**Staff Development/FLEX Committee Meeting**

**Wednesday, October 10th, 2019**

**Present** – Teresa Martinez, Katie O’Brien, Jose Arroyo, Kelly Lynch, Brenda Harlow, Ruthie Retana, Kathy Gomez

**Approval Minutes** – The minutes of September 25th, 2019 meeting were approved as submitted

**Low Cost Grant Review –**

* Huynh Kim request for $200 to attend Cell Biology Forum – Approved
* Yolanda Emerson request for $200 to pay instructors for CPR/AED for personnel training at the educational centers – Approved

**Dr. Reyes meeting report –**

* Katie gave Dr. Reyes an overview of the Staff Development/FLEX office an included the following:

-An overview of the Vision Resource Center and its integration pilot with Cornerstone was provided. She let Dr. Reyes know that Matt Koutroulis will no longer be providing updates to FLEX Reporter so will eventually need a new FLEX tracking system. Dr. Reyes seemed very interested in the VRC but is aware that IT and HR will only have limited time to work on it so we’ll need to explore whether Rio can make this work. Katie has sent the website link and information on the Integration pilot to Dr. Reyes, Gary Van Voorhis and Shane Smith.

-Katie stressed that the Title V grant will be ending in September 2020 and that 50% of the Faculty Coordinator release time and Clerk position will disappear if the does not institutionalize support for these positions.

* Katie discussed the pool of money for Classified Professional Development and that Classified don’t have enough help and release time to plan events. Dr. Reyes indicated that generally CSEA doesn’t get release time for such work and that another office (HR, Staff Development…) should take this on and he suggested a joint meeting with Sandra Rivera to discuss all related matters soon.
* Katie discussed the New Faculty Success Seminar. Dr. Reyes suggested that HR take care of the orientation piece and 32 hours be focused on pedagogy. This suggestion will be discussed with RHCFA.

**Program Review –**

* The committee reviewed the Program Review draft and made the following recommendations:

-Keep Mission Statement as is

-Add information on recent Staff Retreats, Leadership Academy Alumni events, be more specific on workshops offered

-Under Weaknesses – Consider adding staffing comparisons if similar size campuses have more support and mention that no further updates on FLEX Reporter will be available

-Under Strengths – Add the diversity of different types of professional development being offered and Reflection & Renewal

-For Long Term Plan – Again mention FLEX Reporter limitations, the need to institutionalize support for Coordinator and Clerk positions, and the need to maintain and growing successful initiatives

This meeting ended at 3:30pm, with the next meeting to be on Wednesday, October 23rd, 2019