**Staff Development/FLEX Committee Meeting**

**Wednesday, March 3rd, 2020**

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

Approval of Minutes – The minutes of the February 17th, 2020 were approved as submitted

Welcome of Adam Wetsman new MCC Staff Development/FLEX Committee member.

**Updates**

**CSEA** - Kathy, Lisa, and Sandra are meeting tomorrow to plan the classified lounge on Friday, March 12th, 2021.

**MCC –**

* Moving forward with the Strength based leadership in April.
* Katie asked to MCC representatives to remind managers that there are Staff Development grant funds available to support professional development for staff, managers and faculty.

**Leadership Academy -**

* The steering committee will be meeting tomorrow to discuss the a potential fall 2021 cohort
* It was suggested a video be created to promote the Leadership Academy to new hires .

**Technology Updates –** Zoom will be deleting all old Zoom recordings created before August 2020. Sable suggested an alternative method to save videos and has created a tutorial on how to do this.

**Other –** Sandra suggested Staff Development activities should be reported at PFC meetings. Katie said that Sandra should feel free to report out important Staff Development information, including the availability of grand funding. Katie will also forward a report to Markelle to summarize this semester’s offerings to be included with the upcoming PFC agenda.

**Spring Events –**

* Rio Talks – 1st Rio talk with Dr. Williamson went very well with one technical glitch. Ruthie said it was very educational and inspiring. There was about 40 who participated.
* The Yoga session led by Ruthie went well but needs to be promoted more. The participants really enjoyed it.
* The R&R session went very well but only about half who registered showed.
* Happy Hacks – There are 5 sessions that are in the works. These are quick 30 minute sessions for faculty to learn about a immediately applicable way to engage students in the online environment. As the committee turned down a request to offer facilitators stipends, Katie offer a 3 to 1 for FLEX credit for presenters if they also sent a recording with a corrected transcription. The committee approved this request.
* Given the relatively low turnout for the Yoga and R & R sessions, the committee may want to discuss if there should be a reduction in activities such as these moving forward.

**Staff Recognition nominations –**

* The Sheila Lynch nomination was re-submitted for the individual “Rio Star” recognition and the Distance Education “Better Together” recognition was resubmitted with more specific information. The committee reviewed and approved both nominations.
* Adam suggested that we have create an additional element in in the nomination criteria asking for stories than include a practice that others could learn from/replication. This will continue to be considered.
* It was agreed to continue moving forward with this program and to have a sub-committee review future nominations. Katie, Adam, Sable, and Teresa agreed to serve on will be on this sub-committee
* Katie announce the awardees next week and will include a picture, the nomination story and certificate.

**FLEX Update –**

* Teresa has input all FLEX Day activities that she has confirmation for in FLEX Reporter.
* Katie would like for us to add the FLEX day workshop recordings in the Canvas shell so that faculty who could not attend a session could now view it for FLEX credit. Teresa will work on this.

**Review of low cost grants –**

* Bonnilee Kaufman – request for $75 to attend the 3rd CCC LGTQ+ Summit – Committee approved
* Brian Young – request for $289 to attend the Association of College & Research Libraries 2021 Conference – committee Approved

This meeting adjourned at 3:30pm with the next meeting to be on March 17th, 2021