**Staff Development Committee Meeting**

**Wednesday, March 13th, 2019**

**Present** – Vanesa Chavez, Ruthie Retana, Brenda Harlow, Sable Cantus, Alice Mecom, Sandra Rivera

**Approval of Minutes –** The minutes of the February 27th, 2019 meeting were approved as submitted

**Low Cost Grant Review –**

* Russell Muir request for $200 to Far West Athletic Trainer Symposium – Approved
* Rose Gaw request for $147.42 to attend the Ensuring Transfer Success Conference – Approved
* Katherine Lampert request for $115 to attend the Ensuring Transfer Success Conference – Approved
* Zachary Jensen request for $200.00 to attend the Poesia en Altzayanca Literature Festival – Approved

**Spring items -**

**CCC Digital Learning Day –**

* There was not a great turn out, but since it was possible to watch at your desk it could be some decided to participate from their offices. Additionally, we didn’t have much lead time to promote the event. Those who did attend indicated the sessions were valuable
* Gabby Olmos, Zulma Calderon, and Sable Cantus did a really good job at making sure the event ran smoothly.
* The committee will discuss whether or not to provide a viewing room for the October conference.

**Reflection and Renewal –**

* The retreat went very well.
* Ruthie Retana is interested in joining the R & R facilitator team. In the recent past, there has been concern about getting approval as the training takes place in Texas. We have recently learned that the ban on travel refers to Chancellor Office staff and may not apply to individual colleges unless the local Board passed a policy related to the ban. As this has not happened at Rio, Ruthie will proceed to see if she can get support

**4C/SD Conference –**

* Katie attended the conference and brought back some information on the Professional Development monies for CSEA. AB1808 that has set aside 5 million in professional development monies for classified staff in community colleges. Rio Hondo should be getting approximately $50,000 which was based on the number of full time staff reported last fall. CSEA and the Administration have to determine how to spend the money. It is not to clear whether the money has to be reported on and if the money will be recurring every year.
* Sandy will be meeting with Teresa Dreyfus and will let us know more information at the next meeting.

**Needs Assessment Update –**

* Katie met with Jim Sass to go over how to proceed with the Needs Assessment Survey.
* We will go live with the Survey the week of April 15th, 2019.
* Jim recommended that questions be more streamlined and to maintain, one, “branched” instrument vs. 3 separate surveys. Jim also stated that open ended questions require a great more time to sift through, so asked if Staff Development Committee members would be willing to work on this and the committee agreed. The committee discussed adding the following questions should be asked –
	+ Is there Professional Development/certifications that are absolutely necessary for them to do your current job?
	+ What questions do you still have about Guided Pathways?
	+ What Professional Development needs does your department as a whole have?
	+ Is there professional development that those who share your position could use?
	+ Would you like to continue with a Classified Professional Day or shutdown the campus on FLEX day and include staff focused offerings?
* Katie will be sending out a rough draft to subcommittee members (Lisa, Vanessa and Ruthie) for input and then send this to IRP before spring break. She also got the ok from Teresa to attend the Admin council meeting to have the managers buy in to both complete the survey and enable their staff to do so as well.
* Ruthie will also bring up the survey at the MCC meeting.

**Staff Development IRP Discussion –**

* The committee reviewed the results of the IRP Staff Development survey and agreed that the committee works well together, runs smoothly and that the charge accurately reflects its work.

**Other spring workshops –**

* Medical Emergency Awareness workshop facilitated by Ryan Carey will be on Wednesday, April 17th, 2019
* May 1st, 2019 workshop is still to be determined
* It was suggested by Sable that the Reflection and Renewal venue be moved to a different location

**Updates –**

**Tech Training** - No updates (Safari books are online)

**Guided Pathways –**

* Teresa Dreyfuss and Faculty Coordinator Gerson Montiel have agreed to invite Melinda Karp back to help with strategic planning for Guided Pathways – more to be discussed at a later date.

**Leadership Academy –**

* Ruthie presented at the last Leadership session on communication and the media and it went very well.

**Basic Skills –**

* $50 stipends are being offered to part-time faculty English faculty to attend workshops that were put on by the Full-time faculty on new curriculum in preparation for new AB 705 courses. Attendance is lower than hoped for.

**Online Education –**

* There is $2,200 left from the $3,500 set aside it was agreed to have the money go towards the supporting the new OE coordinator (Jill Pfeiffer) and two-three faculty to attend the Online Teaching Conference.

This meeting adjourned at 3:30pm, with the next meeting to be on April 10th, 2019.