**Staff Development/FLEX Committee Meeting**

**Wednesday, September 11th, 2019**

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

**Approval of Minutes** – The minutes of the August 28th, 2019 were approved as submitted.

**A Proposal from Jill Pfieffer** on how to spend the $3500 set aside in the Staff Development budget was reviewed. She would like to bring a facilitator to campus in January to provide training on Best Practices in Online Course to include a segment on “Universal Design.” The facilitator is free, she proposed faculty stipends for those faculty how attend and create a product showing their implementation of these practices in their online courses. It was also recommended that any outstanding monies be spend on supporting faculty to attend the 2020 Online Teaching conference. The committee agreed to both proposals with the caveat that Jill will review faculty “products” to ensure the best practices have been appropriately applied.

**Updates –**

**CSEA – Needs assessment discussion**

* The breakdown of the Classified assessment is as follows –
  + 176 responses
  + Customer Service for the frontlines
  + Ongoing Tech Training
  + Wanting to know about different office procedures
  + Knowing more about Guided Pathways
  + SARS Training
  + Want Department training
* Katie would like for Sandra, Kathy, and Lisa to come up with a top 5 list of most important needs and then see how we proceed from there
* Sandra suggested maybe having a Classified Leadership Academy – more to be discussed

**Other –**

* Staff Development Plan is due October 18th, 2019. At our next meeting the committee will be working on this and will be reviewing Staff Development Fall 2019 grants.
* All SanFACC mentor and mentees are matched.
* There is $2,500 in MCC PD funds. Katie suggested to the managers to review the needs assessment results to come up with a plan to use these funds. Katie also suggested that they use the same template model that Jill Pfieffer used to propose how to spend the funds.

This meeting adjourned at 3:30pm with the next meeting to be on Wednesday, September 25th, 2019