**Staff Development/FLEX Committee Meeting**

**Wednesday, November 18th, 2020**

**Present –** Katie O’Brien, Teresa Martinez, Kelly Lynch, Michaela Brehm, Brenda Harlow, Kathy Gomez, Ruthie Retana, Sable Cantus, Alice Mecom, Jose Arroyo, Lisa Sandoval

**Approval of Minutes –** The minutes of the November 4th, 2020 were approved as submitted

**Staff Recognition and/or Appreciation Discussion –**

* The committee reviewed the past “Caught in the Act” activity and discussed what we should do now. After a brief discussion the committee tentatively agreed to the following:
  + Select one individual recognition a month and the next month select a group recognition
  + Sable suggested that we should have a sub-committee to come up with further program recommendations to bring back to the full committee at our next meeting. Katie, Teresa, Michaela, Alice, Kathy, and Kelly volunteered.

**Updates –**

**CSEA –**

Kelly’s “Working Double Time” sessions went well, and in addition to providing valuable information, enabled staff to connect with each other. It seemed that participants appreciated a safe place to talk and share their feelings during these trying times. It was suggested that we plan monthly forums in the spring to offer this sort of “safe space” to connect.

**MCC –**

* Alice Mecom facilitated a “State of Mind” activity with the managers that went well for those who attended.
* There may be CARES funding to have a Leadership/Managing remotely workshop facilitated by Dr. Keith Hall in the spring.

**Technology Training –**

* There have been two Accessibility trainings offered by the Chancellor’s Office that Sable has helped with.
* Sandra asked Sable “What it would take for Rio Hondo to go completely paperless?” Sable said that it is very time consuming process so the campus would need to make a clear commitment and plan to move forward with this, including deciding what should and should not be moved online.

**Leadership Academy –**

* The Steering Committee needs to reconvene to have a plan in place as to how the Leadership Academy is going to look moving forward.

**Distance Ed –**

* D. E. Coordinator Jill Pfeiffer had recommended spending the $3,500 set aside to provide faculty with a $300 stipend to take designated @One courses. Given the time commitment, she didn’t believe an additional report should be required and the committee concurred. But since this is a lot of work and having a faculty ask for a report at the end to receive the
* Jill also mentioned that she and Juana Mora will be meeting and may suggest instead to offer Equity Focused Distance Ed training to 22 faculty for $150 stipends. Katie will bring back an updated recommendation one she hears from Jill.

**Vision Resource Center –**

Katie filled out the Staff Development/FLEX related portion of a Readiness Survey for possible Cornerstone Vision Resource Center Integration and has again reached out to Human Resources and IT for their input. There has been no response, as has been the case on multiples occasions when requesting input/direction on this matter. Some of the committee recommended to simply take this lack of response as an answer. Sandra recommended we explore the pros/cons of adopting this system that can then be shared at PFC.

**Other –**

* Katie reached out to Denna Sanchez to offer a session on pandemic relates issues such as Cognitive Overload and Loss. She said that she is interested, but has not given a date. Katie will ask her if she can recommend someone in the community if she or her team are too busy. We will await her response and will look to offer such a session in the spring.
* CARES funding will be paying for the “Engaging Students Through Zoom” workshop on Tuesday, January 19th, 2021 from 9:00am-4:00pm. Katie will also see if the book that goes with the workshop will be available on PDF.
* Spring FLEX Day is coming up and Katie put out a call for a planning meeting. The committee recommends to keep some hours for division meetings and work to be done on the designated date, but to also have asynchronous sessions available earlier in the week as well. More to be discussed on this topic.
* Spring offerings to be further discussed  
   – Monthly R&R sessions

-“Equity Now campus conversations,”

-Classified “Warm Hand Off” workshop

* FLEX Reporter is updated and the deadline to get in the hours for part-time faculty is December 1st, 2020

This meeting was adjourned at 3:30pm, with the next meeting to be on Wednesday, December 2nd, 2020.