

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

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

2023-2024 PDC COMMITTEE MEMBERSHIP

Anali Dimas (Classified/Enrollment Services)

Bob Lombard (MSE)

Grace Tong (Student Success)

Khanh-Hoa Nguyen-Wong (Language Arts)

John Kaufmann (Former Chair/SSHAPE)

Mark Gonzales (At-Large/SSHAPE)

Shashi Naidu (Classified/Marketing)

Binh Vo (LA/English) Chair

Tran, Thien T. (Kathy) (Fiscal/Business Services)

Vincent Cabada / Jamison Jossis
(Facilities/Administration)

VP Pouncil (Administration)

RED IS ABSENT

AGENDA

1. Call to order 3:15 pm
2. Adoption of agenda
 - a. Hoa first, John second
3. Approval of Minutes from 05/02/24
 - a. Binh will reach out to Tina and Shashi to obtain these minutes.
 - b. At next meeting, September 19 will approve both meeting minutes
4. Public Comments (limited to three minutes) none
5. Action items
 - a. Membership updates: quorum is 5 and Binh can be voted in by members to vote if necessary
 - i. Membership breakdown list sent by John
 - ii. Binh will reach out to Deans if necessary to confirm memberships or when there's a vacancy that needs to be filled – currently a faculty from Nursing/Allied Health, Library/Learning Resources, and an At-Large seat
 - iii. Binh will include this membership list at the next Senate meeting, requesting support for the At-Large seat because of an adjunct faculty's interest (Huong Tyler)
 - b. Budget updates: 24/25 budget still not approved. Binh will email Kathy Tran to follow up. Pending item for discussion at the next meeting.
 - i. Kara Potter's request (re-submitted 08/20/2024) is therefore pending until we can confirm budget, but her travel dates are well in advance in 2025.

- c. Debrief discussions about August PDD
 - i. Attendance form for Business Workforce Development (done)
 - ii. Shortage of food/water/drink: how can we plan ahead for this?
 - iii. Last-minute room change (DE Recertification sessions)
 - iv. Physical copies for Attendance Sign-In (DSP accommodations)
 - d. Overview funding application process for FY 24 – 25
 - i. Binh may want to create a video for Concur (check with Kathy for the steps that have changed) -- especially for vendors using platforms like Evenbrite
 - 1. Solution: take a screenshot of payment receipts to submit in Concur
 - 2. Or produce the cheat sheet for faculty to pay attention to for business services to approve
 - 3. Send the guide pdf along with the approval letter to the applications and request their careful attention to it especially the Concur part
 - ii. 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)
 - iii. The "Shareback" options may need further clarifications: at division meetings would be most appropriate to share back afterward.
 - iv. Criteria may change depending on our budget allocation this year.
 - e. Planning for January 2025 PDD
 - i. Focus this year – find the theme: connect to our admin/president
 - ii. Template to roll over the last Jan template (keep the template and take out content)
 - iii. Next PDC meeting: look at template for committee to look at and approve (between John and Binh and Tina to discuss – bring this up) + schedule to next step PD meeting
6. Announcement- none
- a. Next PD meeting is September 19
7. Recognition and Announcements none
8. Adjournment
- a. Mark first, Anali second

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

2024-2025 PDC COMMITTEE MEMBERSHIP

Anali Dimas (Classified/Enrollment Services)
Bob Lombard (MSE)
Grace Tong (Student Success)
Khanh-Hoa Nguyen-Wong (Language Arts)
John Kaufmann (Former Chair/SSHAPE)
Mark Gonzales (At-Large/SSHAPE)

Shashi Naidu (Classified/Marketing)
Binh Vo (English/LA) PD Coordinator
Tran, Thien T. (Kathy) (Fiscal/Business Services)
Jamison Jossis / Vincent Cabada (Facilities/Administration)

MINUTES BASED ON AGENDA

1. Call to order
2. Adoption of agenda
 - a. Hoa first, Vince second
3. Approval of Minutes from 05/02/2024 and 9/05/2024
 - a. Hoa first, Kathy second
4. Public Comments (limited to three minutes): None
5. Action items
 - a. Funding requests follow up and FY 24/25 budget confirming: \$44,300 / 2: fundings professional/conferences; food for PDD: \$22,150 (1\$200 for full time, and \$600 for part-time); \$28,000 used, awarded \$40,000 (based on the last budget cycle); reason: usually no Concur applications and follow-ups.
 - b. If awarded, faculty needs to follow up – so that committee knows (timing for conference is important.) PD Chair follow up after PDC approved – point of contact: Thang Vu (senior account tech) <mailto:thang.c.vu@evc.edu> (add him to the letter)
 - i. Binh will update both the Funding Guide and the Form for next meeting approvals.
6. Kara Potter's submitted 8/20/2024
 - a. Out-of-the country: board needs to approve it (first) -- separate process that Kara is responsible.
 1. PDC can approve \$600 first and then let the employee follow through – Votes: 0 yes, 6 abstains, 1 no
 2. More information is needed because of the out-of-the-country concern

- b. Vicky Brewster's application: \$1200 total travel dates: October 17-18 (Hoa first, Kathy second) -- approved
 - i. MSC funding for managers --> not PDC funding
 - ii. Contact Dean Lu Cray for rep on the committee replacement for Tina
 - 1. Binh emailed sent out Monday September 23, 2024 to Nursing and Allied Health
 - c. Guide PDF updates and Form editing (for the Shareback option) -- up to the faculty/staff to follow up within their division
 - i. The committee has decided not to make any changes for now.
 - d. Discuss January 2025 PDD
 - i. Past January as a template; possible theme: connecting to our leadership (to welcome our new president – President Vinicio Lopez)
 - ii. Coordinating with Penny for better breakfast lunch options
 - 1. How much did we spend last August PDD: Fresh and Natural quote for Jan 2024 = \$8389.06
 - 2. Last Jan PDD how did we spend? Email Penny so we can plan for this upcoming Jan PDD. Email sent on 9/27/24
 - 3. Agendize budget for food (\$4,192.73 for Jan PDD 24)
 - 4. Fresh and Natural preferred due to on-campus liability
 - a. Need to make sure they provide enough water/drinks
 - b. Follow up on folks' signing up lunch/breakfast -- Penny gets this list way before the event – 3 weeks
 - iii. Accommodating last-minute changes and faculty needs
 - 1. Vera's feedback: use the drop-down menu instead of fill-in-the-blank for divisions when folks sign in online
 - 2. Provide both online + paper sign in sheets
 - e. Committee Chairs Committee on Friday led by Eric Narveson
 - 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. 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)
7. Announcements: Next PDC meeting is October 3 – reoccurring event, 1st and 3rd Thursday of the month, Outlook invite sent out now.
8. Recognition and Announcements
9. Adjournment

a. Bob moved, Jamison second

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

2024-2025 PDC COMMITTEE MEMBERSHIP

Anali Dimas (Classified/Enrollment Services)
Bob Lombard (MSE)
Grace Tong (Student Success)
Khanh-Hoa Nguyen-Wong (Language Arts)
John Kaufmann (Former Chair/SSHAPE)
Mark Gonzales (At-Large/SSHAPE)

Shashi Naidu (Classified/Marketing)
Binh Vo (English/LA) PD Coordinator
Tran, Thien T. (Kathy) (Fiscal/Business Services)
Jamison Jossis (Facilities)
Vincent Cabada (Facilities/Administration)

MINUTES

1. Call to order (at 3:15)
2. Adoption of agenda: Hoa motion, Kathy second
3. Approval of Minutes from 09/19/2024: John first, Hoa second
4. Public Comments -- none
5. Action items
 - a. Funding requests budget update:
 - i. Vicki Brewster's approval letter sent
 - ii. Rahmon Pashtunyah's request (5 yes) -- letter sent 10/4
 - iii. **Funding budget remaining: \$20,350** after approving these two requests
 - b. Nursing and Allied Health membership: Email sent to Austin Hunter who announced it at their division/department meeting
 - c. Guide PDF updates and Form
 - i. Upload new forms to PD website (approved by the committee)
 - ii. Updates on this website (agendas/minutes/forms) -- Shasi updated the latest minutes and agendas
 - d. Discuss January 2025 PDD
 - i. Past January as a template (Google Site template): work in progress
 - ii. Vote on theme: Re/Connecting to Our Leadership: in our programs, classrooms, and administration (5 yes) -- we have a theme/title
 - iii. Request/suggestion to streamline PDD -- Tina's proposals: how to meet the budget crunch
 - iv. Collaborating with Penny on breakfast/lunch catering
 1. Penny's email, "after the invoice for fall PD days is paid, there will be **\$7,682.04 left in the food account** for the spring PD days."

2. Committee has started discussion on options for March 2025 PDD.
Follow up at next meeting to vote on.
- v. Breakout sessions Proposal Form (ready to review): the following folks most likely will use breakout sessions: Rahmon, Grace, Jovita Valdez, Tejal
 1. How do we approve these proposals? As long people submit and accept: PD committee needs to look and make sure
- vi. Accommodating last-minute changes and faculty needs
 1. Especially breakout sessions proposals that missed the deadline of Friday, November 20, 2024
- e. Committee Chairs Committee on Friday led by Eric Narveson: parliamentary procedures and Robert's Rules
 - i. Academic Senate reporting and membership updates: strong need to fill the vacant positions which are Nursing and Business and Workforce
- f. Confirming funding application process for FY 24 – 25
 - i. Confirm/establish criteria for FY 24-25 funding (first come first served)
6. Announcements: Next PDC meeting is October 17 –
7. Reoccurring event, 1st and 3rd Thursday of the month – Outlook calendar invites sent
8. Recognition and Announcements: none
9. Adjournment: John, Hoa second

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)	Michael Casares (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)
Shashi Naidu (Classified/Marketing)	
Binh Vo (English/LA) PD Coordinator	

MINUTES

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 and Janine abstained since she was not present last time)
4. Public Comments (limited to three minutes)
 - a. Kathy: email to Binh, introducing our new Business Service Supervisor, Micheal, Casares, for interim both members will be participating in PD committee: participating
 - i. next meeting Michael will assume his full participation, and Kathy will become a guest as needed
5. Action items
 - a. Funding requests budget update (budget \$17841 after the following requests have been approved and email/approval letter sent):
 - i. Fahmida Fakhruddin (\$420): 1 abstention rest approved
 - ii. Victoria Tran (\$600): all voted one abstained
 - iii. Grace Estrada (\$943) all voted and abstention
 - iv. Teneka Cornish (\$546) -- approved today w/o per diem for registration -- approved for the registration online without per diem, 1 abstaining
 - b. Membership updates: Welcome Jeanine and Melody (EVC Academic Senate met on 10/15/24 and approved their memberships -- Consent agenda)
 - c. Guide PDF updated and form for current academic year ready for upload
 - i. Requesting help from Shashi to upload these to PD website

6. Discussion items

a. January 2025 PDD

- i. [Google Site](#) revisions and editing – need to populate the breakout room sessions based on available [requests submitted](#)
- ii. Theme voted on: Re/Connecting to Our Leadership: in our programs, classrooms, and administration

b. 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 –
4. Binh needs to report to Academic Senate, AFT Union, he President's Office and the Classified Senate, and the entire EVC community
5. We can also combine March and Jan PDD together: 2 days in January (Friday can be used as alternative plan day, as it is our tradition to have March PDD for alternative plans).
 - a. PDD adds extra work on others: Penny, Facilities, this committee

c. March 2025 PDD

- i. March 2025 PDD can be done all online pending union language, transparent communication/report to the Senate and the President's Office and the entire campus community
 1. We will continue this discussion in subsequent meetings before voting
- ii. There is an option to make March PDD total alternative plan (fall on faculty/classified responsibilities to have their alternative plans)
 1. 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](#)

2. 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
 3. Hoa: Binh needs to check with the AFT and Academic Senate
 4. IT charge: all the requests in, they charge (internal charge) for us + IT charge for everything
 5. Mark: Classified Senate President (Vicky Brewster) + AS President + AFT: no voting before meeting them about possible ideas (temporary thing during the budget cut – emergency) + look at the contract for the classified folks too. Alternative plans for faculty not so much for classified
 6. 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 Senate, Classified Senate, and AFT
 - f. Hoa: don't take away breakfast burrito + coffee (better serve breakfast and not lunch)
 7. Campus-wide transparent communication in advance is key.
- iii. 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 accommodate 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

- iv. Breakout sessions Proposal Form – upload to PD website and sent out on Friday, 10/11, to the entire EVC community
- v. Accommodating last-minute changes and faculty needs
 - 1. Especially breakout sessions proposals that missed the deadline of Friday, November 20, 2024

d. 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)

e. Reporting to the President's Office will occur after the 2nd November meeting.

f. Setting up meetings with Facility: rooms and technology planning

- i. Vince (Jamison): Facility support coordinator, providing Facilitron requests
- ii. Jamison will secure the rooms for the breakout rooms
- iii. We can anticipate 2 breakout sessions for DE workshops and have faculty rsvp earlier: no larger computer labs besides the lobby computer area in the Library.

7. Announcements: Next PDC meeting is November 7

8. AS meeting report (tangible idea to bring March PDD to have it online): AS, AFT, Classified
--- Suggestion by John

9. reoccurring event, 1st and 3rd Thursday of the month

10. Recognition and Announcements: none

11. Adjournment: Melody moved, John seconded

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

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

2024-2025 PDC COMMITTEE MEMBERSHIP

Anali Dimas (Classified/Enrollment Services)
Bob Lombard (MSE)
Grace Tong (Student Success)
Khanh-Hoa Nguyen-Wong (Language Arts)
John Kaufmann (Former Chair/SSHAPE)
Mark Gonzales (At-Large/SSHAPE)
Shashi Naidu (Classified/Marketing)
Binh Vo (English/LA) PD Coordinator

Tran, Thien T. (Kathy) (Fiscal/Business Services)
Michael Casares (Fiscal/Business Services)
Jamison Jossis (Facilities)
Vincent Cabada (Facilities/Administration)
Melody Barta (Business and Workforce)
Jeanine Vaughn (Nursing and Allied Health)

AGENDA

1. Call to order @ 3:18 pm
2. Adoption of agenda: Hoa first, Kathy second
3. Approval of Minutes from 10/17/24: Melody moved; John second
4. Public Comments (limited to three minutes)
 - a. Binh: March PDD is alternative plan and January PDD is a regular PDD according to the AFT contract (
 - b. The PD Committee doesn't approve a PDD absence; division deans do) -- Faculty need to check in with their dean and the contract
5. Action items
 - a. Funding requests budget update **(budget remains at \$17841)**:
 - i. Juan D Gil (maximum \$1200 for full-time faculty) -- allowed to travel to Florida, no restrictions (have been lifted): 7 votes for approval
 - ii. David Hendricks – why Concur request after the fact; additional supporting: we approve but don't guarantee – Concur request must be in today: 8 votes yes
 - iii. Maryam Farshadfar: 8 yes
 - b. Membership updates: Michael assuming his role and Kathy as guest as needed
 - c. Following up on updates on the PD website: we need to update Binh as the current chair not Tina Abraham because she still gets email about PDC.
6. Discussion items
 - a. January 2025 PDD
 - i. [Google Site](#) plug in the breakout sessions proposals

- ii. Deciding on the one-hour whole-group session about the bookstore moving online (Vince's email)
 - a. Can we extend the morning intro session to include this?
Proposal: cut back in the morning session: committee still wants 2 breakout sessions
 - b. Bring to President Lopez: reduce the updates to 45 minutes and make space for the bookstore by VP Alexander (follow up w/ her to request a reduced time instead of 1 hour, half an hour – do it in the full group in theater)
 - c. Request President Lopez next Friday: meet and greet breakout session from the President's Office because we're cutting back his update time during the morning whole group session
 - d. Reach out to constituents like Tejal – heavily favoring faculty; need to reach out to Vicki (Classified Senate)
- 2. Binh will reach out to Tejal and Vicki to invite more breakout sessions proposals, which are due on Wednesday, November 20.
- 3. At issue: full-time faculty requesting alternative assignments for Jan PDD not March PDD – what is the process for this? (article 11.8)
- iii. 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)
 - a. Offer to get the slides (can put them together and have back-ups
 - b. Usually, people have their own slides
- iv. 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. Email has been sent to:
 - a. Classified Senate
 - b. Academic Senate (Binh has reported and will see this as a discussion item at the AS meeting on November 19)
 - c. President's Office (still pending Penny's response for a meeting)
 - d. Entire EVC Community – still needs discuss
- c. IT charge follow up with Kathy: all the requests in, they charge (internal charge) for us + IT charge for everything
 - i. 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
 - ii. No IT costs for providing support for PDD
 - iii. Facility won't charge a fee if it's within the normal workday
- d. Collaborating with Penny on breakfast/lunch catering
 - 1. The committee has decided to stick to boxed sandwiches for lunch provided by Fresh and Natural
 - 2. Must include coffee + breakfast burritos and fruits
 - 3. 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 first come first serve
- e. 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
 - a. Kathy: new business service Michael (rep for administrative Business for this committee)
 - b. John: Shakespear escape opens a week from today in the theater
 - i. Hoa: can community members attend? Yes, if they got money they can come; please distribute information about this play (Nial Addler's email)
- 9. Adjournment: John moved, Kathy seconded

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

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

2024-2025 PDC COMMITTEE MEMBERSHIP

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Jamison Jossis (Facilities)
Vincent Cabada (Facilities/Administration)
Melody Barta (Business and Workforce)
Jeanine Vaughn (Nursing and Allied Health)

MINUTES

1. Call to order 3:17 pm
2. Adoption of agenda: Melody first and John second
3. Approval of Minutes from 11/7/24: Shashi, Hoa second
4. Public Comments (limited to three minutes) -- none
5. Action items
 - a. Funding requests budget update **(budget remains at \$15,016)**: no new request
 - b. Finalizing the [January 2025 PDD Agenda Google Site](#): committee members reviewed and provided feedback
6. Discussion items
 - a. January 2025 PDD
 - i. [Google Site](#) revisions and editing – finalizing this site by December 5 meeting for committee’s approval
 1. The committee discussed various breakout sessions after confirming the main whole-group session in the morning.
 - a. Binh will email all Deans to confirm rooms for division meetings.
 2. One-hour lunch bookstore vendor’s presentation at SJCC and EVC: there has been no updates pending VP Alexander’s directives
 3. VP Alexander’s 1-hour coordination with bookstore vendor during whole-group morning session: Binh will follow up to request and confirm her 45-minute session instead of 1 hour due to President

Lopez's proposal to have more than 15 minutes addressing his remarks to the entire campus community

- a. Email sent on November 22, 2024
 4. Inviting Classified Senate and DE Coordinator to submit breakout sessions proposals – due next Wednesday, November 20
 - a. Tejal has submitted a breakout proposal via email
 - b. Pending report from Classified Senate
 5. Meeting with the President's Office – Binh's report:
 - a. catering option has been communicated to Penny for her support in putting the request with Fresh and Natural, based on the Committee's consensus to have boxed lunch and breakfast burritos in the morning
 - b. President Lopez agreed to prepare slides for his remarks regarding his Listening Tour(s) done earlier this semester.
 - c. Binh provided an explanation on the schedule and emailed President Lopez the current web agenda along with the last January 2023 PDD agenda
 - d. President Lopez thanks the committee for planning January PDD and has been looped in with the need to make March 2025 PDD all online due to the budget deficit. Penny is also aware of this change.
- ii. On the day of: the process of collaborating as committee members
 1. Binh will provide sign-up sheets for committee members during the December 5 meeting
 2. Follow-up emails confirming volunteering serving lunch and ushering folks and monitoring breakout sessions
- 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](#)

- b. Penny provided feedback to get the AFT's written confirmation on moving March 2025 PDD online.
 - 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 was not present due to other pressing issues
 - i. Binh will need to request adding this to the AS agenda next semester as a follow-up
 - c. President's Office – Penny scheduled 11/20 meeting
 - i. The meeting took place and went well
 - d. Entire EVC Community – crafting the email as a committee
 - i. Follow up at the start of next semester
 - c. Collaborating with Penny on breakfast/lunch catering
 - 1. Catering/food budget left: \$7,682.04
 - a. Penny will work with Fresh and Natural to place the January 2025 catering order
 - i. This will deplete our budget, but it will be okay if March 2025 PDD can be moved online
 - b. Boxed lunch comes with a beverage, and PDD participants can bring their own water container
 - i. Penny suggested providing maps showing water refill stations across campus
 - d. Setting up meetings with Facility: rooms and technology planning
 - i. Vince (Jamison): Facility support coordinator, providing Facilitron
 - 1. Vince confirmed all Cedro rooms are available for breakout sessions
 - 2. Rooms in the library must be reserved with Teneka Cornish, and Binh will need to coordinate with her for those breakout sessions presenters who wants rooms with computers.
 - ii. Binh still needs to finalize the breakout rooms and rooms reservation –
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: Binh commended John for his success with the Shakespear Escapes performance.
9. Adjournment at 3:50 pm