**Staff Development/Flex Meeting**

**Wednesday, February 17, 2020 2:30pm – 3:30pm**

1. **Initial Review/Recollection of Staff Development/Flex Minutes 2-3-21**
2. **RIO Talks Update**
3. Spring Schedule Set\*
4. Review ways to avoid “Zoom” bombing.
5. Any IT expert available to co-host?
6. Other

**III. Staff Recognition February Nominations (see below)**

A. Should entire committee or subcommittee review?

 B. Review

 C. Announcement/awards during Pandemic

 D. Other

**IV. Updates**

 A. CSEA

 B. MCC

 C. Technology

 D. Leadership Academy

 G. Integrated Professional Development Campus Plan

H. Distance Ed- **Should we allot additional money for stipends?**

I. Vision Resource Center Cornerstone Integration

K. Other

**V. Zoom Workshop Follow-up**

A. “Happy Hacks” ideas/template

B. Recommended number of offerings

C. Recommended compensation per session

D. Other

**VI. FLEX Day Follow-up**

A. Status of FLEX Inputting

 B. When/where to offer access to recorded sessions (FRC, our page???)

 C. Other

\*RIO Talks Schedule

Title-Activism Never Sleeps – Dr. Angela Williamson – 2-22-21

Title- Meet Andy and Tamara and Joseph from 3 Diff Mindfulness Apps – Dana Vazquez- 3-22-21

Title- The Safe Workplace: A Daily Reminder of our Struggle for Social and Environmental Justice! – Kim Mosley- April 2021

Title- It's Up to Us to Rescue Truth: Confronting Post-truth Challenges in the College Classroom – Kenn Pierson-Geiger- May 2021

**Staff Recognition Nominations**

**Cynthia Nunez**- Cynthia stepped in as the Interim Executive Director of Human Resources and did an outstanding job of keeping the division operating, moving projects forward, leading the definition of safety measures on campus during the pandemic, and representing HR on various committees. She was the epitome of professionalism throughout this process, too.

**Sheila Lynch**- Wow! It is hard to list just one event. As she is doing yet again this term, Sheila has on multiple occasions, across disciplines, across semesters worked to promote OER adoption and continued OER use. She hosts OER workshops at practically every Flex Day each semester. She meets individually with individual faculty, as she did with me, to promote the use of OER resources and to promote accessibility and ethical attribution of OER resources. She has contributed so much to promoting OER with insufficient recognition. Specifics: She met with me, on her own time, to help me to understand how to appropriately include appropriate attributions in my work. SWe co-hosted one of her multiple Flex day workshops on OER adoption. She is an amazing, giving, supportive, much-valued colleague. Thank you, Sheila, for all you do! NOTE- This was submitted as “Better Together” however it seems more of a RIO Stars nomination.

**Human Resources Department**- Covid-19 Prevention, Protocols & Reporting, Remote Recruitment and New Excel Timesheets: (1) Covid-19 Protocols - with the collaboration of Business & Finance, Facilities, IT, Student Services ,Marketing, and LAC Dept. of Public Health, HR implemented health and safety guidelines to protect all employees and students from potential exposure to Covid-19. Information was also reported on a daily basis to include infection rate, cleansing and disinfection of campus areas. (2) Remote Recruitment: HR developed and implemented remote recruitment using Excel, SharePoint software and Zoom format to continue our recruitment process. This included job posting, applicant screening, candidate interviewing, candidate evaluation and hiring. It was innovative and served the entire District in continuing our mission to provide a quality education to our students. (3) New Excel Timesheets for Classified Employees: HR in collaboration with Payroll and the IT Departments developed and implemented new Excel timesheet for Classified staff to replace paper-based timesheets to achieve a more rapid and accurate submission process, especially for employees working remotely. In summary, these 3 accomplishments during the Covid-19 pandemic are a testament excellent collaboration, teamwork and innovation to serve RHC while under extraordinary conditions, stress and understaffed.

**Office of Online Education**- When the pandemic first hit and RHC transitioned to fully remote learning, the Office of Distance Education worked long hours to get faculty trained and move all classes online. This was a truly Herculean effort. Gabriela Olmos, Zulma Calderon, Dr. Grant Linsell, and Distance Ed faculty coordinator Jill Pfeiffer worked almost around the clock to ensure there was no interruption in instruction. They made the transition as seamless and painless as possible.