



Flex Advisory Committee Meeting MINUTES

Thursday, May 21, 2020 | 12 PM – 12:50 PM | Confer Zoom

Present: Jason Robinson, Helen Au, Dyan Miller, Roger Yang, Michaela Mares-Tamayo, Bakhtawar Bhadha, Shelagh Rose, Nicholas Hatch

Absent: Kirsten Ogden, Mikage Kuroki, Felisia Mitchell, Valerie Foster, Linda Valencia

Minutes Issued By: Natalie Pacheco

Discussion/ Decisions Made:

I. Opening

II. Reviewing agenda/ Approving minutes

- a. Review and approval of minutes from May 8, 2020.
 - i. Motion to approve: D. Miller. Second: H. Au. Abstentions: M.Mares-Tamayo. Approved.

III. Sharing Information

- a. **Vision Resource Center integration project – Nick/Jason**
 - i. Beta Test
 - All Flex Advisory Committee members will be added to the Vision Resource Center (VRC) and be able to sign in using single user sign-on. N. Hatch will be distributing the link to committee members, along with an excel form where they can note the sections of the VRC that are working for them or are not. The link will also be posted on Lancer Point, the Faculty/Staff page, and on the PD website.
 - ii. Communication plan
 - An email will be sent to PCC employees on May 28th regarding the soft launch of the Vision Resource Center.
- b. **Reporting Flex Activities (2019-2020) - Nick**
 - i. An email will be sent to faculty tomorrow where they will be able to report their flex hours. The form will be open for about 2 weeks and a two reminder emails will be sent out as well.

IV. Discuss/ Develop/ Decide

- a. **Fall 2020 PD Day**
 - i. Opening Celebration Video
 - The committee discussed creating a 5-6 minute video to open Fall 2020 PD Day.
 - Committee members agreed to include the following in the video: appreciation for our student stories and their resiliency, for recently tenured faculty, and for essential staff that have remained on campus throughout the stay at home order. For students, the committee discussed compiling recordings or slideshows of end-of-year student events/graduations/celebrations with the help of M. Mares-Tamayo. For essential workers, J. Robinson and H. Au will work with L. Valencia to gather a list of names and photos. Finally, S. Rose will work on compiling material for tenured faculty.
 - The committee also discussed possibly providing a token of appreciation for essential employees that have remained on campus.
 - J. Robinson and N. Hatch will schedule a meeting with Strategic Communications to discuss creating this video.

V. Consider Non-Agenda Items

VI. Closing

Action Items: Agenda Items for Next Meeting:

- a. The next meeting will be on Friday, June 5th.