**Staff Development/FLEX Committee Meeting**

**Wednesday, November 4th, 2020**

Present – Teresa Martinez, Katie O’Brien, Sable Cantus, Sandra Rivera, Lisa Sandoval, Jose Arroyo, Ruthie Retana, Michaela Brehm, Kathy Gomez

**Grant Review –**

* As we only received one grant application, the committee decided that during this time of Covid applications will be accepted for anytime throughout the year for any of our maximum amounts.
* Sable Cantus request for $395 to attend the Security Congress Conference – approved.

**Campus Morale Activities –**

* The Committee reviewed the results and the suggested activities stemming from a Campus Morale survey distributed to Staff, Faculty and MCC employees to see how Staff Development could help and collaborate as appropriate.
* Some activities that are going to take place –
  + Virtual Water Cooler – The classified can take 30 minutes each week to meet with someone on campus to have a casual discussion
  + Zoom Happy Hour – Off the clock Zoom Happy Hour Discussion
  + Padlet – Share pictures weekly and have different themes each week
  + Zoom Yoga/Mindfulness and Meditation – Maybe weekly Zoom Yoga session
  + Monthly Zoom R&R sessions in the spring
* Staff Recognition discussion – The “Morale” survey supported bringing back a Staff Recognition/Appreciation program. Our previous “Caught in the Act” program was discussed and the Committee will set aside time at the next meeting to further outline what this will look like. Katie will let Kevin know that we are working on this and will get back to him soon.
* It was suggested that we include the “Padlet Picture Sharing” link and Mindfulness/Yoga sessions in the “This Week in Staff Development” updates.

**Fall/Winter Activities –**

* It was agreed that the “Working Double Time” workshop be opened to everyone on campus. Katie will be sending out an email announcing this.
* R & R on zoom went really well, but it was suggested that it be 2 hours instead of 1.5 hours.
* “Engaging Students through Zoom” – Katie is still trying to find collaborators to help pay for this event. But the committee feels that this is important enough to fund all through Staff Development funds. ($4,500 with facilitation and 50 books included) The committee agreed to have this take place the week of 1/18. It was also suggested that it might be appropriate to seek out CARES funding. Michaela will look into this and report back.
* Distance Ed – Jill Pfeiffer suggested spending the $3500 set aside for 11 $300 stipends for completing online courses from CVC/@One. The committee agreed that we should offer these stipends and Katie will seek more details from Jill on the process for this.
* It was suggested to contact Dr. Sanchez about offering a workshop on loss or cognitive overload. The committee agreed it would be valuable to offer this semester, if possible. Katie will contact Dr. Sanchez to see if she has something prepared that she can offer or if she can recommend an off campus facilitator.

**FLEX Reporter** – is up to date and a reminder email will be sent to the part-timers about the December 1st, 2020 reporting Deadline.