

**Mendocino College  
Flex Committee  
Minutes of April 2, 2003 Meeting**

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**1. Welcome**

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

**2. Approval of meeting minutes - March 19, 2003**

**3. Flex Handbook review**

The subcommittee handed out revisions to Draft #3 that we received via email from Nancy. Karen agreed to draft the addition to the part-time instructor section. All committee members are to review the drafts and get comments to the subcommittee, who will meet on April 16 to finalize.

**4. Review of forms**

Assigned to the subcommittee meeting of April 16.

**5. Committee description**

Drafts were distributed and discussed. Will send to Lynda Myers to include in committee handbook.

**6. Draft of memo for May 1 distribution**

Draft was reviewed and suggestions made. Kathy will write again and send out via email for final approval.

**7. Other Discussion Topics**

- Decided to set up ad-hoc task force to plan inservice day for August. Members should come from both Flex Committee and Academic Senate.
- Discussed combining Flex Committee and Professional Development Committee and possibly the Staff Development Committee. Could have one committee with a global perspective of all staff development issues, supported by various sub-committees to address the issues of each employee group. Will continue discussion in the fall.

**8. Adjourn - Meeting adjourned at 1:15 p.m.**