**Staff Development/FLEX Committee Meeting**

**Wednesday, February 16th, 2022**

**Present** – Sable Cantus, Katie O’Brien, Kathy Gomez, Brenda Harlow, Alice Mecom, Michaela Brehm, Kelly Lynch

**Approval of Minutes** – The minutes of the February 2nd, 2022 meeting were approved as submitted.

**Updates –**

**Leadership Academy** – The date for the Alumni event is March 18th, 2022 with a facilitator speaking on the topic of Leading through Crisis. While the first part of the meeting from 1:30 to 2:00 will be for Leadership Academy alumni, the lecture from 2:00-3:30 will be open to all staff.

**Professional presentation update** - The microphones appear to work well on Windows machines, but Mac computers so only some of them will be exchanged.

**Other**  - Alice mentioned that instructional faculty leads for Guided Pathways Areas of Interest Success Teams will be encouraged to identify and share activities related to their areas taking place outside of the classroom that promote student engagement.

**Grant Review –**

* Request from Garima Garg for $15 for a ACS membership for their Organic Chemistry division to nominate a Rio Hondo student for their ACS undergraduate fellowship – The committee did not approve this request based on the fact that there is no clear professional development component of the request and that as a general rule, the committee does not fund individual professional memberships.
* Guadalupe Gonzalez – request for $375 for Leadership in the Outdoor Classroom training. – The committee approved the request and Kelly Lynch asked that Guadalupe share what she learns with Child Development faculty.

**Podcast Proposal** – Part and full time Speech faculty submitted a proposal to share about a collaborative project entitled “Moving Toward Equity Together.” – The committee approved of this topic.

**Faculty Workshop Series** – The first of 3 follow up sessions to Flower Darby’s FLEX keynote is taking place next week and so far 25 have registered.

**Distance Ed** – Accessibility basic training will be open to all staff and take place on March 7th from 2:30pm – 4pm. There will be a Word training later in the month that will have the 3/7/22 training as a required prerequisite.

**R&R** – A half day Reflection & Renewal retreat will be offered on April 8th, 2022.

**FLEX Reporter** – Faculty load sheets are in. Most of FLEX day hours are in and by next week we can send out an email to check their FLEX hours summary.

**FLEX Day evaluation** – We will discuss FLEX day evaluations next meeting. Katie will send the evaluation summary to the committee via email soon.

**FLEX credit request** – Matt Koutroulis is requesting FLEX credit for grading AP exams even though he is getting compensated. – The committee reaffirmed that FLEX credit should not be allowed if you are getting compensated.

This meeting adjourned at 3:30pm with the next meeting to be on March 2nd, 2022