food budget left: \$7,682.04
 - a. Best to work with Fresh and Natural: discuss alternatives
 - b. Sandwiches + participants bring their own water (sodas)
 - c. Just water and no soft drink (water bottles) first come first serve
 - d. Setting up meetings with Facility: rooms and technology planning
 - i. Vince (Jamison): Facility support coordinator, providing Facilitron
 - ii. Jamison will secure the rooms for the breakout rooms
 - iii. How do we reserve the lobby computer area in the library building?
- 7. Announcements: Next and last Fall 2024 PDC meeting is December 5
 - a. Meetings on the 1st and 3rd Thursday of the month
- 8. Recognition and Announcements
- 9. Adjournment

EVERGREEN VALLEY COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE
AGENDA: THURSDAY DECEMBER 5, 2024

[ZOOM OPTION](#) AND/OR LA-133 AT 3:15 PM

2024-2025 PDC COMMITTEE MEMBERSHIP

Anali Dimas (Classified/Enrollment Services)	Tran, Thien T. (Kathy) (Fiscal/Business Services)
Bob Lombard (MSE)	Michael Casares (Fiscal/Business Services)
Grace Tong (Student Success)	Jamison Jossis (Facilities)
Khanh-Hoa Nguyen-Wong (Language Arts)	Vincent Cabada (Facilities/Administration)
John Kaufmann (Former Chair/SSHAPE)	Melody Barta (Business and Workforce)
Mark Gonzales (At-Large/SSHAPE)	Jeanine Vaughn (Nursing and Allied Health)
Shashi Naidu (Classified/Marketing)	
Binh Vo (English/LA) PD Coordinator	

AGENDA

1. Call to order
2. Adoption of agenda
3. Approval of Minutes from 11/21/24
4. Public Comments (limited to three minutes)
5. Action items
 - a. Funding requests budget update **(budget remains at \$15,016):** new request
 - b. Finalizing and approving the [January 2025 PDD Agenda Google Site](#)
6. Discussion items
 - a. January 2025 PDD
 - i. [Google Site](#) revisions and editing – what still need to be updated?
 - ii. On the day of: the process of collaborating as committee members
 1. Reference [Jennifer Kurushima's planning document](#)
 2. Ensure no loose-ends as a committee
 - b. March 2025 PDD: entire event online
 - i. AFT contracts language:
 - a. 11.5.1 Three Mandatory Days One (1) Professional Development day each year shall be used for campus-wide convocation at which the president of the AFT 6157 shall be invited to make a presentation. Three days shall be mandatory: the first two days of the fall academic calendar; and the first day in the spring academic calendar. These days shall be used for activities which may include: campus-

wide planning to meet student needs; divisional planning and activities coordinated by the Division Dean; department meetings and activities. Attendance at these meetings shall be mandatory for full-time instructional and non-instructional staff. [new AFT 6157 contract July 1 2023- June 30 2026](#)

- ii. Requesting committee's approved language for email sent out to:
 - a. Classified Senate – will meet and discuss on December 13
 - b. Academic Senate – discussion item on 12/3 agenda
 - c. President's Office – onboard with this move
 - d. Entire EVC Community – crafting the email as a committee
 - i. This can be tabled until the first Spring meeting.
 - c. Collaborating with Penny on breakfast/lunch catering
 - 1. Catering/food budget left: \$7,682.04
 - a. Send Penny email to ensure this will happen in a timely manner
 - d. Setting up meetings with Facility: rooms and technology planning
 - i. Vince (Jamison): Facility support coordinator, providing Facilitron
 - ii. Finalize breakout sessions and room requests by presenters
 - e. Updating the PDC handbook: what has been the process from previous chairs?
7. Announcements: The first Spring 2025 meeting is on February 6, 2025
- a. Meetings on the 1st and 3rd Thursday of the month
8. Recognition and Announcements
9. Adjournment