



## **Flex Advisory Committee Meeting MINUTES**

**Friday, October 11, 2019 | 1:30 PM – 3 PM | C-217**

**Committee Co-chairs:** Jason Robinson and Valerie Foster

**Present:** Valerie Foster, Michaela Mares-Tamayo, Shelagh Rose, Helen Au, Dyan Miller, Mikage Kuroki

**Absent:** Jason Robinson, Kirsten Ogden, Linda Valencia, Roger Yang, Bakhtawar Bhadha, Felisia Mitchell, Dootsdeemalachanok Thongthiraj

**Minutes Issued By:** Natalie Pacheco

### **Discussion/ Decisions Made:**

#### **I. Approve Minutes**

1. Review and approval of minutes for June 11, 2019.
  - a. Motion to approve: S. Rose. Second: H. Au. No abstentions. Approved.

#### **II. Share Information**

1. Shared Governance Committee Guidelines
  - a. The Flex Advisory Committee is officially a subcommittee of the Professional Development Standing Committee and must follow the governance committee guidelines. The committee was informed of committee member attendance guidelines.
2. Fall 2019 PD Day
  - a. There were 625 employees who signed up for the morning session in Sexson and 496 attended. There were a total of 38 breakout sessions in the afternoon and two of them ran 4 hours.
3. Flexible Calendar Program Coordinator
  - a. A search is currently taking place for a Flex Advisory Committee Program Coordinator. An update will be provided as soon as possible.

#### **III. Discuss/Develop/Decide**

1. Spring 2020 PD Day
  - a. The committee discussed possible ideas for a morning activity; these ideas revolved around career communities, guided entry, and displaying available resources at PCC. The committee discussed the idea of having a resource fair in the morning for employees to visit. Student case profile could be provided and a scavenger hunt to find appropriate resources could take place. The committee also discussed having a short breakout after this.
  - b. A document was provided to the committee with associated tasks for PD Day. The committee will be dividing themselves into working groups to assist in completing specific tasks.
2. Fall 2020 PD Day
  - a. The committee discussed possible keynote speakers for Fall 2020. (Rebecca Cox was mentioned as an option.)
3. The committee briefly discussed the adjunct evening program.

### **Announcements**

- The next Flex Advisory Committee meeting will be on October 25, 2019 in C-217 from 1:30pm – 3pm.