**Staff Development/FLEX Committee Meeting**

**Wednesday, October 24th, 2018**

**Present –** Teresa Martinez, Katie O’Brien, Sandra Rivera, Brenda Harlow, Ruthie Retana, Maria Martinez, Kathy Gomez, Sable Cantus, Alice Mecom, Vanessa Chavez

**Minutes –** The minutes of the October 10th, 2018 were approved with two amendments

**Updates – CSEA**

* There are talks about having a Classified Professional Development Day in the spring.
* Sandra attended the PFC meeting and shared with the committee about a Staff Development indicator for the Classified on the 2018-19 Goals and Objective document to “Enhance the ability of at least 75% classified employees to effectively serve the institution and its students by June 2019. Aim for a minimum of 85% of responding participants to indicate an enhanced ability to effectively serve the campus.” The committee suggested that she ask the PFC the following questions in order to fully understand how the Staff Development could assist in anyway with this objective –
  + Whom and/or which areas are responsible for this objective and meeting the indicator?
  + How is the indicator “enhance the ability… to effectively serve the institution” to be defined and measured?
  + Is there a funding mechanism to support this objective and indicator?

**MCC –** No updates – Katie suggested that MCC should consider applying for a Staff Development grant to sponsor an on campus speaker or workshop in the spring.

**Leadership Academy –**

* Next Session will be facilitated by Katie on” Self Awareness and Reflection as a Leader”
* November 30th, 2018 Session will be facilitated by Joanna Schelling and Dr. Laura Ramirez on Strategic Planning

**Basic Skills –**

* There will be training on Supplemental Instruction
* Basic Skills will be funding DJ Corson to facilitate a Staff Development workshop on Ensuring Rigor in the Classroom while offering Differentiated Instruction on April 5.

**Tech Training –**

* Rio Hondo has acquired the Adobe Licensing and is rolling out Adobe Acrobat to whoever wants it on their desktop can put in a request with IT.
* All faculty can now create individual websites; Sable will provide WordPress training for any interested faculty.
* Faculty who would like a website will need to go through training in order to gain full access.

**Other –** Katie and Kelly went to the Annual R&R Facilitator Gathering in Texas

**Program Plan – Initial Discussion**

* It was suggested that the committee take a look at each divisions Staff Development portion of their program plans and get ideas how the Staff Development committee can help to reach their Staff Development goals
* It was also suggested to send all Managers a survey on their Staff Development needs, goals and plans. After such a survey is analyzed, Staff Development could work on creating a matrix on how to monitor Staff Development needs and plans.
* It was suggested that either money be allocated to each division for Staff Development annually or that an additional pool of funding be added to the Staff Development budget that managers could access on a rotating basis to address the professional development needs they identified for their areas/staff.
* More to be discussed at the next meeting

This meeting adjourned at 3:30pm, with the next meeting to be on Wednesday, November 14th, 2018