**Staff Development/FLEX Committee Meeting**

**Wednesday, December 2, 2020**

**Present –** Katie O’Brien, Kelly Lynch, Brenda Harlow, Kathy Gomez, Sable Cantus, Alice Mecom, Lisa Sandoval, Sandra Rivera

**Approval of Minutes –** The minutes of the November 18, 2020 were approved as amended.

**Staff Recognition & Appreciation Subcommittee Recommendations –**

* The committee reviewed the Subcommittee’s recommendations for the “Better Together” and “Rio Star” recognition awards. Program is renamed as Rio Hondo Staff Recognition. Nominating stories will be posted on Staff Development webpage.
* One criterion clarification was to commend *within* and *between* departments for the “Better Together.”
* Katie to draft the Staff Recognition program outline for review by President Dreyfuss and Kevin Smith for questions and a possible rollout.

**Updates –**

**Technology Training –**

* SharePoint up and running. Our group was inadvertently deleted but Sable recovered us. 2019 survey is uploaded.
* Katie O’Brien, Teresa Martinez, Alice Mecom are the owners

**Distance Ed –**

* Juana Mora and Jill Pfeiffer will offer a joint Distance Ed Accessibility with Equity focused training in January and would like to offer up to 23 $150.00 stipends out of the $3500 Staff Development set aside.
* The Committee recommends that some form of brief evaluation be requested to help with our data collection/program planning and evaluation purposes.

**Fall/Winter Activities—**

* **“Working Double-Time:** Reviewed survey results which show very high marks and that the information was valuable with a follow-up requested.
* **“Engaging Students Through Zoom” -**All 50 available spots are filled. Based on participant feedback, Staff Development will consider either offering another session of this later in spring and/or offer stipends for faculty to lead a monthly session on a tool that they have used and implemented.

**Spring FLEX Day Planning Report**

Katie presented suggestions from the Administrative/Constituency leaders group that met to discuss spring FLEX Day.

* Offer 3-3.5 hours of asynchronous professional development in Canvas that would include 60-90 minutes for campus welcomes and updates, and then a curated list of Professional offerings that already exist.
* Offer 2-2.5 hours of synchronous sessions on January 29th to include regular department/division meetings and perhaps a virtual lunch.
* The Committee offered feedback that something significant would be lost if there was no opportunity for synchronous offerings of breakouts on FLEX day so suggested that at least 1 hour of sessions be offered on 1/29/21 and allow participants this option for those who’d prefer it. Katie will bring this back to the Admin/Constituency leader planning group.
* It was suggested that Katie make a video introduction of the program offerings.
* Issues that need further discussion: Ensuring closed captioning for campus made and off campus presentations and how best to verify faculty participation/attendance for FLEX Reporting purposes. Sable mentioned that the campus may already have contracted with a vendor who can provide captioning so this will be explored further as there are Staff Development funds that are available.
* Ruthie in Marketing and HR will be approached about the suggestion of having some sort of newsletter/publication that can be created an uploaded to Canvas to introduce new Full Time employees instead of constituency group leaders doing so in their videos.
* It was clarified that faculty needing an interpreter know that they need to contact their Dean, usually Alice Mecom to request this for any synchronous sessions they’ll be attending.

**Spring Activities**

The committee needs to discuss a spring calendar of events as the campus has a goal of getting out a PD/Morale calendar for the entire semester. Particular items to consider for the next meeting:

-How often/when to schedule Zoom Meditation/Yoga sessions

-How often/when to schedule R & R sessions

-Should regular staff and faculty “drop-in” sessions be offered? If so, when/how often and what form would this take in terms of whether to have topics, facilitators…

-Potential “Engaging Learners through Zoom” faculty led sessions

-Integrating other PD on/off campus to include Equity, Guided Pathways, Distance Education, Outcomes, BLM/Anti-racist conversations…

**FLEX Reporter Updates**

Adjunct faculty reporting deadline was December 1st, however Deans will be sent a list of those who still owe and will be given and extended deadline of December 9th.

This meeting was adjourned at 2:00ish pm, with the next meeting to be on Wednesday, December 16, 2020.