



Flex Advisory Committee Meeting MINUTES

Friday, April 23rd, 2020 | 12 PM – 12:50 PM | Confer Zoom

Present: Jason Robinson, Michaela Mares-Tamayo, Helen Au, Mikage Kuroki, Roger Yang, Bakhtawar Bhadha, Shelagh Rose, Valerie Foster, Felisia Mitchell, Nicholas Hatch

Absent: Dyan Miller, Kirsten Ogden, Linda Valencia

Minutes Issued By: Natalie Pacheco

Discussion/ Decisions Made:

I. Opening

II. Reviewing agenda/ Approving minutes

- a. Review and approval of minutes from April 3, 2020.
 - i. Motion to approve: B. Bhadha. Second: H. Au. Approved.

III. Sharing Information

- a. **Vision Resource Center integration project – Nick/Jason**
 - i. Mackey Creative Lab (Max & Liz) are currently designing the welcome page for *Our Corner of the Vision Resource Center (VRC)*.
 - ii. Nick, Natalie, and Jason are nearing the end of their official training and will soon be attending a webinar on how to best set-up Flex Day in *Our Corner of the VRC*.
- b. **Reporting Flex activities (2019-2020) - Nick**
 - i. Faculty will have a short questionnaire to fill out at the end of the semester where they will document how they fulfilled their flex obligation hours.
 - ii. Two recommendations were put forth to faculty on the committee for their vote.
 - Recommendation #1: *That we assume the Spring 2020 Flex Obligation of each full-time and adjunct Faculty member was fully met through professional learning activities related to the College's transition to remote instruction. Thus, for the reporting of Spring 2020 obligation, we simply ask individuals to report what portion of the obligation was met through: (a) engaging in your own professional learning to get up and running in the remote environment, and (b) supporting the professional learning of others so they could get up and running in the remote environment. The reporting of Fall 2019 obligation will proceed as normal.* Moved to approve, First: S. Rose. Second: R. Yang. V. Foster, N. Hatch, B. Bhadha and M. Kuroki moved to approve. Approved unanimously by present faculty committee members.
 - Recommendation #2: *That the section of the Flexible Calendar Program MOU related to Faculty overload not be implemented in Spring 2020, due to the ongoing pandemic and the later date in the academic year at which the MOU was negotiated.* Moved to approve, First: B. Bhadha. Second: V. Foster. N. Hatch, M. Kuroki, S. Rose, R. Yang moved to approve. Approved unanimously by present faculty committee members.

IV. Discuss/ Develop/ Decide

- a. **Fall 2020 PD Day**
 - i. Division Time
 - There will be a meeting tomorrow at 1pm with a few of the Deans regarding flex day division time. There will be a report back at the next meeting.
 - ii. Breakout Sessions

- A lot of breakout sessions that were going to be facilitated in the Spring are still relevant for Fall. Some have large in person components and may need to be modified to take place online.
 - Possible additional breakout sessions: have a faculty forum of successful online transitions that occurred; have a representative from each department share how their department has handled the online transition; retirement planning; addressing the transition to working from home; work life balance; meditation or yoga.
- iii. Keynote Speaker
- Postponed to the next meeting.

V. Consider Non-Agenda Items

VI. Closing

Action Items: Agenda Items for Next Meeting:

- a. The next meeting will be on Friday, May 8th .