**Staff Development/FLEX Committee Meeting**

**Wednesday, November 17th, 2021**

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

**Approval of Minutes** – The minutes of the November 3rd, 2021 were not approved we did not have a quorum. Both minutes will need to be approved at the next meeting.

**Updates –**

**Zoom Presentation kits** – There was another delay in processing due to a quote expiring.

**DSPS workshops** – Katie met with Connie Gutierrez to go over the workshops that will be offered for Staff Development. Jose Arroyo said that DSPS office will be working on half hour live sessions that will be recorded to be viewed later. Katie came up with an idea that if faculty or classified take these half hour sessions at the end we can give them a DSPS ally badge or something to that affect. More to be discussed on that idea.

**Discussion on Potential keynotes for Spring FLEX day –**

* Katie thought that Dr. Darby Flower was very engaging, had very practical tips, was very energetic and made a direct connection with our FLEX theme this year of “Reconnecting & Engaging with Students in Evolving Times.” Her feedback on Diego Navarro’s presentation what that he offered may great ideas and had a strong focus on equity, but perhaps tried to cover too many topics during the session. Katie is asking the more Staff Development committee members view both their presentations to offer feedback on who might make for the best spring FLEX keynote so that she can take forward the committee’s recommendations to campus leaders. Diego Navarro has provided a detailed proposal and Katie was asked to request one from Dr. Flower as well.

**Leadership Academy –**

* The Steering committee has met and decided to send out a brief survey sent to the pre-pandemic cohort 8 to ask them if they would still like to participate and if so, what delivery modalities would they prefer.
* A potential alumni/recruitment spring event is being considered on the topic of “Leading in the Midst of Crisis.”

**Other -**

* Katie gave an update to PFC and the Academic Senate that the Staff Development committee recommends that we remain an all virtual Spring FLEX Day with the commitment to have a hybrid module for Fall FLEX day. One of the main reasons for this was to help the Facilities and AV teams be able to put their energies into preparing the campus a greatly “re-opened” spring semester.
* The Part-time faculty deadline to get their FLEX hours in is December 1st, 2021 and Teresa will be sending out reminders to the Deans next week.

**Pod Cast Institute Survey –**

* Katie reviews the survey results with the committee. At least 25 employees were interested and Sable thought this was enough of a critical mass to move forward with offering a 2-part virtual institute on January 13th and 20th from 1:00-4:00 pm. Sable recommends a limit of 20 participants with a 5 person wait list. It was also suggested monies be sought to purchase a Podcast Cart for Staff Development and a number of Podcast kits for some completers. The aim is to get out the registration form after Thanksgiving.

This meeting adjourned at 3:30pm, with the next meeting to be on Wednesday, December 1st, 2021