**Staff Development/FLEX Committee Meeting**

**Wednesday, October 6th, 2021**

**Present –** Teresa Martinez, Katie O’Brien, Sable Cantus, Brenda Harlow, Sandra Rivera, Alice Mecom

**Approval of Minutes** – The minutes of the September 15th, 2021 were approved as submitted

**Grants Update –**

* Katie had a follow up conversation with President Dreyfuss about grants that involve travel who recommended that we consider such grants on a case by case basis, however prioritize can go virtual conferences/trainings unless there is a compelling reason for an in person event. The grants applications have been updated to state that if you are wanting to go to an in person conference that we need to get clarification and justification as to why.
* Request from Michaela Brehm for $167 to attend the Effective Managing conference at Coast Community College – Approved
* Katie put out a called for a 1- day Energizer Conference hosted by On Course – Four faculty have indicated interest - Jose Arroyo, Ariane Dalla Dae, Bonnilee Kaufman, Miachelle Andrade. Katie will ask them to do a Happy Hack and also to be on the lookout for possible keynote speakers for an upcoming FLEX Day.

**Budget 21-22**

We have $53,000 total for the year. The committee reviewed the recommended expenditures and agreed that the budget should be adopted as is. Any suggested changes will be brought back to the committee.

**English Department FLEX Activity Request – Replace Roundtables to say Task Force**

Marie Eckstrom is requesting to replace Roundtables with English Faculty Task Force as a pre-approved FLEX activity – The committee reviewed the specifics of request. Katie said that the committee needs to review the activities a little more. Activities 1 and 6 are clearly going above and beyond their contractually duties. Activities 1-5 need to be resubmitted with more clarity on how it goes above and beyond contractually duties. Katie will reach out to Marie to resubmit.

**Program Plan Review –**

* The committee reviewed the Staff Development Program Plan 22-23 and suggested adding the following:

-Restore a bi-annual all campus retreat

-FLEX Reporter is only serving the needs of faculty, and will likely be sun setting. As there is no system in place to track professional development for all employees, we should encourage the campus to provide the resources to adopt the Vision Resource Center Integrated platform.

-In order to support the objectives, there is a continued need to institutionalize the Coordinator and Clerk position to 100%

* Katie will work on the language and send the updated Program Plan to the committee via email to vet and approve

This meeting adjourned at 3:45 with the next meeting to be on October 6th, 2021