**Staff Development Committee Meeting**

**Wednesday, April 24th, 2019**

**Present -** Teresa Martinez, Katie O’Brien, Sandra Rivera, Ruthie Retana, Lisa Sandoval, Kelly Lynch, Kathy Gomez, Vanessa Chavez, Brenda Harlow

**Approval of minutes** – The minutes of the 4/10/19 were approved as submitted

**Low Cost Grant Review –**

* Rogelio Flores request for $200 to attend the HTML & CSS Boot camp – Approved
* Robert LoParo request for $200 to attend the Registry of Interpreters for the Deaf – Approved

**Updates**

**CSEA –**

The Executive Board will be meeting on how to best prioritize the use of the $46, 900 in professional development funds and they will also be using the Staff Development Needs Assessment survey data to help with this task. More to be discussed.

**MCC –**

* Ruthie said that she will again remind the managers to encourage them to fill out the assessment survey and to also have their staff fill it out as well.
* There no candidates that Ruthie knows of as of yet to attend the Great Deans conference.

**Guided Pathways –**

* Katie, Gerson Montiel, and Dr. Ramirez had a phone conference with Melinda Karp about having Melinda come and help with a Strategic Planning meeting before FLEX Day on August 12th.
* The majoring of the GPS Steering committee has agreed the it would be very beneficial for her to provide this service. More to be discussed.

**Leadership Academy –**

* May 3rd, 2019 the Leadership Academy Graduation will take place.
* May 8th, 2019 the Leadership Academy will be presentation to the Board.
* Next year is the “off year” and Kelly will be planning events for the Alumni

**Title V –**

* Two FYS faculty attended the First Year Experience conference in Las Vegas and heard Joe Cuseo speak on First Year success data and recommend him to come on campus. A phone meeting is planned to discuss this further with him.

**SanFACC Mentor Program –**

* Kathy Gomez, Vanessa Chavez, and Alice Mecom reviewed the three applications
* All agreed to send forward all three applicants in the following order –
	+ Felix Sarao
	+ Sarah Cote
	+ Elena Valdez
* An initial matching process will take place tomorrow.

**Spring Items –**

* Needs assessment – 79 have filled out the survey so far and the majority have been faculty. Sandra will put out an email encouraging Classified to fill it out.
* The Medical Emergency workshop was well attended, was engaging, and provided very useful information.
* May 1st, 2019 Vanessa Chavez will be facilitating a Flyer Creation workshop.
* 10 were funded to attend the Women Hold Up Half the Sky conference.
* FLEX hours are due May 1st, 2019

**Bylaws –**

The committee read through the first draft of the Bylaws. Additions and edits were suggested and Katie will send the committee another draft to be finalized our next meeting. The adopted By-laws will be uploaded to our website and a copy will be forwarded to the Academic Senate.

This meeting ended at 3:20pm with the next meeting to be on Wednesday, May 8th, 2019.