
EVERGREEN VALLEY COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE
MINUTES: THURSDAY FEBRUARY 20, 2025

[ZOOM OPTION](#) AND/OR LA-133 AT 3:00 PM

2024-2025 PDC COMMITTEE MEMBERSHIP

Anali Dimas (Classified/Enrollment Services)	Binh Vo (English/LA) PD Coordinator
Bob Lombard (MSE)	Michael Casares (Fiscal/Business Services)
Grace Tong (Student Success)	Jamison Jossis (Facilities)
Khanh-Hoa Nguyen-Wong (Language Arts)	Vincent Cabada (Facilities/Administration)
John Kaufmann (Former Chair/SSHAPE)	Melody Barta (Business and Workforce)
Mark Gonzales (At-Large/SSHAPE)	John Stratton (Nursing and Allied Health)
Shashi Naidu (Classified/Marketing)	

AGENDA

1. Call to order: 3:23 pm with quorum
2. Adoption of agenda: Hoa, John
3. Approval of Minutes from February 6, 2025: John, Melody
4. Public Comments (limited to three minutes)
5. Action items
 - a. Funding requests budget update **(budget remains at \$5,416):**
 - i. First come, first served
 - ii. VP Pouncil's email requesting proposals from classified staff approved
 1. Office of Academic Affairs keeping records
 - iii. New requests: Alexis Marquez Villa (\$1200), Anindita Nag (\$1200), Tiffani Lam (\$1200), Melissa-Ann Nievera-Lozano (\$1200), John Kaufmann (pending confirmation from Kathy Tran per Michael, temporarily approved)
 - iv. The budget covers up to June 30, between July and August/September: the committee should not approve anything in between
 - b. [March 2025 PDD web agenda](#)
6. Discussion items
 - a. Planning for March 2025 PDD continued
 - i. 3 rounds breakout sessions, 60 minutes each
 - ii. The PIC forming by the Academic Senate
 1. Henry Estrada and Kelly Nguyen-Jardin have formed the PIC, which will approve the signed Alternative Forms
 - b. Binh's update from the Academic Senate meeting on 2/18/25:

- i. The current PD budget is \$4,216. Four conference requests have been submitted and will be reviewed at Thursday's meeting. Any requests submitted after that may not be approved.
 - ii. Binh encourages faculty to consider hosting sessions for the fully online March 14 PDD. Historically, there were three sessions, each 90 minutes long. The committee is now discussing four 60-minute sessions; however, some programs have requested a 90-minute session. The committee will discuss further and find a solution at its next meeting.
 - iii. The committee would like the President and his cabinet to provide updates at the March PDD.
 - iv. The committee will begin planning the August PDDs soon, and Binh is concerned about funding for food.
 - v. The committee will update the handbook.
 - vi. Alternate plans for the March 14 PDD should be submitted by March 7.
- c. SAVE the DATE event -- draft of web agenda: planning and participating in March PDD online
 - i. [Breakout sessions request form](#)
 - 1. Emily's Banh (90 minutes session) -- 2 back-to-back rounds of 60 minutes
 - 2. New requests – consider submitting and hosting a breakout session (Binh has sent an email):
 - a. Tejal's DE trainings
 - b. Eric's PRC salary schedule
 - c. Concur (Michael and his team),
 - d. Classified Senate
 - e. classified senate President + VP
 - f. Brandon Yanari
 - g. Student Health Services: Janice Asadi
 - 3. Follow ups: email sent – Web Agenda now in draft form
- d. March 2025 PDD: entire event online
 - i. 60-minute breakout sessions (3 rounds)
 - ii. President's update + VP's 9:00 – 10:00 am (follow up with the President for his feedback the VPs)
- e. Updating this to reflect March PDD
 - i. <https://www.evc.edu/events/professional-development-day-no-classes-held>
 - ii. Updating the PDC handbook: we still need to discuss this
- f. January 2025 PDD Debrief
 - i. President Lopez's meeting – Binh hasn't the opportunity despite his request for a meeting.

7. Announcements: Our next PDC meeting is on March 6, 2025
 - a. Meetings on the 1st and 3rd Thursday of the month
8. Recognition and Announcements:
9. Adjournment: John; Hoa