**Staff Development/FLEX Committee Meeting**

**Wednesday, August 28th, 2019**

**Present** – Katie O’Brien, Jose Arroyo, Brenda Harlow, Kelly Lynch, Sandra Rivera, Kathy Gomez, Sable Cantus, Michaela Brehm, Ruthie Retana, Lisa Sandoval

**Approval of Minutes –** The minutes of the August 7th, 2019 meeting were approved as submitted

**Welcome of new members –** The committee welcomed Michaela Bream from Director of Grant Development and Management & Jose Arroyo faculty member Learning Disabilities Specialist

**Staff Development Budget –**

* Katie has yet to discuss the Staff Development budget with Dr. Reyes, but we are assuming the we will have $53,000 for 19-20.
* The Leadership Academy will not happen this year so its recommend the line item for Leadership Academy budget be reduced to $1000 for potential alumni activities.
* Katie asked the committee if we should keep the Maximum Award amounts the same or change them – After a long discussion the committee decided to keep the following amounts –
  + $750 for an individual full-time faculty or Full-time classified
  + $1,800 for a group going to the same conference
  + $200 for low cost grant or part-time faculty
* Grant Funding timeline is as follows –
  + Fall applications due 9-20-19 for projects between 9/30/19-2/29/19
  + Winter applications due 12-6-19 for projects between 12/9/19-5/1/19
  + Summer applications due 4-3-19 for projects between 5/1/19-9/25/19
* Classified have $49,000.00 of professional development monies. The Executive Board will be forming a sub-committee to use the Needs Assessment to explore how best to use the funds.
* Sable will be helping to add to the Online grant application the following –
  + Any off campus activity that takes place off campus needs a travel authorization
  + All grant applications must provide workshop/training description and cost summary

**Fall Activities -**

* Reflection and Renewal Retreat will be on November 1st, 2019 and will take place in Monrovia at Monrovia Canyon Park. Katie will be putting out a “Save the Date” soon.
* Katie asked the committee if it is ok to invite off campus Professional Development Coordinators from other campuses. The committee agree to the invite at no cost to the outside attendees.
* Staff Development Program Plan is due October 18th, 2019- The committee will be working on this at the next few meetings, including utilizing the Needs assessment.
* Katie has requested a meeting with Dr. Reyes about Staff Development/FLEX issues and priorities. She would like to discuss with him Teresa and Katie’s positions as the Title V grant will be ending in September 2020 as well as looking into adopting the Vision Resource Center FLEX and Staff Development reporting system.

**Other –**

* Michaela asked where the Staff Development initiatives come from. They come from the following:
  + Committee grown such as Reflection and Renewal and responses to the Needs Assessment
  + National/State Initiative such as Guided Pathways
  + Grants secured in various areas across the campus
* Katie will also be speaking to Dr. Reyes about integration and coordination of Professional Development Activities that happen across the campus.

This meeting adjourned at 3:30pm with the next meeting to be on Wednesday, September 11th, 2019