**Staff Development/FLEX Committee Meeting**

**Wednesday, October 7th, 2020**

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

**Approval of Minutes –** The minutes of the September 30th, 2020 were approved as submitted. Katie asked for clarification on what sorts of activities are to be included for the new “Rio Raices” All Faculty FLEX item. She’ll ask for more details from Michelle Bean and report back.

**Budget Review and Grant Discussion –**

* We have $53,000 for the 20-21. After reviewing the budget and making some adjustments, the committee agreed to adopt it, pending feedback and consultation with President Dreyfuss later in the week.
* **Amount for grant rounds is as follows –**

Fall - $8,225, Spring - $8,225, Summer - $7,050

* **Timeline for grant rounds is as follows –** 
  + Fall deadline – 10-30-20, Spring deadline – 12-11-20, Summer deadline – 4-2-21

The committee agreed that grants will not fund any travel related expenses while Covid-19 remains an issue. Teresa, Katie, Sable will be working on how to best get signatures for the application via online

**Website Updates**

Albert Bretado from Marketing attended a portion of the meeting to discuss website updates. Minor changes such as adding to a calendar or editing verbiage to an existing page can be done by Katie or Teresa. Big changes such as adding a YouTube video or publishing a completely new page would have to be added by Marketing using the online request form. Katie will be follow up with Albert for further clarification on how to add events to the calendar.

**Updates –**

**CSEA** – No updates at this time. At the next meeting Sandra will share the results of the “Morale Survey.”

**MCC** – MCC purchased the Strength Based Leadership books

**Leadership Academy** – There will not be a Virtual Leadership Academy this year based on feedback from the majority of those accepted into the cohort. Those who want to participate in 2021-2022 will not need to re-submit applications.

**SanFacc Mentor Program** – The program is on hiatus for this year due to Covid-19.

**Title V** – There is a new Title V grant but there’s no information yet on any professional development components.

**Reflection and Renewal** – The committee was asked about offering virtual R & R experiences. It was suggested that the first session be limited to 90 minutes and then to determine if future sessions should be expanded. Katie will be putting out a call for a fall session soon.

**Closed Captioning-**In order to post workshops that were held on Zoom to our website or Canvas, it was confirmed that someone would 1st need to review and edit the AI/Otter transcript before posting. This will continue to be explored.

**FLEX –**

* FLEX Reporter is back online and Teresa will be working to update it with FLEX Day activities.
* The committee discussed the possibility of purchasing the software permanently from Matt Koutroulis. Brenda explained that this would involve essentially buying the “source code.” This will continue to be explored.
* The following activity was approved to be added to Category 6 of the All Faculty List:

**Activities focused on anti-racist practices that include official campus-wide conversations,**

**readings, book groups and related workshops and trainings.**

This meeting adjourned at 2:15pm, with the next meeting to be on Wednesday, October 21st, 2020