**Staff Development/FLEX Committee Meeting**

**Wednesday, July 14th, 2021**

**Present –** Teresa Martinez, Katie O’Brien, Brenda Harlow, Alice Mecom, Sandra Rivera, Ruthie Retana,

**Approval of Minutes –** The minutes of June 2nd, 2021 were approved as submitted.

**Updates –**

**CSEA –**

* There is over $8000 in Classified staff professional development funds that can be used in the 21-22 year.
* There is interest in training for coming back to work on campus and dealing with trauma. It was suggested that Denna Sanchez and/or Glenn Heap might be able to make recommendations on the latter topic.

**MCC –**  The annual end of year celebration is taking place soon.

**Technology Training –**

* Katie has downloaded the Rio Talks and Happy Hacks to 3C Media, however no transcripts are available through this service so this could make these copies not accessible. Brenda confirmed recordings such as these cannot be transcribed but said there may be other ways to make transcripts available with a Zoom download.
* No other updates, Sable absent from the meeting

**Professional Presentation Update –**

* The Amazon order was placed over a month ago and finally approved by Cynthia Nunez after confusion over who could sign-off on the requisition.

**Special Covid related funds –**

* Katie put together a PD survey for managers to fill out, however President Dreyfus didn’t respond to requests to approve it so it was never sent out.
* Katie has now put together a draft request to send to Michaela with the following requests-

 $75,000 per year

 $15,000 for annual 3 Day Teaching Institute

 $10,000 to support “What every employee needs to know” events and

 efforts

 $50,000 to be accessed for training to enable staff to perform current or anticipated job

 functions.

* The committee approved these amounts and Katie will forward this to Michaela for review, feedback, and to find out how to proceed.

**Fall FLEX day 2021 planning update –**

**Report from 6/21/21 & 7/8/21 meeting with V.P.s and constituency group leaders:**

* Have all breakouts offered via Zoom so they can be recorded and made available later
* Continue with “Campus welcomes/updates” to be recorded and made available at least 1 week ahead of time asynchronously. Presenters will be asked to send links by 8/11/21.
* Seek a presentation that includes current Covid-19 protocols and guidelines, reviews the safety measures that have been taken, and covers new procedures faculty who will teach in person will need to know and make this available at least 2 weeks ahead of time. V.P. Miller will speak to the V.P. of Finance, the Director of Facilities and Marketing to solicit this.
* Seek a recording from IT that explains the hows/whys of the new email cybersecurity measures and make this part of the Campus welcomes/updates.
* Explicitly tie in theme in opening remarks to the 6 Success Factors identified by the RP group.
* Explore a keynote that could speak to theme. As the deadline to submit items for Board approval is July 22nd, this may be an item that gets pushed to Spring 2022.
* Pending guidelines from the Covid-19 task force, faculty and staff who want to come to campus that day can participate in offerings in their offices or perhaps in small pods.
* If possible given OSHA recommendations, provide an outdoor boxed lunch of some sort.
* V.P. Miller will speak with President Dreyfuss about including an enrollment update in her remarks.

The committee reviewed the draft agenda and like the flow of the day.

* Sandra is on the Covid task force and will be meeting next week. Katie asked her if she can ask about the Covid protocols presentation, who will be presenting it.
* Katie will be asking Don Miller about the Covid protocols presentation and the cyber security presentation as well.
* We also need to get word out to everyone on campus about the new log in for the Rio email, so Katie will ask Dorali and/or V.P. Miller how we can send out a campus wide text out on this topic.
* The committee reviewed the breakout workshops that were sent in and were all approved.
* Alice, Dorali, and Katie – came up with an idea to have a guided discipline-based discussion after the breakout sessions. Alice shared the activity with the committee and it was agreed that we should move forward with this. It was suggested to add a question to the evaluation for the faculty for them to report on the engagement/connection strategy they will be committing to trying in the fall.