
EVERGREEN VALLEY COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE

MINUTES: THURSDAY, NOVEMBER 6, 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)*

Bobby Seals (SSHAPE/SSHAPE)*

Mark Gonzales (At-Large/SSHAPE)

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)

MINUTES

1. Call to order at 3:22 pm
2. Adoption of agenda: Michael 1st Veronica second
 - a. Guests: Kelly, Kathy Tran from the Business Office
3. Approval of Minutes from October 16, 2025: Esperanza 1st, Bobby seconded, unanimously approved
4. Public Comments (limited to three minutes): (travel requests and approval process)
5. Action items
 - a. PD [Funding Request Form](#) and Budget: \$16, 150 => \$13,750 as of 11/7/2025
 - b. Pending Requests and Approvals
 - i. <https://go.boarddocs.com/ca/sjeccd/Board.nsf/goto?open&id=AAD2WA04244D>
 - ii. In-State and Out of State Travel: correct statement on the PD Website about this;
 - iii. Kathy: charge of this committee/approval means = not approving staff to attend but as a committee saying this employee is able to charge x amount of fund from this committee's perspective;
 - iv. PDC is not acting in their role as their manager: funding the travel up to the dollar amount; approval letter and President's approval ; this committee is only approving the funds requested and that's it.
 - v. Esperanza clarifying: international travel must be approved by the board; what is the process?

- vi. Kathy: Still need Concur request for the chain of approval, and get it on board agenda (only meets once a month, this involves that agendaing process to be included on the agenda)
- vii. International Travel: per our BP 7400, this request must go through the board for approval; employees must work with division dean and respective VP to get it on the board's agenda, which has its own process
- viii. Binh's request for 600: Esperanza, Bobby second, approved
- ix. Bryanna Perez: Michael 1st, Bobby 2nd: all approved
- x. Pat James: Michael 2st, Esperanza 2nd: all approved

c. January PDD:

- i. [Web Agenda](#): added EVC map
 - 1. Theme: Veronica 1st, Esperanza 2nd: all approved
- ii. Breakout Session Proposal Form
 - 1. Esperanza: incentivize submissions (ask President's Office)
 - 2. Michael: ask the President for his help in announcing to the respective deans and get approvals for incentives
 - 3. Must contact Ken Nguyen to bring the representative to help us with the demonstration on printing (MS building); there's a lot we can do with the printers: work with Sylvia Min on this; book at least a month in advance
 - 4. Dean Gutierrez: course-level data analysis (both breakout sessions) -- Binh will contact him to follow up
 - 5. Veronica: reach out to CSEA for workshop on something, CalPERs; HR (follow up on the mandatory)
- iii. State Chancellor's memo
 - 1. Vision 2030
 - 2. PD Community of Practice: untethered event for PDD (hyflex format), Nasreen's office has this capability

6. Discussion items

- a. Dr. Kara Has' request: done online in Concur (no travel, online thing)
 - i. Employees have opportunity to clarify which their PD funding is about in Concur.
 - ii. Should put in request to Concur: encumbers fund + enable manager to approve (VP Willis)
- b. January PDD: Friday, January 23, 2026
 - i. Themes: EVC's Anniversary, from President Lopez's last visit
 - ii. Breakout sessions form: boost submissions of breakout sessions
 - iii. PDDs need to include everyone (State Chancellor's memo)
 - iv. Take a whole-campus picture for the 50th Anniversary: Friday at 11am or do this at PDD lunchtime?

- v. How can we work with the President's Office to boost morale at PDDs?
 - vi. Food options: boxed rice or vermicelli with grilled chicken, pork, Korean ribs, tofu, or mixed vegetables for vegan/vegetarian folks
 - c. Planning for March PDD to be online: check with VP Dickerson for food money
 - i. Feedback from VPAA (meeting for all Group Coordinators last Thursday)
 - d. Whole-year plan: 4 PDDs, Funding Requests
 - i. Distinction between charges and goals
 - ii. Goal: clarity Kathy has given us; arriving at common understanding as to what our committee does for the funding requests
 - iii. Increase the number of workshops for classified members (doubling achievable goals within the charge of the committee
 - 1. Mark: see above: stick to goals that we can measure
 - e. Academic Senate leadership: reports and feedback
 - f. Handbook update: VPAA's request
- 7. Announcements: Next PDC meeting is Thursday, November 20
 - a. Meetings on the 1st and 3rd Thursday of the month
- 8. Recognition and Announcements:
- 9. Adjournment: Esperanza 1st, Veronica 2nd; adjourned