

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
February 5, 2015
Technology Resource Center LE-227**

Present: Abdie Tabrizi, Baljit Dhanjal, Karen Fray, Shashi Naidu, Minerva Duke, and Nasreen Rahim

Absentees: Helen Han, and Barbara Tisdale

- I. Reviewed 12-5-14 Minutes – OK for posting
- II. January PDD – Evaluation sharing and suggestion from President Yong and VP Aytch as well. Student alumni presentation was introduced first time and it received standing ovation from the entire campus at the morning general session. Therefore, show-casing of students should become part of PDD event.
- III. Spring PDD (March 20, 2015) brainstorm: Committee suggested student show-case in different format and from different discipline
- IV. Staff Development Funds update
 - i. Request to approve:
 - b. Marjorie Clark \$500
 - c. Robin Salak \$500
 - d. Martha Hardin \$500
 - e. John Payne \$500
 - f. John Carrion: \$500.00
 - ii. Budget available: \$13034.62
- V. Committee suggested: Request President Yong for additional funds if there are more request for funds for the 2014-2015 fiscal year.

Staff Development meetings for Spring 2015: February 5, and 19; March 5, and 19; April 16; May 7

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
February 19, 2015
Technology Resource Center LE-227**

Present Abdie Tabrizi, Baljit Dhanjal-Nagi, Barbara Tisdale, Helen Han, and Karen Fray
Absentees: Minerva Duke ad Shashi Naidu

- I. Reviewed 2-5-15 Minutes – OK for posting
- II. Staff Development Funds update: President Yong has confirmed another \$10,000.00 for staff development. This allows us to promote staff development funds availability for the 2014-2015 fiscal year.
- III. SD funds request forms to approve for Spring 2015:
 - i. Claudia Schalesky: \$250.00
 - ii. Janice Assadi: \$500.00
 - iii. Felicia Mesa: \$266.00
- IV. Reviewed draft of Spring 2015 PDD Agenda: Committee suggested: Allowing the morning sessions for the Executive committee updates (Unions, Senate, etc.) beginning of the academic year in the Fall 2015 PDD
- V. SDC Meeting day change: The decision was made to change the day from Tuesday to Thursday (1st and 3rd) beginning Spring 2015.

Other:

Staff Development meetings for Spring 2015: February 5, and 19; March 5, and 19; April 16; May 7

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
March 5, 2015
Technology Resource Center LE-227**

Present Abdie Tabrizi, Baljit Dhanjal-Nagi, Shashi Naidu, Helen Han, and Minerva Duke
Absentees: Karen Fray and Barbara Tisdale

- I. Reviewed 2-19-15 Minutes – OK for posting
- II. Spring PDD on March 20, 2015 discussion and suggestion from the committee: Allowing more interaction among peers on PDD. Workshop and morning session on SLO and ILO needed as well as CurricUNET training.
- VI. Staff Development Funds update: Budget available: \$13034.62
 - A. Request to approve:
 - i. Susana Machado: \$500.00
 - ii. Barbara Tisdale: \$293.41
 - iii. Elaine Ortiz-Kristich: 345.00

Other:

Staff Development meetings for Spring 2015: February 5, and 19; March 5, and 19; April 16; May 7

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
March 19, 2015
Technology Resource Center LE-227**

Present Abdie Tabrizi, Baljit Dhanjal-Nagi, Barbara Tisdale, Helen Han, and Karen Fray
Absentees: Minerva Duke ad Shashi Naidu

- I. Reviewed 3-5-15 Minutes – OK for posting

- II. SD funds request forms to approve for Spring 2015:
 - b. Ken Jardin \$500.00
 - c. Raquel Rojas \$500.00
 - d. Teresa Carpio \$500.00
 - e. Andrea Mena \$250.00
 - f. Diane Soriano \$250.00

- B. Total funds requested so far:
 - i. Budget available: **\$6, 566.99** (Approx.) out of the originally allocated budget of \$17, 500 (2015-2016 fiscal year)

- VII. Brainstorm Spring 2015 PDD on March 20, 2015: SDC help needed for morning usher and most importantly for serving lunch. Workshop by outside organization mainly for staff on topics: Creating Work Life Balance and Health Counseling

Other: Request help from additional faculty and staff

Staff Development meetings for Spring 2015: February 5, and 19; March 5, and 19; April 16; May 7

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
April 16, 2015
Technology Resource Center LE-227**

Present: Baljit Dhanjal-Nagi, Barbara Tisdale, Helen Han, Shashi Naidu and Minerva Duke

Absentees: Abdie Tabrizi, and Karen Fray

- I. Reviewed 3-19-15 Minutes – OK for posting
- II. Review Spring 2015 PDD Evaluation: General morning session speeches need to be more organized (Chancellor PPT need more organized). Sessions were educational and informational. SLO sessions by division was well received.
- III. Staff Development Funds update
 - i. Request to approve:
 - b. Steven Mentor (\$500.00)
 - ii. Budget available: **\$6, 066.99** (Approx.) out of the originally allocated budget of \$17, 500 (2015-2016 fiscal year)
- IV. TLC and SDC
 - A. Update SD funds request form: Baljit Nagi to assist Nasreen with updating the form along with other committee members
 - B. Addition requested from TLC Coordinator: Elaine Ortiz-Kristich provided feedback and additions to the SD Fund request form
 - C. SDC to Team with TLC and SLO Coordinators for Summer retreats and Friday academy beginning Summer 2015
 - D. Initial planning for Fall 2015 PDD:
 - E. Staff Development Plan draft for committee review: The College of Marin's Professional Development Plan was a good example according to the committee

Other:

Staff Development meetings for Spring 2015: February 5, and 19; March 5, and 19; April 16; May 7

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
May 7, 2015
Technology Resource Center LE-227**

Present Abdie Tabrizi, Baljit Dhanjal-Nagi, Barbara Tisdale, Helen Han, and Karen Fray
Absentees: Minerva Duke and Shashi Naidu

- I. Reviewed 4-16-15 Minutes – OK for posting
 - i. Funds approved for:
 - b. Daniel Allen: \$250.00
 - c. Elaine Kafle: 408.00
 - d. Robin Hahn: \$500.00
 - ii. Budget available: **\$3208.96** (Approx.) out of the originally allocated budget of \$17, 500 (2015-2016 fiscal year)
 - B. TLC and SDC
 - i. Update SD funds request form
 - ii. Team with TLC and SLO Coordinators for Friday academy
 - C. Staff Development Plan draft for committee review
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- II. Brainstorm Fall 2015 PDD: The committee decided to have a totally different welcome session for Fall 2015 PDD. It would include the dance and music class led by their respective instructors. The SLO would be based on fun feud trivia led by EVC homegrown talent like Professor Bob Brown

Other:

Committee decided to team with TLC (Coordinator Elaine Ortiz-Kristich) and SLO (Coordinator Lynette Apen) for Friday academy

Staff Development meetings for Spring 2015: February 5, and 19; March 5, and 19; April 16; May 7

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
September 3, 2015
Technology Resource Center LE-227**

Present: Helen Han, Minerva Duke, and Baljit Dhanjal-Nagi
Absentees: Abdie Tabrizi, Barbara Tisdale, Shashi Naidu, and Karen Fray

- I. Reviewed 5-7-15 Minutes – OK for posting
- II. Staff Development Funds update: The committee decided to **increase the SDC funds for full-time to \$1000.00 and part-time to \$500.00 beginning 2015-2016 fiscal year**. Budget available: **\$30,000** (another \$5,000 to be added).
- III. SDC is now meeting on 1st and 3rd Thursday of the month
- IV. SD funds request forms to approve for 2015-2016 fiscal year:
 - a. Keenan Norris: \$1000.00 (board approved for Cuba)
 - b. Flora Payne: 500.00 (board approved for Cuba)
 - c. Alexandra White: \$500.00 (board approved for Cuba)
- V. Reviewed Fall 2015 PDD Evaluation: The beginning of Thursday's session was a huge improvement over recent past years. The SLO's are not fun, but the presentations by the faculty members from specific departments was very helpful.
- VI. Committee to revise the SD Funds request form and updated it with substantial changes in the instructions to make it more user friendly.
- VII. The Professional Development Center (PDC) that was formed mid-Spring 2015 will be offering Friday Academies in Fall 2015. They will mainly consist of Teaching with Technology 3-hr long workshops

Staff Development meetings for Fall 2015: September 3, and 17; October 1, and 15; November 5 and 19; December 3

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
September 17, 2015
Technology Resource Center LE-227**

Present Abdie Tabrizi, Minerva Duke, Shashi Naidu, and Baljit Dhanjal-Nagi,
Absentees: Barbara Tisdale, Helen Han, and Karen Fray

- I. Reviewed 9-3-15 Minutes – OK for posting
- II. Staff Development Funds update: Budget available: **\$30,000** (another \$5,000 to be added)
- VIII. Friday Academy: Technology training offered
- IX. January PDD agenda: Discussed workshops and presentations for classified since there is a lot for faculty due to SLO and ILO workshops
- X. Staff Development Funds update
 - A. Request to approve:
 - i. Richard Longacre: 1000.00
 - ii. John Carrion: \$1000.00
 - iii. Ambica Gill: \$1000.00

Staff Development meetings for Spring 2015: September 3, and 17; October 1, and 15; November 5 and 19; December 3

XI. Other:

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
October 1, 2015
Technology Resource Center LE-227**

Present Abdie Tabrizi, Baljit Dhanjal-Nagi, Barbara Tisdale, and Helen Han,
Absentees: Minerva Duke, Shashi Naidu and Karen Fray

I. Reviewed 9-17-15 Minutes – OK for posting

II. Staff Development Funds update

- A. Request to approve:
 - i. Janice Assadi: \$1000.00
 - ii. Yvette Abelow: 128.00
 - iii. Sravani Banerjee: \$500.00
 - iv. Melody Barta: \$1000.00
 - v. Shelley Blackman: \$979.38

Staff Development meetings for Spring 2015: September 3, and 17; October 1, and 15; November 5 and 19; December 3

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
October 15, 2015
Technology Resource Center LE-227**

Present: Minerva Duke and Shashi Naidu Baljit Dhanjal-Nagi, Barbara Tisdale,
Absentees: Abdie Tabrizi, Helen Han, and Karen Fray

I. Reviewed 9-17-15 Minutes – OK for posting

II. SD funds request forms to approve for 2015-2016 fiscal year:

- d. Joy Chase: \$500.00
- e. Karen Cheung: 1000.00
- f. Helen Han: \$750.00

VIII. Committee to revise the SD Funds request form and updated it with substantial changes in the instructions to make it more user friendly.

Staff Development meetings for Spring 2015: September 3, and 17; October 1, and 15; November 5 and 19; December 3

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
November 5, 2015
Technology Resource Center LE-227**

Present Abdie Tabrizi, Baljit Dhanjal-Nagi, Helen Han, and Karen Fray
Absentees: Minerva Duke Barbara Tisdale, and Shashi Naidu

- IX. Reviewed 9-17-15 Minutes – OK for posting

- X. SD funds request forms to approve for 2015-2016 fiscal year:
 - g. Tim Quach: \$1000.00
 - h. Huma Saleem: \$130.00
 - i. Randy Pratt: \$1000.00
 - j. Rebecca Kallen: \$100.00

Staff Development meetings for Spring 2015: September 3, and 17; October 1, and 15; November 5 and 19; December 3

XII. Other:

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
November 19, 2015
Technology Resource Center LE-227**

Present: Abdie Tabrizi, Baljit Dhanjal-Nagi, Barbara Tisdale, Helen Han, and Karen Fray
Absentees: Minerva Duke ad Shashi Naidu

- I. Reviewed 9-17-15 Minutes – OK for posting
- II. Staff Development Funds update: Budget available: **\$30,000** (another \$5,000 to be added)
- III. SD funds request forms to approve for 2015-2016 fiscal year:
- IV. Brainstorm Spring 2015 PDD with the committee: CalPERS for Classified

Staff Development meetings for Spring 2015: September 3, and 17; October 1, and 15; November 5 and 19; December 3

XIII. Other:

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
December 3, 2015
Technology Resource Center LE-227**

Present Abdie Tabrizi, Baljit Dhanjal-Nagi, Barbara Tisdale, Helen Han, and Karen Fray
Absentees: Minerva Duke and Shashi Naidu

I. Reviewed 9-17-15 Minutes – OK for posting

II. SD funds request forms to approve for 2015-2016 fiscal year:

- a. Frank Espinoza: \$1000.00
- b. Arturo Villarreal: \$1000.00

III. Draft January 2016 PDD Agenda: Introduce new Chancellor, new employees, SLO/ILO and Accreditation (main focus). Breakout sessions and Working lunch with Active Shooter presentation

Staff Development meetings for Spring 2015: September 3, and 17; October 1, and 15; November 5 and 19; December 3

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
February 4, 2016
Technology Resource Center LE-227**

Present: Gill, Ambica; Han, Helen M; Naidu, Shashi; Nguyen, Hai ; Nguyen, William;
Tabrizi, Abdie H.; Vo, Binh
Absentees: Duke, Minerva; Tisdale, Barbara

Technology Resource Center (LE 227)

- I. Reviewed 12-03-15 Minutes – OK or posting to Public Folder
- II. January PDD Evaluation discussed: All evaluation done online on Survey Monkey and analyzed by the software. There were controversy around the Panel Discussion
- III. Considered Staff Development Funding Requests: approved for amounts below (not to exceed \$1000.00 for F/T and \$500.00 for P/T for the academic year). Budget available: **\$27,000** (as of 2-4-16). Funds approved:
 - a. Nancy Lin: \$1000.00
- IV. Approved Applicant’s Conference/event Reports
 - a. All reports will be placed in the Staff Development “To Read” box in LE 227 until May 20, 2016.
- V. Other
 - a. Funding requests withdrawn – None

SP 2016 Semester Staff Development Committee meetings:

February 4, and 18

March 3, and 17

April 7 and 21

May 5 and 19

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
February 18, 2016
Technology Resource Center LE-227**

Present: Gill, Ambica; Han, Helen M; Naidu, Shashi; Nguyen, Hai ; Nguyen, William;
Tabrizi, Abdie H.; Vo, Binh
Absentees: Duke, Minerva; Tisdale, Barbara

Meet in Library/Educational Technology Center Conference Room (LE 227)

- I. Reviewed 2-4-16 Minutes – OK or posting to Public Folder
- II. Considered Staff Development Funding Requests: approved for amounts below (not to exceed \$1000.00 for F/T and \$500.00 for P/T for the academic year). Budget available: **\$27,000** (as of 2-4-16). Funds approved:
 - i. Frank Espinoza (F/T) for \$1000.00
 - ii. Felicai Perez (F/T) for \$1000.00
 - iii. Janice Toyoshima (F/T) for \$1000.00
- III. All reports will be placed in the Staff Development “To Read” box in LE 227 until May 20, 2016.

SP 2016 Semester Staff Development Committee meetings:

February 4, and 18
March 3, and 17
April 7 and 21
May 5 and 19

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
March 3, 2016
Technology Resource Center LE-227**

Present: Gill, Ambica; Han, Helen M; Naidu, Shashi; Nguyen, Hai ; Nguyen, William;
Tabrizi, Abdie H.; Vo, Binh
Absentees: Duke, Minerva; Tisdale, Barbara

Meet in Library/Educational Technology Center Conference Room (LE 227)

- I. Reviewed 2-18-16 Minutes – OK or posting to Public Folder
- II. Discuss Spring 2016 PDD (April 8, 2016)
- III. Survey Monkey (upgrade to gold cost \$300.00)
 - A. Staff Development Funds update
 - a. Request to approve:
 - i. Huma Saleem: \$95.00
 - ii. John Payne: \$1000.00
 - iii. Abdie Tabrizi: \$660.00
 - iv. Ken Morgan: \$395.00
- IV. All reports will be placed in the Staff Development “To Read” box in LE 227 until May 20, 2016.

SP 2016 Semester Staff Development Committee meetings:

February 4, and 18

March 3, and 17

April 7 and 21

May 5 and 19

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
March 17, 2016
Technology Resource Center LE-227**

Present: Gill, Ambica; Han, Helen M; Naidu, Shashi; Nguyen, Hai ; Nguyen, William;
Tabrizi, Abdie H.; Vo, Binh
Absentees: Duke, Minerva; Tisdale, Barbara

Meet in Library/Educational Technology Center Conference Room (LE 227)

- I. Reviewed 5-3-16 Minutes – OK or posting to Public Folder
- II. Spring PDD on April 8: Committee to approve the workshop proposals
- III. Approved Applicant’s Conference/event Reports
 - i. Request to approve:
 1. John Payne: \$1000.00
 2. Bob Brown:\$1000.00
 3. Sarai Minjares: \$1000.00
 4. Cecil Lawson: \$500.00
 5. Pat Braun: \$1000.00
 6. Juan Pino-Silva: \$500.00
 7. Maria Antonini De Pino: \$500.00
 8. Huma Saleem: \$95.00
- IV. All reports will be placed in the Staff Development “To Read” box in LE 227 until May 20, 2016.

SP 2016 Semester Staff Development Committee meetings:

February 4, and 18

March 3, and 17

April 7 and 21

May 5 and 19

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
April 7, 2016
Technology Resource Center LE-227**

Present: Naidu, Shashi; Nguyen, Hai; Nguyen, William; Tabrizi, Abdie H.; Vo, Binh
Absentees: Duke, Minerva; Tisdale, Barbara, Gill, Ambica; Han, Helen M;

Meet in Library/Educational Technology Center Conference Room (LE 227)

1. Reviewed 3-17-16 Minutes – OK or posting to Public Folder
 - a. Guest attendees: Sam Ho and Judy Rookstool
 - i. Mediation Training (April 15, 22 and 29)
 - b. Discuss Spring 2016 PDD logistics
 - i. Breakfast
 - ii. Morning event
 - iii. Breakout sessions
 - iv. Lunch
 - v. Afternoon Workshops
 - c. Staff Development Funds update
 - i. Request to approve:
 1. Huong Pham: \$250.00
 2. Kari Uy: \$250.00
 3. Bob Brown: \$1000.00
 - ii. Budget available: **\$26,000** (as of 2-4-16)
2. All reports will be placed in the Staff Development “To Read” box in LE 227 until May 20, 2016.

SP 2016 Semester Staff Development Committee meetings:

February 4, and 18

March 3, and 17

April 7 and 21

May 5 and 19

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
April 21, 2016
Technology Resource Center LE-227**

Present: Gill, Ambica; Han, Helen M; Naidu, Shashi; Nguyen, Hai ; Nguyen, William;
Tabrizi, Abdie H.; Vo, Binh
Absentees: Duke, Minerva; Tisdale, Barbara

Meet in Library/Educational Technology Center Conference Room (LE 227)

1. Reviewed 4-7-16 Minutes – OK or posting to Public Folder
 - A. Share Spring 2016 PDD evaluation with committee
 - a. Committee member updates
 - b. Evaluation
 - i. What worked
 - ii. What did not work
 - B. New Staff Development Chair: **Ambica Gill** nominated by Academic Senate unanimously on Tuesday, April 19, 2016
 - C. Staff Development Funds update
 - i. Request to approve:
 1. Nasreen Rahim: 1000.00
 2. Shireena Dubey: 500.00
 3. Minerva Duke: 1000.00 (August 2016)
 4. Maryam Farshadfar: 500.00
2. All reports will be placed in the Staff Development “To Read” box in LE 227 until May 20, 2016.

SP 2016 Semester Staff Development Committee meetings:

February 4, and 18

March 3, and 17

April 7 and 21

May 5 and 19

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
May 5, 2016
Technology Resource Center LE-227**

Present: Gill, Ambica; Han, Helen M; Naidu, Shashi; Nguyen, Hai ; Nguyen, William;
Tabrizi, Abdie H.; Vo, Binh
Absentees: Duke, Minerva; Tisdale, Barbara

Meet in Library/Educational Technology Center Conference Room (LE 227)

- I. Reviewed 4-21-16 Minutes – OK or posting to Public Folder
- II. Fall PDD plan discussed with committee
- III. Staff Development Funds update
 - a. Request to approve:
 - i. Peggy Gorbach: \$1000.00
 - ii.
 - b. President Yong add \$15,000.00 to the SDC funds
- IV. All reports will be placed in the Staff Development “To Read” box in LE 227 until May 20, 2016.

SP 2016 Semester Staff Development Committee meetings:

February 4, and 18

March 3, and 17

April 7 and 21

May 5 and 19

**Evergreen Valley College
Staff Development Committee
Meeting Minutes
May 19, 2016
Technology Resource Center LE-227**

Present: Gill, Ambica; Han, Helen M; Naidu, Shashi; Nguyen, Hai ; Nguyen, William;
Tabrizi, Abdie H.; Vo, Binh
Absentees: Duke, Minerva; Tisdale, Barbara

Meet in Library/Educational Technology Center Conference Room (LE 227)

- I. Reviewed 5-5-16 Minutes – OK or posting to Public Folder
 - A. Fall PDD plan discussed with committee: President Yong informed that Fall 2016 PDD (Thursday will be joint PDD with SJCC)
 - B. End of year Party: Wednesday, May 25 at 5pm (Villages Bistro)
 - C. Staff Development Funds update
 - i. Request to approve:
 - 1. John Powell: 500.00
 - 2. Tiffani Lam: 1000.00
 - 3. Peggy Gorbach: 1000.00
 - 4. Robin Hahn: 1000.00
 - 5. Jovita Valdez: 1000.00
 - 6. Shashi Naidu: 1000.00
 - 7. Sravani Banerjee: \$500.00
 - 8. Eric Narveson: \$1000.00
 - 9. Sterling Warner: \$1000.00
 - 10. Terrence Lee: \$1000.00
 - 11. Roohi Vora: \$500.00
 - 12. Yvette Abelow: \$500.00
 - 13. Huma Saleem: \$567.67
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- V. All reports will be placed in the Staff Development “To Read” box in LE 227 until May 20, 2016.
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- II. All reports will be placed in the Staff Development “To Read” box in LE 227 until May 20, 2016.

SP 2016 Semester Staff Development Committee meetings:

February 4, and 18
March 3, and 17
April 7 and 21
May 5 and 19