

**Mendocino College**  
**Flex Activities/Calendar Committee**  
**Minutes of March 5, 2003 Meeting**

**Present:** Bob Alto, Karen Chaty, Arlene Colombini, Susan Janssen, Kathy Lehner,  
Nancy McLelland, Lou Leo, Meridith Randall, Penny Walker  
**Absent:** Larry Prud'homme, Cindy Speed (leave)

**1. Welcome**

**2. Approval of Meeting Notes** - The notes of the February 18, 2003 meeting were reviewed and approved as written.

**3. Committee Description** – A draft of the revised committee description was distributed and discussed. Some changes were recommended and it was decided to request that the new description be put into effect for next academic year. The primary changes are that some administrators and classified staff be members of the committee because of the nature of their positions at the College and that we include a part-time faculty member. Kathy will make the changes and bring back the revised version at the next meeting.

**4. Proposed Calendar – Continued Discussion**

Discussion was postponed until after the Meet and Confer group discusses three mandatory flex days versus two.

**5. Flex Plan Discussion -**

- Committee members informed Kathy about the process
- We should be sending out the Flex Handbook with an explanatory memo about May 1
- The Flex Handbook has recently been revised. Is it done? Kathy was to search Kay's files for the most recent version and bring it for discussion at the next meeting.
- Discussed the usefulness of the process for preparing flex plans. How much interaction is there as a department and how much planning is there with other faculty and with the deans? Should we have a place on the form for deans' signature and/or review comments?
- Should we ask faculty to tie their plans to the objectives of the strategic plan?
- How can we share all the wonderful professional growth experiences so more may obtain benefit from them? Do we need some sort of follow-up/reporting process after the activities have been completed?
- It was decided that the memo for May 1 should encourage faculty to discuss and plan with other faculty members and the deans before submitting their flex plans and that we should inform faculty that we plan to put together a summary of their plans for reporting to the Board of Trustees and for sharing

with other faculty, so we can see the depth and breadth of the professional development activities.

- 6. Other Items** - None
- 7. Next Meeting** – 12:00 on March 19. Topics to include Flex Handbook, memo for May 1 and evaluation of in-service days.
- 8. Adjournment** – Meeting adjourned at 1:10 p.m.