**Staff Development/FLEX Committee Meeting**

**September 12, 2018**

**Present –** Teresa Martinez, Katie O’Brien, Kelly Lynch, Kathy Gomez, Vanessa Chavez, Alice Mecom, Ruthie Retana

**Minutes –** The minutes of the August 22nd, 2018 meeting were approved as submitted.

**Budget Review and Adoption –**

* The committee reviewed and adopted the proposed working budget for the 2018-19 fiscal year. Any potential changes will be brought before the committee.
* Last year we offered summer grants with the understanding there was going to be a roll-over. As that was not the case, this year we still can offer summer grants with the understanding that funding for projects after June 30th will come out of next year’s budget.

**By-Laws Creation –**

* Michelle Bean has charged the committee to create by laws. The committee had questions about the difference between an “Academic Senate” committee vs. a “Shared Governance” committee and how this would impact potential by laws. Katie will research this further.
* The committee agreed to make the creation of appropriate By-laws a goal for this academic year and will look to samples from other committees.

**Fall Events –**

* A Reflection and Renewal Retreat will take place on Friday, October 26th, 2018 at Mater Dolorosa Retreat Center. Katie will be putting out a save the date this week.
* Katie would like to have Staff Development offer workshops for the fall. The dates that don’t conflict with division or RHCFA meetings are Thursday, October 4th, 2018 and Thursday, November 1st, 2018.
* After some discussion the committee recommended that two of the more popular FLEX Day sessions be repeated:
  + “Situational Awareness” facilitated if available by Mark Yokoyama
  + “Gen Z” workshop to be facilitated if available by Julio Flores
* Katie will contact the facilitators.

**Other –**

* Vanessa asked about opening up focused workshops offered to the FYS faculty and Counselors to all faculty. Katie explained that the reason they were not opened up was due to the fact that the FYS faculty and Counselors were going to discuss their specific classes.
* In the future Katie said there would be an effort, if possible, to have a part of the workshop be scheduled so that any could attend, and then have a portion of the day be set aside strictly for Avance faculty.

**Updates –**

**MCC –** No updates, but Katie did encourage the MCC to think about applying for a grant to have a speaker come out

**Leadership Academy –**

* The first session was facilitated by Katie on Appreciative Inquiry and went very well. The second session will be facilitated by Walter Jones.
* The cohort also started sharing ideas on their CIP and will also be introduced to the Board tonight.
* Cohort 6 will be having a celebration lunch to mark the completion of their CIP. It was suggested that they have an ice cream social to showcase their inspirational quotes.

**Basic Skills –**

* This is the last year of funding for two Basic Skills grants and Maria welcomes discussion on appropriate Professional Development ideas.
* BS will be funding a team to go to Kansas to get training on Supplemental Instruction. There will also be a conference on Supplemental Instruction in Riverside that faculty can attend.
* It was suggested that the faculty who get trained facilitate a Supplemental Instruction spring FLEX workshop.

**SanFACC –**  The opening orientation took place for the mentors and mentees to meet and went very well.

**Other –**

* There is a faculty position open on the committee there are three faculty interested in joining. Michael Dighera sent a link to the committee to vote so members are asked to do so ASAP.
* The committee reviewed that new grant applications. Katie has gotten feedback from some about being confused with the combining of the Low Cost and Individual application and no longer having a grant identified as “Involving Off Campus Travel.” Alice has received positive feedback on the change so the committee will continue to be on the lookout for how these new applications are working.
* We have $13,000 in grants monies for the year – the breakdown for the round of grants is as follows: $5,000 for fall grants, $5,000 for winter/spring grants, $3,000 for spring early summer grants (for projects completed by 6/30/19)
* Next meeting will be on Wednesday, September 26th, 2018 we will be reviewing grants

This meeting adjourned at 3:30pm, with the next meeting to be on Wednesday, September 26th, 2018