

---

**EVERGREEN VALLEY COLLEGE**  
**PROFESSIONAL DEVELOPMENT COMMITTEE**

MINUTES: THURSDAY, SEPTEMBER 18, 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: 3:24 pm
2. Adoption of agenda: Quorum achieved with 7: Veronica moved, Mark seconded
3. Approval of Minutes from September 4, 2025: Mark motioned, Esperanza seconded
4. Public Comments (limited to three minutes):
5. Action items
  - a. PD Funding Request Form and Budget: \$22,150.00 (Michael)
  - b. Concur Next Step
    - i. John, Veronica, Esperanza chimed in: what's the hold up; Business Service and District verifications, not just Concur and its user-interface; breakdown in the communication channel, division in general might not be communicating with faculty/classified with missing documents, but the LA division has been supporting faculty/classified in getting these missing documents
    - ii. Esperanza brought up other companies (big tech), but why is it so hard for the Business Office? Understaffed?
  - c. PD Committee 2025-2026 Membership: vacancy from SSAKA (previously SSHAPE) still no representation
    - i. Vote on the representative seat(s) next time = Mark for the SSAKA and At-Large maybe William Nguyen
    - ii. Mark has confirmed
6. Discussion items
  - a. Membership updates

- b. January PDD: Friday, January 23, 2026
  - i. Themes:
  - ii. Breakout sessions form: boost submissions of breakout sessions
  - iii. Hands-on deliverables from these breakout sessions?
    - 1. Couple not all? Like the Friday August PDD
    - 2. Will return to this later
  - iv. Better attendance tracking: back to paper/pens?
    - 1. Veronica: August 2025 PDD issues, two faculty in LA = mandatory training on Workplace Violence, one part-time and one full-time; HR did not get their sign-in when they had the QR Code on the monitor; somehow faculty missed that; they asked for how they could prove they attended PDD and went to the training; luckily, Veronica was able to do manual sign-in sheet (only one who did it); she had been able to prove they attended.
    - 2. Timesheets from Associate Faculty, Veronica needs to confirm their manual sign-in if they signed in on paper
    - 3. Binh needs to provide physical sign-in at PDDs: especially next August PDD (senior admins can help) = courtesy email reminder to the senior admins for physical sign-in; request tables for the admins from Vince for sign-in
    - 4. Mark is in agreement: it helps to have back-up for attendance tracking. Saw Lisa Owen's email about proof for the certificate of HR trainings required
- c. Planning for March PDD to be online
- d. Whole-year plan: 4 PDDs
  - i. How can we as a committee (offer prizes?) encourage more breakout room session proposals
  - ii. Classified folks: which breakout session would you like to see?
- e. Academic Senate leadership: hands on breakout sessions + deliverables
- 7. Announcements: Next PDC meeting is Thursday, October 2
  - a. Meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month
- 8. Recognition and Announcements:
- 9. Adjournment: Mark first, Esperanza second