**Staff Development Committee Meeting**

**Wednesday, May 5th, 2019**

Present – Teresa Martinez, Katie O’Brien, Lisa Sandoval, Maria Martinez, Alice Mecom, Sandra Rivera, Brenda Harlow, Ruthie Retana, Sable Cantus

Approval of Minutes – The minutes of the April 24th, 2019 meeting were approved as submitted

**Updates**

MCC- Mike Garabidian will be attending the Great Deans Conference – Staff Development will be funding up to $2500 per the set aside for administrators.

Guided Pathways –

* Gerson Montiel will not be continuing as the Faculty Coordinator for Guided pathways. Interviews to fill this position should take place in the next couple of weeks.
* Melinda Karp will be here August 12th to help the Guided Pathways steering committee, Leadership Team and other interested staff with Strategic Planning.
* Brenda shared with the committee the Cyber Security program website she created that could serve as a model for other departments to show students career pathways. The committee was very impressed with her work!

Leadership Academy –

* Cohort 7’s final session and “graduation” took place on May 3rd, 2019 and it went very well.
* Their CIP involves building a Leadership Academy website which is still being worked on.
* Next year there will be no Leadership Academy cohort, but Kelly will be working on an alumni event.

Basic Skills –

* Maria is working on closing out the grant,
* Basic Skills Initiative will be funding a 2 day On Course training during FLEX week. 12 hours of FLEX or a $275 stipend will be offered.

SanFACC Mentor program –

* Felix Sarao has been matched
* Melba Castro will be serving as a mentor to a staff member at Cerritos College.

By-Laws

* The committee discussed the updated By-laws and the committee would like to add that the Staff Development and FLEX Committee Strive to work with other areas with significant professional development components such as Guided Pathways and Student equity. Katie will work on the wording and will send to the committee one last time for approval.

PD Needs Assessment –

* Sandra would like a one-week extension so that more classified can fill it out the survey. The survey will close on Friday, May 10th, 2019.
* 210 so far have filled it out- 104 CSEA, 3 Confidential, 49 full-time faculty, 43 part-time faculty, and 11 managers
* There is one more Starbucks card to be raffled off purchased by CSEA.

FLEX –

* The FLEX reporting deadline was May 1st however entries will be accepted until Friday, May 10th, 2019.
* Katie asked the committee if she should put out a call for breakouts for Fall FLEX Day since we are not sure how the new, incoming President wants to handle FLEX Day. The committee suggested that Katie inform the campus of the uncertainty of the agenda, and to look for an announcement in July to let folks know if we’ll need breakout sessions.

The meeting adjourned at 3:30pm, with the next meeting