
EVERGREEN VALLEY COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE
MINUTES: THURSDAY SEPTEMBER 4, 2025

LA-367 AT 3:15 PM [ZOOM OPTION](#)

2025-2026 PDC COMMITTEE MEMBERSHIP

Anali Dimas (Classified/Enrollment Services)
Bob Lombard (MSE)*
Grace Tong (Student Success)*
Maria Esperanza Outeiriño-Feijoo
(Language Arts)*
Vacant (SSAKA)
Mark Gonzales (At-Large/SSAKA)*

Veronica Santos (Classified/LA)*
Binh Vo (English/LA) PD Coordinator*
Michael Casares (Fiscal/Business Services)*
Jamison Jossis (Facilities)
Vincent Cabada (Facilities/Administration)*
Melody Barta (Business and Workforce)*
John Stratton (Nursing and Allied Health)*

AGENDA

1. Call to order: 3:23 pm
2. Adoption of agenda: Melody moved to adopt, Veronica seconded
3. Approval of Minutes from May 15, 2025: Mark first, Melody second, approved
4. Public Comments (limited to three minutes):
 - a. none
5. Action items
 - a. PD Funding Request Process and Submission Form: Mark motion to keep it the same and move forward, Veronica second – motion carried
 - i. Michael offers to give training at division meetings and provide a cheat sheet for Concur
 - ii. Esperanza: three times done using Concur, but each time Concur presented different problems. What are the common recurring problems or most common ones that keep repeating?
 - iii. Michael: agenda showing per diem expenses, limits on number of tips for ride shares/taxi, the biggest thing is the Google Maps for mileage.
 - iv. Veronica: conference attending, mileage location to starts at EVC (weekday, location from the college, weekend can be their home); coming back on weekday, same rule applies
 - b. PD Committee 2025-2026 Membership confirmed with a vacancy from SSAKA.
6. Discussion items
 - a. Membership updates and welcome:
 - i. Esperanza (LA Faculty)

- ii. Veronica Santos (Classified LA)
- iii. Due to the reorg, request another seat from LA?
 - 1. Email the Dean and announcing at next division meeting
 - 2. Melody: look at our chart (on website) every committee – what the makeup of that committee needs to be and follow that
 - 3. Veronica: Library is under Dean Gutierrez also Noncredit
 - 4. Go by the rule (Mark) -- nobody is in Humanities even after it has been moved under LA
 - 5. Faculty from Counseling seems to be missing, so Binh will follow up with the Senate
- b. August PDD
 - i. CTSS tend to get huge volume of requests
 - ii. Mark: Tshirt for 50th anniversary; did not have 2X – it was not coordinated
 - iii. Elevator broke during PDD – complaints moving ones on 3rd floor to 1st floor
 - iv. Binh has heard only positive feedback, a big thank you to the PDC members and everyone who stepped in to help
- c. Updating the [PDC handbook](#): on-going project for Binh
- 7. Announcements: Next PDC meeting is Thursday, September 18
 - a. Meetings on the 1st and 3rd Thursday of the month
- 8. Recognition and Announcements: Mark – great job at PDD
- 9. Adjournment: Michael first bob second 4:19 pm