Evergreen Valley College
Professional Development
Committee 2022-2023 Minutes

09/01/22
09/15/22
10/06/22
10/20/22
11/03/22
Evergreen Valley College
Staff Development Committee
Meeting Minutes: Thursday, Sept. 1, 2022

In Attendance: John Kaufmann, Abdie Tabrizi, Diane Soriano, Khanh-Hoa Nguyen-Wong, Margaret Faumui, Mark Gonzales, Terry Cato, Tina Abraham
Guests: Margaret Hamza

Agenda

1. Call to order/Begin Zoom meeting recording/enable live transcript
2. Adoption of Agenda
3. Minutes from 5/19/22 were approved
4. Informational Updates
   a. Chair discussed updates and vacancies for PD Membership for 22/23:
      i. Emailed confirming that members planned to continue
      ii. Stated goal to increase attendance for 2022-23 meeting
      iii. Diane Soriano attended, but Martha Hardin will be able to continue as Student Success representative
      iv. Sue Wetzel has retired: Tina Abraham will represent Nursing/Allied Health for 2022/23
   b. Brief debrief of fall 2022 PDD (will have a more thorough debrief at a future meeting using PDD form feedback
      i. Morning full group session went well
      ii. Student panel was successful
      iii. Issues with setup - will bring Lorenzo and Colleen C. into process earlier for future PDD’s
      iv. Food service was okay for most, but some issues. Will confirm special orders at future PD’s and delegate more food responsibilities at future PDD’s. Ingrid has volunteered to take lead for Jan ‘23 food.
5. Items for discussion
   a. Funding Application Process updates for 2022-23:
      i. Concur will replace district form
      ii. Utah added to “do not travel” states.
      iii. Discussed possibility of increasing funding limits for 22-23.
      iv. Chair has been in communication with SJCC PD chair, President Gilkerson and Kathy Tran for perspectives and logistics
      v. Chair will meet with committee treasurer to discuss context and logistics of changing funding limits
   b. January PDD Early Planning
i. Agreed to come to next meeting with theme ideas: Committee member requested themes from recent PDD’s. Chair will gather these and share at next meeting.

ii. Committee considered general schedule based on previous PDD’s. Agreed on the following rough schedule:
   1. 8-9 AM: Morning refreshments
   2. 9-10:30 Full Group Session
   3. 10:45-Noon: Breakout Sessions
   4. Noon - 1PM: Lunch
   5. 1-3PM Division Meetings

iii. Chair will send out call for session proposals later in Fall semester

c. Committee Discussed Goals for 22/23:
   i. Board Docs Action: Chair will reach out to district and EVC meeting administrators who use BoardDocs to check on feasibility.
   ii. PDD organization and presentation
   iii. Funds request updates and improvements
   iv. Update PDD Documents and Guidelines

6. Consent Items
   a. Committee will continue to vote monthly regarding Zoom meetings in compliance with Brown Act (next vote will be at Sept. 15 meeting)

7. Action Items
8. Next Meeting: Thursday, Sept. 15th
Evergreen Valley College
Professional Development Committee
Meeting Minutes: Thursday, Sept. 15, 2022

In Attendance: Tina Abraham, Vince Cabada, Terry Cato, Margaret Faumui, Martha Hardin, John Kaufmann, William Nguyen, Josh Russell, Abdie Tabrizi, Binh Vo

Visitors: Jennifer Kurushima

Agenda
1. Call to order/Begin Zoom meeting recording/enable live transcript 3:06 pm
2. Adoption of Agenda (Approved)
3. Approval of Minutes from 9/1/22 (Approved)
4. Recognition and Announcements
   a. Campus Pulsebeat Reports - A committee member stated the campus is vibrant and moving in a good direction. Students are engaging in on-campus events. The Hispanic Heritage month event today was special.
4. Public Comments (limited to three minutes) N/A
6. Informational Updates
   a. PD Membership for 22/23:
      i. Confirm membership for 2022/23 - Andes Quintero will not attend meetings in fall 2022 and will rejoin in Spring 2023. PDC charge consists of two MSC members therefore Raniyah Johnson will leave the committee.
      ii. Goal to increase attendance - JK reminded members of their responsibilities and the importance of their input.
      iii. Chair will share 22/23 membership with senate and president’s office after meeting - Membership consists of sixteen members, therefore nine are needed for a quorum. PDC Chair was voted in as the tiebreaker.
7. Items for discussion
   a. Funding Application Process:
      i. Review Updated Funding Application Guide
         JK demonstrated updates. The guide was shortened to two pages, and links to CA State documents were added. Twenty-two states are now prohibited from conference attendance as Utah was recently added. The committee approved renaming Post Activity Demonstration to
“Shareback Options”. Kathy Tran recommended updating President Gilkerson on any changes.

ii. **Review Funding Form** (Google form that comes to committee chair) - JK demonstrated updates.

iii. **Process for getting updated forms onto the website** - JK will contact Shashi to request changing the name from SDC to PDC on the campus website, carbon copying Josh Russell.

b. **January PDD Early Planning**
   i. **Brainstorm Theme (recent themes below)** - Committee members provided the following suggestions: Creating a Vibrant Community, Building for the Future, Vibrant Campus - Vibrant Community, and Something similar to Connections That Count. Themes will be revisited.
   ii. **Confirm General Schedule (below)** - (Approved with changes).
   iii. **Brainstorm Sessions and Logistics Notes** - JK will request rooms next to each other, and a walkthrough of technology needs with CTSS staff.

c. **Committee Goals for 22/23**
   i. **Board Docs Action** - JK Updates. JK will inquire if an account is set up to upload minutes and documents.
   ii. **PDD organization and presentation** - PDC’s Goal is to improve
   iii. **Funds request updates and improvements** - JK demonstrated
   iv. **Update Committee Documents and Guides** - PDC Goal

8. Consent Items
   a. **Brown Act Compliance: Continue meetings on Zoom for October 2022?** - (Approved)

9. Action Items
   a. **Voting on Funding Request Process Updates** - Funding increase requests were approved by President Gilkerson, Abdie Tabrizi PDC Treasurer, and the Academic Senate. A motion was made and unanimously approved including a funding increase for full-time to $1200, and Adjuncts to $600 yearly.
   b. **Vote on Charles Chau Funding Proposal** - (Approved)

10. Next Meeting: Thursday, October 6th
Proposed General Schedule For Jan 2023 PDD - (Approved)
Friday, Jan 27 from 9 AM-3 PM (confirm the date- couldn’t find the 2023 academic calendar on the website) JK will follow up

- 8:00-9:00 Coffee and Breakfast
  - Theater Lobby/Hallway - Ingrid volunteered to arrange the setup and food.
- 9:00-10:30: Full Group Session (Theater)
- 10:45-Noon: Breakout Sessions (around campus)
- Noon-1:00 Lunch: Gullo 1 and 2? (Approved)
- 1:00-3:00 Division Meetings

Themes from Recent PDDs:
- Fall ‘22: Theme: A New Mission into Practice, A New Vision into Focus
- March 22 Theme: A Place for All to Learn
- Jan 22 Theme: Forging Pathways to Success
- Fall 21 Theme: Re-connecting: with our Students, Our Campus, our Colleagues and Ourselves
- Fall 19: Work and Home Life Balance
- Spring 20 Theme: Restore, Renew, Recharge!
- Spring 2018: Community Partners and Campus Life
- Fall 2018: The Pathway to Success: Ready, Set, Grow!
- Fall 2017: Educating Generations X, Y, Z

Meeting Adjourned: 4:25 pm
Evergreen Valley College
Professional Development Committee
Meeting Minutes: Thursday, Oct. 6, 2022

In Attendance: Abdie Tabrizi, Binh Vo, Josh Russell, Ingrid Rottman, John Kaufmann, Khanh-Hoa Nguyen-Wong, Margaret Faumui, Mark Gonzales, Terry Cato, Tina Abraham, Vincent Cabada, William Nguyen

Agenda
1. Call to order/Begin Zoom meeting recording/enable live transcript
2. Adoption of Agenda (approved)
3. Approval of Minutes from 9/15/22 (approved)
4. Recognition and Announcements
   a. Campus Pulsebeat Reports: Kaufmann wondered what was up with all the email auto-replies. He sends out emails and gets an auto reply that the person is away from email and then gets an actual reply from that person minutes later. It leads to a proliferation of unnecessary emails.
5. Public Comments (limited to three minutes)
6. Action Items (moved earlier in meeting to expedite)
   a. Vote on Lorraine Levy Funding Proposal: Approved (but recognize tight timeline). JK looped LL’s dean and President Gilkerson in on request before meeting so they could anticipate Concur request. Pre-approval letter was send during meeting to speed process.
7. Informational Updates
   a. PD Membership for 22/23: Chair shared 22/23 membership with senate and president’s office
   b. Website has been updated (Thanks Shashi!). Updates will continue with agendas, meeting minutes and PD funding video link.
   c. Update on BoardDocs exploration: JK emailed district and EVC offices about their experience with BoardDocs, requesting info on accessibility for PDC and their user experience. Based on these emails and the positive experience posting on EVC’s new website (with a committee member - SN - able to do these), Kaufmann recommended sticking with the website rather than BoardDocs. Committee agreed.
   d. JK Shared updated PDC page on EVC website and PD funding links with campus in meeting agenda email. Will continue to do so.
   e. Weekly Concur sessions discussed: JK Dropped in on a Concur session to make sure they were happening as advertised (it was!). Recommended session for PDC members. Concur trainings are offered Wednesdays from 9-11 AM at this link. (this information is now on the PD funding guidelines doc)
   f. Committee Goals for 22/23
      i. PDD organization and presentation
ii. Funds request updates and improvements (and more applicants)

iii. Update Committee Documents and Guides

8. Items for Discussion

a. Questions/Comments about Funding Application Process
   i. TC asked clarifying questions about PD Funding vs. PRC committee (courses that could move one up the salary ladder). JK shared that there was a planned PDD presentation on this topic, but the presenter had to cancel for personal reasons. We will work to get this session back for Jan 23 PD day. JK will also include a link to the PRC in the PD Funding Guide.
   ii. AT suggested adjusting hypothetical funding example in guide to reflect updated funding values. JK updated example in the funding guide.

b. Review Campus Feedback from August 2022 PDD (form responses)
   i. JR suggested getting feedback form out sooner to increase participation. We will include feedback form with PD Web-Agenda for Jan 23 PDD so people can provide feedback in real time or after a particular session.
   ii. 87% of respondents mostly or very satisfied with event
   iii. 94% very satisfied with communication surrounding event. We will continue with emails, meeting invitations and web-agenda for event.
      1. Mostly positive comments, but one critical: “Many of us missed getting backpack because was no where announced in agenda”
   iv. 75% found Thurs AM full-group session relevant and helpful. Mostly positive comments, but some critical:
      1. “A little bit too long”
      2. “I found it awkward ice breaker of talking to a stranger next to me. They all had they group of friends and felt ignored by everyone around me. Awkward.” JK Noted this is an argument for more ice breakers.
   v. 75% found mentimeter and student panel relevant and helpful. Mostly positive comments, but some critical:
      1. “Wondering why no White identifying students with multiple barriers to achieving success not included in panel. Who comes to mind for me is a caucasian wheelchair bound student I met some years ago”
      2. “Students were mostly on their first semester (not representative of in depth experiences)”
      3. “I would have liked more diversity in those voices -- 3–4 of them were dual enrollment students and had similar statements.”
      4. JK noted that representatives from all special academic programs were invited to nominate students (Enlace, Inspire, Honors, Women & Gender Studies, Dual Enrollment, Umoja-AFFIRM). All nominated students were invited. Due to few nominations, dual enrollment had the highest representation. JK and committee
reached out to students as well. We reached out to many students of diverse backgrounds, but in the end, we took the students that could commit. We hope it will be easier to get commitment now that campus is feeling more “open.” We will continue to work with special programs and offer stipends/gift cards to encourage student participation.

vi. 75% found Thursday/Friday breakout sessions relevant and helpful.

Mostly positive comments, but some critical:
1. “[one session] felt like I was attending a hard sell marketing presentation”
2. “I only participated the morning opening. I was told to go to work at 10:am. So I literally didn’t taste the PDD flavor.”

vii. 88% were satisfied with catering/food. Mostly positive comments, but some critical:
1. “Ugly burrito. Full of insipid rice. Don’t recommend to ever again purchase from them. The second day breakfast wasn’t individually wrapped. What happened with the logic that we are still in pandemic? Only the first day felt safe to get breakfast. The second day was all “touched all over the place”. Went hungry all morning. Felt dirty getting breakfast on Friday.”
2. We are confident that having food service back on campus for future PDD’s will help keep coffee hot and keep essential in-house. We will also form a catering sub-committee to balance workload and focus on food. Ingrid R volunteered to lead this sub-committee.
3. Committee members heard feedback about wanting more water bottles. JK is not a fan of handing plastic water bottles out like candy. Committee discussed options for future PDD’s: providing limited water bottles, but trying to encourage sustainable hydration by encouraging people to bring water bottles (in emails/publicity), sharing a map to campus filling stations, and possible a reusable water bottle giveaway.

viii. Relevant “additional feedback”
1. “more interactive activities to get to know colleagues that we may not know beyond saying hello in the hallway as we scurry off to work” Committee idea: Use the EVC mascot head for a “masked singer” event at lunch or in full group session.
2. “Members of the staff, faculty and classified should have the chance to participate the PDD in its entirety”
3. “There needs to be a push for classified strand(staff?) workshops”
4. “one short meeting for everybody on Friday morning”

c. January PDD Planning
   i. Discussed Theme Ideas:
1. Vibrant Campus, Vital Connections
2. **Vital Connections, Vibrant Campus** (chosen theme)
3. Building for the Future
4. Being a Connection that Counts OR Students are Connections that Count (on US!)

ii. Questions and Ideas for Full-Group Session
   1. [Jan. 22 Public Program for Reference](#)
   2. JK Suggested Family Feud to make content playful - possibly take an all-EVC survey to get “top answers” for the board.

iii. General Schedule is Confirmed (below)
iv. JK will send out call for submissions for breakout sessions with chosen theme.

v. Recommended Sub-committees:
   1. Food Sub-Committee: Ingrid chairs
   2. Facilities Sub-Committee: Rooms and Facilities Set-up: Vince
   3. Tech Sub-Committee: Josh

9. Consent Items
   a. Brown Act Compliance: Continue meetings on Zoom for October, 2022 (will vote at next meeting whether to continue on Zoom in November, 2022)

10. Action Items
   a. Moved earlier for this meeting

11. Next Meeting: Thursday, October 20th

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**Proposed General Schedule For Jan 2023 PDD**

**Friday, Jan 27 from 9AM-3PM**

- 8:00-8:50- Coffee and Breakfast
  - Theater Lobby/Hallway
- 9:00-10:30: Full Group Session (Theater)
- 10:45-Noon: Breakout Sessions (around campus)
- Noon-1:00 Lunch: Gullo 1 and 2?
- 1:00-3:00 Division Meetings
Evergreen Valley College  
Professional Development Committee  
Meeting Minutes: Thursday, October 20, 2022

In Attendance: John Kaufmann, Martha Hardin, Abdie Tabrizi, Ambica Gill, Ingrid Rottman, Josh Russell, Khanh-Hoa Nguyen-Wong, Margaret Faumui, Terry Cato, Tina Abraham, William Nguyen  
Visitors: Ali Rahbar, Alexis Marquez Villa

Agenda  
1. Call to order/Begin Zoom meeting recording/enable live transcript 3:05 pm  
2. Adoption of Agenda - Approved  
3. Approval of Minutes from 10/6/22 - Approved  
4. Recognition and Announcements  
   a. Campus Pulsebeat Reports  
      Spooktacular scheduled for October 31, 2022 students are excited.  
      Spring Tuition will be free.  
4. Public Comments (limited to three minutes) n/a  
6. Informational Updates  
   a. More Website updates on the way (Thanks Shashi!) - We are making progress.  
   b. Meeting agenda, website, PD funding links, and PDD submission link sent out in all-campus email  
   c. 10 PD Funding Proposal - most in last few years - a good sign! JK has reached out to all applicants, noting funding discrepancies, time crunches, restricted state errors, and work-absence reminders.  
   d. Updates to funding request guidelines: PRC committee link, hypothetical example adjusted to reflect current funding levels for Discussion  
7. Items  
   a. Questions/Comments about the Funding Application Process  
      Question - A committee member questioned if the conference request spreadsheet should be confidential or appropriate to allow visitors to see. A committee member advised we can share information as we are using public funds.  
      Suggestion - A committee member suggested uploading Conference Shareback information to the PDC website for others to review.  
      The committee approved.
8. Action Items
   a. Voting on PD Funding Applications - JK shared the Conference Request Spreadsheet.
      i. Alexis Marquez Villa - **Approved**
      ii. Egbert R Higinio - **Denied**, International travel requires Board Approval
      iii. Sarai Minjares - **Approved**
      iv. Reza Brojerdi - **Approved**
      v. Peter Miskin - **Denied** late application, must be submitted in advance so approvals and forms can be completed before travel.
      vi. Kelly Nguyen-Jardin - **Approved**
      vii. Garry Johnson - **Denied** late application, must be submitted in advance so approvals and forms can be completed before travel.
      viii. Tina Tieu - **Approved**
      ix. Stephanie Posadas - **Approved**
      x. John Carrion - **Approved**
   b. January PDD Planning
      i. Theme: Vital Connections, Vibrant Campus
      ii. Questions and Ideas for Full-Group Session
         1. Jan. 22 Public Program for Reference
         2. What content/speakers/activities would support the chosen theme?
            Suggestion - add activity for Nursing students to take vital signs.
      iii. General Schedule Confirmed (below)
      iv. JK sent out a call for submissions for breakout sessions
         Link to session proposals sent to campus community.
      v. Sub-committees:
         1. Food Sub-Committee: Ingrid
         2. Facilities Sub-Committee: Rooms and Facilities Set-up: Vince
         3. Tech Sub-Committee:

9. Consent Items
10. Next Meeting: Thursday, November 3rd, 3 PM

**Proposed General Schedule For Jan 2023**
PDD Friday, Jan 27 from 9 AM-3 PM
   ● 8:00-8:50- Coffee and Breakfast ○ Theater Lobby/Hallway
   ● 9:00-10:30: Full Group Session (Theater)
   ● 10:45-Noon: Breakout Sessions (around campus)
   ● Noon-1:00 Lunch: Gullo 1 and 2?
   ● 1:00-3:00 Division Meetings

Meeting Adjourned: 4:11 pm
Evergreen Valley College
Professional Development Committee
Meeting Minutes: Thursday, November 3, 2022

In Attendance: John Kaufmann, Abdie Tabrizi, Terry Cato, Vince Cabada, Saloshni Chand, Mark Gonzales, William Nguyen, Margaret Faumui, Khanh-Hoa Nguyen-Wong, Tina Abraham, Ambica Gill
Visitors: Matais Pouncil, Steven Mentor

Agenda
1. Call to order/Begin Zoom meeting recording/enable live transcript - 3:00 pm
2. Adoption of Agenda - Approved
3. Approval of Minutes from 10/20/22 - Approved
4. Recognition and Announcements
   The PDC Chair welcomed Saloshni as a new PDC Committee member.
   a. Campus Pulsebeat Reports - Committee member stated students concerned tuition is free however must pay for parking permit. Information provided, students must apply for financial aid to receive free tuition and reimbursement for parking.
5. Public Comments (limited to three minutes) n/a
6. Informational Updates
   a. Website updates (Thanks Shashi!) Chair follows up with Shashi sending regular updates. Folder added to PDC website for Shareback documents, PD Day presentations, and videos.
   b. Meeting agenda, website, PD funding links and PDD submission link sent out in all-campus email - Chair will continue to send these.
7. Items for Discussion
   a. Questions/Feedback on Funding Application Process: The PDC Chair provided an example of a Funding Application that came last week for a conference request that started the day before the PDC meeting. Per a discussion last semester with President Gilkerson, the guidelines are that the PDC must approve requests before the travel takes place for liability reasons. The PDC Chair shared the actions he takes before the PDC meetings which are to look over the Application for any red flags and reach out to the applicant, the Dean, and the President. The goal is to alert the Dean before the travel takes place, if the PDC cannot fund the request, perhaps seek funding from the division, revise the timeline, and to alert applicants. A committee member stated our ultimate goal is to support people to travel, perhaps if the PDC is notified in advance then we can work with them. A committee member suggested for the PDC Chair to attend the Dean’s meeting to go over the process for the new dean.
b. Clarification on International Travel Funding - The PDC Chair reached out to President Gilkerson, Kathy Tran, and former PDC Chairs about the guidelines. Kathy Tran states PD funding can go towards international travel as long as it goes through the approval process of the President and the Board, reference Board Policy 7400. Kathy recommended the following:

1. Obtain approval from PDC.
2. Work with the Dean, VP, and President to obtain approval.
3. If approved by the President, work with the area’s VP Executive Administration to put on the Board Agenda for approval.
4. Once approved by the Board, create a “Travel Request in Concur” and attach the Preapproval letter from PDC and also the Board Agenda.

The PDC Chair recommends checking the timeline before your travel.

President Gilkerson recommends attaching the schedule of due dates for any board items, planning in advance to ensure Board approval occurs before any travel-related expenditures are made, ensuring how much funding is covered by PDC Funds, other college/departmental funding, and or the employee’s personal expense in the request to the board.

A committee member suggested including a paragraph in the application stating the PDC will review the application and provide conditional approval subject to Board approval. The applicant will work with . . . The applicant must notify the PDC Chair if board approved before travel, otherwise the PDC Committee’s approval is void.

The PDC Chair’s Proposed Next Steps:

1. Work specific language into Guidelines
2. Communicate to the campus community.
3. “Flag” international travel funding requests as they come in.
4. Check international requests against the board timeline.
5. Approve international travel if it has a realistic timeline and meets our other criteria.

Guest Steven Mentor asked whether he can apply to go to a conference if he missed the timeline. The PDC Chair stated we cannot approve travel that has already taken place. Steven stated he only wants to attend the conference if he is a guest speaker and will not know this until later. A committee member suggested applying for funding ahead of time then deciding if he will attend. The PDC Chair stated we created the process to be relatively simple. Steven confirmed the process is simple and the video is helpful. Steven inquired if there was an appeal process. The PDC Chair stated you can appeal to the President. A committee member stated some departments also
have funding. Steven suggested addressing the timeline for Board Approval in the PDC Video. A committee member suggested adding International Travel timeline language to the application. A former PDC Chair suggested specifying the exact timeline, perhaps submitting the domestic application one month before the PDC meeting, and 60 days before International travel.

The PDC Chair reminded the committee we denied an International Travel request in our last meeting due to the timeline. The PDC Chair will add this to the PDC agenda for the next meeting.

8. Action Items
   a. Voting on PD Funding Applications:
      i. Bhawana Mishra (Kamil) - Approved
      ii. Steven Mentor - Denied due to the timeline

9. Further Items for Discussion
   a. January PDD Planning
      i. Theme: Vital Connections, Vibrant Campus
      ii. Questions and Ideas for Full-Group Session
         1. Vibrant Possibilities - Family Feud survey campus community on interesting topics. Requests for questions for the survey.
         2. Activities to encourage connections
      iii. General Schedule Confirmed (below)
      iv. Share ideas for Breakout sessions to pursue (JK will follow up with potential presenters)
         1. Josh Russell’s Meditation
         2. Paystub tutorial
         3. Eric Narvesson
         4. PD Travelers
         5. Jovita Valdez Arts & Crafts
         6. Pickleball
         7. PD Funding
   v. Sub-committees:
      1. Food Sub-Committee: Ingrid, JK will follow up with Ingrid.
      2. Facilities Sub-Committee: Rooms and Facilities Set-up: Vince
      3. Tech Sub-Committee:

10. Consent Items
    a. Brown Act Compliance: Continue meetings on Zoom for November, 2022, will revisit next meeting RE: December

11. Next Meeting: Thursday, November 17th, at 3PM

Approved General Schedule For Jan 2023 PDD Friday, Jan 27 from 9AM-3PM
   ● 8:00-8:50- Coffee and Breakfast ○ Theater Lobby/Hallway
   ● 9:00-10:30: Full Group Session (Theater)
• 10:45-Noon: Breakout Sessions (around campus)
• Noon-1:00 Lunch: Gullo 1 and 2?
• 1:00-3:00 Division Meetings

Meeting Adjourned: 4:30 pm