**Staff Development/FLEX Committee Meeting**

**Wednesday, April 21, 2021**

**Present –** Katie O’Brien, Teresa Martinez, Adam Wetsman, Sable Cantus, Brenda Harlow, Kathy Gomez, Ruthie Retana, Sandra Rivera, Kelly Lynch

**Approval of minutes** – The minutes of the April 7th, 2021 were approved as submitted.

**Staff Development Low-cost Grant Request**

Jim Sass – request for $299 to participate in the Association for Institutional Research conference – Approved.

**Updates**

**CSEA Lounge Drop-In Chat**

The April session featuring the new Facilities Director Mario Gaspar went well and there were a lot of questions answered. There was an agreement to circle back to address questions that could not yet be answered.

**MCC**

Michaela Brehm thanked Sable for helping with the Google Docs form for the Strength Based Leadership workshop that will take place on April 29th.

**Technology**

Early alert software SARS alert will be rolling soon and training will start in the summer.

**Distance Ed**

Jill Pfeiffer is offering a 3-part PDF accessibility training starting next week that is already filled to capacity.

**Black Live Matters Conversations Follow –up**

* The BLM Steering Committee discussed concerns about confidentiality and determined that these are clearly public meetings, there should not be an expectation of confidentiality. That being said, the fact the conversations will be recorded for other campus members to listen to will be emphasized at the beginning of sessions so those in attendance choose their level or participation accordingly.
* April will be the final conversation of the Academic Year. The Steering committee intends to review all the sessions and create a presentation summarizing the issues/challenges identified by students and staff, the recommendations for improvement, the good practices that are occurring, and the outstanding questions that remain. This presentation is to be offered at the Academic Senate, PFC and the Board and may be part of a mandatory FLEX Day offering.

**Other -**

* Katie sent an email to President Dreyfuss and Gary Van Voorhis seeking approval to move forward with Sable’s proposal fora Professional Presentation technology equipment and training package. A response is still pending.
* The spring FLEX Day evaluations summary has to been sent to PFC, Academic Senate, and Faculty Association.
* Katie sought input from the RHCFA and Academic Senate on how to proceed with Fall FLEX Day planning. Suggestions ranged from preparing for both a fully remote and campus event, having pre-recorded sessions available for viewing in small on campus groups, or planning for a fully virtual fall, with more on campus offerings in the spring. Discussions will continue.

**Creating an “Ideal Vision” of Professional Development Discussion – Part 1**

A. Brainstorm key areas of an ideal PD program for your constituency group. Consider “onboarding” for full and part time employees as well as ongoing professional learning throughout one’s career.

* Sable- Individualized Professional Development plans be facilitated with all staff
* Brenda - Cohort programs such as the New Faculty Success Seminar should be continued
* Adam - Faculty and classified staff working with students should have ongoing, annual, mandatory professional development training with full campus participation that can include topics such as effective teaching practices, equity, knowledge of and integration of support services…
* Teresa – Intentional onboarding should be provided for classified staff moving into new areas to familiarize them with the student population and other relevant information as appropriate.
* Kelly – More training for faculty and staff to learn how to effectively work with disabled students.

-Facilitate staff professional development goals each year

* Michaela – Ongoing, consistent professional development training for managers that includes touching upon important state and college policies and procedures and becoming familiar with the culture of community colleges in general and RHC in particular.
* Kathy Gomez – On going “cross training” for staff on all relevant areas so that they can effectively serve and refer students in need of assistance.
* Katie asked that for the next meeting we consider professional development needs that cut across all constituency groups.