**Staff Development/FLEX Committee Meeting**

**Wednesday, November 3rd, 2021**

**Present –** Katie O’Brien, Sable Cantus, Alice Mecom, Michaela Brehm, Brenda Harlow, Kelly Lynch, Sandra Rivera

**Approval of Minutes –** The minutes of the October 20th, 2021 meeting were approved as submitted

**CSEA –**

* Trauma training is in the works. Dr. Lisa Norman, Interim V.P. for HR has taken on this project and is organizing small group training on how classified serving similar campus needs can be supportive of students and recognize the traumas they may have endured. There will also be a component to for staff to focus on their own self-care. This training will start taking place in December.
* After hearing about this, the committee agreed that Katie should contact Dr. Norma about bringing this training to Confidentials, managers and possibly faculty.

**Technology -**Security training will be coming up soon

**Leadership Academy** – The steering committee will be meeting soon and will have more to report next meeting.

**Professional Presentation Kits** – It is believed that all accounting processes have been completing so we are now waiting for the actual order.

**Other –**

* All of the available FLEX day recording breakouts, Rio Talks, and Happy Hacks are uploaded onto the Canvas FLEX day shell and the link is on the Staff Development site.
* PFC meets twice a month and Staff Development has a spot on the agenda. Katie asked the committee if we should continue to report out or refer to the Staff Development weekly updates. The committee agrees to keep us on the agenda and report as needed.

**Potential Keynote speakers for Spring FLEX day –**

* Katie liked Darby Flower’s presentation a great deal and thought she was highly engaging. She felt Diego Navarro’s presentation was very strong as well but perhaps tried to cover too much given the time frame.
* Not all of the committee members had a chance to view the videos and asked them to come back at the next meeting and be prepared to discuss.

**Fall Activities –**

* November 11th, 2021, Glenn Heap will present a 2nd workshop on “Managing Return to Campus Anxiety.”
* The fall R&R session went well and had 12 participants.
* Katie will be meeting with Connie Gutierrez to discuss details of sessions on “How to effectively serve students with Disabilities.”
* Katie will get out a survey to gauge the interest on a possible Podcast training to see if there is enough interest to move forward.

**FLEX –**

* Katie sent out the first reminder email to the adjunct faculty about FLEX hours being due by December 1st, 2021.
* Should FLEX day be on campus or virtual? Sandra brought up the already heavy workload our Facilities and A/V teams will have with getting the campus ready for the start of the semester, even without needing to support an on campus FLEX Day. to see if we can get this done. Katie will contact Rudy Rios and see if there are any mandates to have an on-campus FLEX day and if not it is the recommendation of this committee to have one more fully virtual FLEX day and to work toward more on campus components for fall 2022.

This meeting adjourned at 3:30pm, with the next meeting to be on Wednesday, November 3rd, 2021