**Staff Development/FLEX Committee Meeting**

**Wednesday, May 19th, 2021**

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

**Approval of minutes** – Minutes of the May 5th, 2021 were approved as submitted.

**Updates**

**Online Teaching Conference** –Per the committee’s ok via email, $900 that was not spent as part of Distance Education @One course stipends will be used to send 6 additional faculty to the Online Teaching Conference. Teresa has registered the 16 faculty attendees.

**CSEA -** May’s “Drop in chat/lounge” went well with about 30 attending some portion of the session. The new Student Services VP attended and many voiced their concerns about coming back to work. There might be more lounges this summer. The Staff Development committee will provide support in advertising subsequent sessions if needed. The CSEA set aside funds have not been allocated as of yet.

**MCC –**  Michaela asked the group for some ideas on how to measure the impact of the Strength Leadership workshops. Sable suggest that at the end of the workshops to ask participants to identify 3 or 5 ways that they can use was learned professionally and personally. Katie suggested building in check-in time during the sessions to report on how a concept from the previous session was utilized in their work as a manager.

**Leadership Academy –** Kelly suggested offering an Alumni session where former participants offer a workshop on how they have applied the concepts of Strength Based Leadership since their time in the Academy.

**Technology –** SARS Alert training will be taking place over the summer. Given how so many are struggling with PeopleSoft, it was recommended to find people on campus that are proficient in working with the software and ask them to put on a workshop to share their tips.

**Black Live Matters Conversations Follow up** – Katie shared a series of resolutions stemming from the Black Lives Matters/Anti-Racist conversations. One key takeaway from the conversations was the need for students to have a safe, transparent and meaningful way to report incidences of discriminatory behavior. The BLM conversation Steering Committee was formed voluntarily outside of the governance structure so the resolution is seen as a means to elevate the issues to within the campus’ existing structures.

**Other –**

* There is a need to recruit people who will be getting the first Zoom kits that will be willing to pilot this project and assist others when the other Zoom kits go out. The following people/offices were suggested:
  + Jill Pfeiffer
  + Rudy Rios
  + One Person from the Transfer Center
  + One Person from Dream Success Center and/or
  + One Person from the Counseling Center
* The Better Together recognition for May will go to the Library Classified Staff that worked on campus providing necessary technology/resources to students throughout the pandemic.
* The Staff Development site has been updated to include our Staff Recognition awardees and looks great.
* Summer Meetings will be on Wednesdays from 2:30pm-3:30pm – 6/2, 6/23, 7/14, 8/4, 8/18

**Fall FLEX Day Planning -**

* The committee recommends to plan for a fully virtual fall FLEX day unless directed to do otherwise.
* When a call for breakout sessions is sent out, it’s suggested to ask potential facilitators to indicate on the Google docs form if they would be willing to offer a session in person if circumstances allowed.
* Alice Mecom recommended the committee consider a FLEX Day theme around “Reconnecting & Engaging.”
* Katie will forward all of these recommendations to the Senate, RHCFA and Administration.

This meeting ended at 3:30pm and next meeting will be on Wednesday, June 2nd, 2021