**Staff Development/FLEX Committee Meeting**

**Wednesday, December 11th, 2019**

**Present** – Sandra Rivera, Brenda Harlow (Via phone), Lisa Sandoval, Alice Mecom, Michaela Brehm, Ruthie Retana

**Approval of Minutes** - The minutes of the November 13th, 2019 meeting were approved as submitted

**Grant Review –**

* There is $5,345 in requests for this round
* Counselors’ request for $1,800 to have a 2020 All Counselor Retreat at Whittier College – Approved
* Anneliese Euler request for $200 to attend the “Compose Yourself – Unlocking your True Songwriting Potential” workshop – Approved
* Bill Curington request for $180 to attend the CATE conference – Approved \*
* Bill Curington request for $750 to attend the “On Course Annual Conference” – Approved\*
* Brian Young request for $200 to attend the CARL 2020 Conference – Approved
* The Child Development Center request for $1,045 for the Coordinator and Teachers to attend curriculum training – Approved
* Jennifer Tanaka-Hoshijo request for $650 to the APAHE Conference – Approved
* Mike Garabedian request for $500 to have a Library Retreat – Approved

There is $10, 743 left in grants monies, after a brief discussion it was decided that $5,000 will go to summer round of grants and $5,743 will go to the special Equity/Guided Path ways focused grant.

The special Equity/Guided Pathways focused grants were discussed – Part-time will be able to apply for $500, Individual full-time grant will be up to $1000, and a Group Grant will be up to $2000.

\*While it has been past practice not to award any individual more than $750 in any one funding period with a maximum for $1000 in a fiscal year, it was agreed to fund both of Bill Currington’s requests as there are monies available. Katie will let him know that this is an exception and that there is an annual limit of $1,000.

**Spring FLEX Day –**

* The committee reviewed the agenda for the Spring FLEX Day. It was agreed that the general flow seemed to work well however it was recommended that there not be a 10-minute break during the general morning session as it could be very difficult to ensure faculty would return.
* The committee did voice concerns about the 12:30-1:30 Discipline Based Data Discussion scheduled. They agreed it was an important conversation to have, but they were concerned about the logistics of one Dean facilitating multiple conversations or not having a skilled facilitator for each discipline keep the conversation on a productive track. Katie will bring these concerns forward to the Administration and faculty leadership.
* The committee liked all the workshop proposals so far except for the session focused on “Hacking.” They thought this would be an excellent session to offer in spring semester, however did not believe it fit the “Equity in the Classroom” theme.
* The committee agreed that Katie can approve further workshop sessions as they come in, however she will consult the committee if any topic appears questionable.

**Other –**

* Potential next meeting on January 15th, 2019 from 2pm – 3pm
* Spring meeting will be held on the 1st and 3rd Wednesday’s of the month
* 22 part-timers were docked their pay for unfulfilling their FLEX obligation

This meeting adjourned at 3:30pm