Local Planning Group for Flex (LPG)

September 22, 2016

4:10 p.m.

CO-420

Present: Mike Becker (M), Kristin Conner (M), Ruth Goodin (M), Erlinda Jones (F), Margaret Kenrick (F/C), Janice Townsend (F)

Staff present: Mary Oleson

Classified Present: Courtney Diputado, Eric Sanchez, Hannah Tatmon (Hourly/Student)

Absent: Carla Rosas (M), Tess Caldwell (Staff), Natasha Garcia, Student, Shondra West (C)

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| Topic/Activity |
| 1. **Welcome and Review Agenda -** In the absence of an appointed Faculty Chair, Ruth Goodin, Interim Dean of Equity and Advancement, opened meeting at 4:10 p.m. The Agenda was reviewed and approved.
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| 1. **LPG Chair and New Members for Fall, 2016 -** A call has been made by Academic Senate and a new chair is expected to be appointed at the next meeting. Margaret Kenrick, Adjunct Bio Professor and Lab Coordinator at Brentwood, was introduced. Margaret has expressed interest in joining PDAC and LPG and is willing to serve in the role of LPG chair if so appointed. Tess Caldwell will be sitting in on LPG meetings in her role as staff as Equity PD Facilitator. She may want to fill the vacant faculty position since she will be at the meetings. Mary Oleson will continue to act as staff to LPG and work closely with the new Chair.
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| 1. **Flex Survey Responses -** Mary Oleson, Staff, reported that since the workshop evaluation process has gone on-line, rather than supplying paper evaluation forms at the workshops, the response rate has gone down significantly. It was suggested that a link to the evaluation tool could be put on our Flex webpage. Mary will check with Jay at DO and see if this is possible. It was also suggested that paper evaluation forms could still be provided at the workshops. Mary stated that the on-line process is easier to collect and share the data and that the paper process required someone to type up the responses--this was often done for Focused Flex activities and All College day and the responses were organized within themes.
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| 1. **Focused Flex “Together We’re Better” Follow-up:** Attendees at the Focused Flex in August, 2016, were told that there would be follow-up steps taken and shared after the event. Ruth suggested that Tess and Janice work with Mary and send out the steps that were identified that need to be taken by the institution and each other to continue the conversation and improvements.
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| 1. **Focused Flex - Spring, 2017:** Ruth led a discussion with members on selecting a topic for Focused Flex Day, January 19, 2016. She reported that the Management Council recently attended a training on emergency response which she felt was done very well. It was informative, interactive, fun, and could be a continuation of community-building. The training also covered identifying employee safety responders’ roles after professional responders arrive on scene. We can begin looking into working collaboratively with the Safety Committee and Ed Carnegie, District Chief of Police, on the design of a focused flex. It was suggested that Chief Carnegie could lead the Focused Flex. It would also need to be determined who can pay for lunch that day. Also, the gym may be an ideal location for the activity. Ruth will follow up on these items.

***Janice Townsend made a Motion and Michael Becker seconded the Motion to support Ruth in following up on the possibility of holding a Focused Flex on Disaster Response as described in the minutes above. All were in favor and the Motion was Approved.***  |
| 1. **Focused Flex - Fall, 2017: Members continued discussing possible topics for Focused Flex in fall, 2017. Options discussed include:**
* Focused Flex on Program Review that is equity laced. It was suggested that someone could be hired to lead the day’s conversations.
* Society for College and University Planning (SCUP) - Day of Integrated Planning activities.
* Student Equity Plan - Understanding our Data.

It was suggested that Focused Flex day be changed to a different day than the one right before All College Day. Perhaps the day can be planned collaboratively between the new Dean of Institutional Research and Planning person and the new Dean of Equity and Institutional Advancement. At the next LPG meeting (October 27), the possibility of another “Together We’re Better” Focused flex for fall, 2017 will be discussed. Members were asked to think about the topics over the next month and to talk to others about their thoughts on these and other topics. It was also suggested that we check evaluation feedback from fall, 2016 flex week and various workshops to see if there are any needs identified. Ruth suggested that both new Deans and the new Vice President should be part of the conversation also.  |
| 1. **Call for Spring, 2017 Flex -**  Mary reported that she will be sending out the Call for Flex for January, 2017 next week. The committee requested that the proposal deadline be Monday, November 14 at 12 midnight. The need for mid-semester workshops offering Flex credit are still encouraged. It was suggested that Kristin Conner do another workshop on Linked-In and that mid-semester brown bag sessions on a variety of topics can be developed.
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| **Next Meeting:** October 27, 2016 4 - 5 p.m.; December 1, 2016 3 - 5:00 p.m. (Proposal Review Meeting)  |