



Flex Advisory Committee Meeting MINUTES
Friday, May 8, 2020 | 2 PM – 3:30 PM | Confer Zoom

Present: Jason Robinson, Helen Au, Dyan Miller, Mikage Kuroki, Roger Yang, Bakhtawar Bhadha, Shelagh Rose, Valerie Foster, Nicholas Hatch

Absent: Kirsten Ogden, Michaela Mares-Tamayo, Felisia Mitchell, 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 23, 2020.
 - i. Motion to approve: H. Au. Second: V. Foster. Approved.

III. Sharing Information

- a. **Vision Resource Center integration project – Nick/Jason**
 - i. Name (“*Our Corner of the Vision Resource Center/VRC*”)
 - PCC is currently being integrated into the VRC LMS and is tentatively being named PCC’s Corner of the VRC.
 - ii. Beta Test
 - Flex Advisory Committee members will be testing the different sections of the VRC once we are integrated in order to see if there are any issues for anyone that can be fixed before going live.
 - iii. Launch date and communication plan
 - The go live date for PCC is Thursday, May 28th, 2020. An email communication will be going out to PCC employees prior to going live to inform them of the update. Once we go live, all employees will log-in using their Lancerpoint credentials.
 - All activities and learning opportunities that people would like to be counted toward their flex hours will need to be in the VRC.
 - The PD Office will be presenting about the VRC to the Managers Association, Academic Senate, and Classified Senate. They are also looking into facilitating a session regarding the LMS during Fall 2020 PD Day.
 - iv. Fall 2020 PD Day
 - PCC’s Corner of the VRC will be used for Fall 2020 PD Day. It might also be used for Classified Day at the end of June. Committee members were shown the Welcome Page and Learner Pages.
- b. **Reporting Flex activities (2019-2020) – Nick**
 - i. An email will be sent to faculty where they will be able to report their flex hours. The form will be open for about 2 weeks and a few different reminder emails will be sent out as well.

IV. Discuss/ Develop/ Decide

- a. **Fall 2020 PD Day**
 - i. Agenda for the day
 - Members of the Flex Advisory Committee met with some of the Deans and decided to mirror the Fall 2019 PD Day schedule for Fall 2020 PD Day.

- ii. Division Time/ Classified Breakout
 - Deans will be working with their faculty to work on departmental needs.
 - The committee discussed possibly having Justin S. Campbell for the Classified breakout. J. Robinson will touch base with the Classified PD sub-committee to see whether they would like to have J. Campbell come.
- iii. Breakout Sessions
 - A form will be sent out to employees who were going to facilitate for the Spring 2020 to see if they are still interested in facilitating online for Fall 2020 PD Day.
 - A google form will be used partway through the sessions to collect attendance.
 - The committee discussed whether there will be a cap on attendance and whether the sessions would be recorded.
- iv. Keynote Speaker
 - The committee decided not to have a keynote speaker for Fall 2020 PD Day. The discussed ideas that could be incorporated instead. Some ideas included: recognizing faculty who earned tenure this year, having videos of student success stories, and highlighting employees who remained on campus during this pandemic.
 - N. Hatch will create a google form and email it out to committee members so they can note at least 1 idea that can be incorporated into the video montage.

V. Consider Non-Agenda Items

VI. Closing

Action Items: Agenda Items for Next Meeting:

- a. The next meeting will be on Thursday, May 21st.