**Staff Development/FLEX Committee Meeting**

**Wednesday, May 5th, 2021**

**Present –** Katie O’Brien, Teresa Martinez, Adam Wetsman, Sable Cantus, Kathy Gomez, Sandra Rivera, Jose Arroyo, Kelly Lynch, Lisa Sandoval

**Approval of minutes** – Minutes of the April 21st, 2021 were approved with the notation that Ruthie Retana was present.

**Staff Development Grant Request –** Request submitted by Jill Pfeiffer for $1500 to support 10 registrations the Online Teaching Conference – Approved.

**CSEA Drop-In Chat-** May’s lounge chat topic will be on returning to work. Lisa and Kathy will facilitate this session.

**MCC –** The Strengthsquest presentation took place with about 20 participants.

**Technology –** Second session of the PDF accessibility will be taking place soon. Sable will send Katie information about converting Zoom recordings.

**Black Live Matters Conversations Follow up** – The Steering Committee discussed the concerns about confidentiality. The Committee determined that as these are clearly public meetings, expectations of confidentiality are not realistic. They did recommend that attendees be reminded that the conversations are recorded and will be made available to the campus community and therefore will encourage folks to be aware of that in determining how/what to share.

**Professional presentation update –** President Dreyfuss gave the ok to move forward with placing the order for these kits. Teresa, Katie, and Sable met to go over the order and Teresa will work on putting this in. We need to identify about 5 people to offer the 1st 5 kits to who would be willing to provide support to the next round of recipients. We also need to determine the process/criteria of how employees could apply for the kits in subsequent rounds of distribution.

**Other -**

* Sandra met with the Accreditation team and they recommended for Fall FLEX day that there be four sessions on each Accreditation standard where people could choose which standard to learn more about and give input on.
* Sandra said that there was a lot of talk about Staff Development at the Planning retreat and that those items are to be eventually taken to the IEC. The role of the Staff Development committee needs to be clarified. Katie will ask Carolyn Durdella for a list of the Professional Development items so that items under this committee’s purview are reviewed here before moving forward to other committees.

**FLEX Update –**

* There are 3 full-timers and 30 part-timers that have not turned in their FLEX hours. We have extended the deadline to May 10th, 2021 and will turning in the final dock list on May 14th, 2021
* FLEX activity request to award FLEX to faculty who are Chairing committees – Committee agrees that only adjunct faculty can count FLEX hours for committee work or chairing committees.

**B. Elements of an Ideal Vision of Professional Development-Part 2 Discussion**

* Katie – Have once a semester cross training day covering key changes in Financial Aid, registration…
* Kelly – Offer sessions dealing with different populations such students with mental health issues.
* Sandra- Focus on getting more staff to be involved in campus committees such as PFC, IEC…
* Adam – Consider how to have all staff have a common core of knowledge. For example, what should every employee know to better serve students?
* Lisa – Offer opportunities for employees to shadow each other and focus on how to truly care for students.
* Sable – Secure a college commitment that gives each employee a couple of hours each week or month to make progress on professional development goals.

This meeting adjourned at 3:30pm with the next meeting to be on Wednesday, May 19th, 2021