**Staff Development Committee Meeting**

**Wednesday, December 16th, 2020**

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

**Approval of minutes -** Minutes of the December 2nd, 2020 meeting were approved as submitted

**Spring Meetings Time and Day** – It was agreed that meetings would remain on 1st and 3rd Wednesdays of the month but would move to 2:30pm -3:30pm starting January 6th, 2021.

**Spring Calendar of Activities**

* There is a desire to have a semester long Professional Development calendar that contains all PD events. Items would include morale building activities such as monthly zoom meditation/yoga and R&R sessions. Kelly is also willing to facilitate a zoom fitness once a month. Additional trainings and PD events from other areas of the campus will also be included when possible.
* There is also interest in having a classified “Drop-in Lounge” offering. It was suggested that there be no agenda, but instead have different staff take the lead and give a space to simply check in to see how staff are doing. Sable, Lisa, Kathy, and Teresa all volunteer to help facilitate a classified session. Classified Leadership Academy alumni could also be asked to volunteer and take the lead at one of these sessions.
* Katie, Teresa, Ruthie, and Albert will be meeting to come up with a visually appealing calendar.
* An additional idea that was discussed was to sponsor a monthly “RIO Talk” similar in nature to “TED Talks.” Originally the thought was to ask faculty for their best “general interest lecture” or presentation on any topic of general interest that they are really passionate and knowledgeable about. The committee agreed that this is a great idea but wanted to be sure that this opportunity be open to all faculty, staff and managers. More will be discussed on how to roll this out.
* Managers will be focusing on the Strength Based Leadership for the spring semester.
* The Warm Hand Off workshop will be worked on for the spring semester as well.

**FLEX Day Planning –**

* Katie met with Teresa Dreyfuss. She did not like the newsletter idea to introduce the new hires and would like classified, faculty and management hires to continue to be introduced as they have been by constituency group leaders during FLEX day presentations.

**Proposed Spring FLEX “Day” Schedule**:

* An hour and a half of campus leader welcomes, introductions and updates – ***Asynchronous***
* Up to 2 hours of professional development using a curated list of off campus webinar links. Offerings should be at least 30 minutes and not over 2 hours - – ***Asynchronous***
* Optional 50-minute breakout session on “FLEX Day”- ***Synchronous starting at 11:30am***
* Two and a half hours of discipline/division meetings”- ***Synchronous starting at 12:30pm***
* Full-Time faculty are obligated to participate in 6 hours of FLEX to include the campus updates, the synchronous department/division meetings, and 2 hours of professional development that can be any combination of asynchronous or synchronous breakout options. Staff, Managers, and adjunct faculty are welcome to participate in any of these activities.
* In order to capture FLEX hours for faculty for the asynchronous sessions, it was determined that the easiest method would be for Teresa to create a google docs form where faculty confirmed each of the presentations they viewed. For the synchronous sessions, facilitators will be asked to send Zoom reports that capture participants to Teresa.
* Breakout proposals and off campus PD links will be due by January 12th, 2021. Teresa created a google docs form for breakout proposal submission.
* Those creating videos for the campus updates will be asked to send their recordings/links Have by January 19th, 2021. The FLEX web page should indicate how the closed captioning can be turned on or off for viewers.
* FLEX Day planning will be ongoing

**Other -**

* Technology training – Sable met with several new hires to train them
* FLEX Reporter – 26 part-time faculty did not fulfill their FLEX obligation

Meeting adjourned at 2:15pm, with the next meeting to be on January 6th, 2021 from 2:30-3:30pm.