**Staff Development/FLEX Committee Meeting**

**Wednesday, December 15th, 2021**

**Present –** Teresa Martinez, Katie O’Brien, Michaela Brehm, Sable Cantus, Alice Mecom, Kathy Gomez, Brenda Harlow

**Updates –**

**MCC-** In the process of putting together a survey about the different type of professional development opportunities that they are looking for.

**Technology Training -**

* Winter Podcast Institute **-**16 have registered thus far.
* Zoom kits are in so Katie, Teresa, and Sable will discuss next steps.

**Accessibility Training** – Any staff/faculty who create/use PDFs are welcome at the spring sessions on this topic.

**Upcoming spring SD activities -**

* Rio Talks call out will be sent out in the new year.
* Student Equity will be funding Flower Darby for the spring FLEX Day keynote and three follow up sessions throughout the semester.
* Our next meetings will take place on January 12th and 19th, 2022.

**FLEX –**

* 22 part-time faculty did not complete their fall FLEX obligation and will have their pay adjusted accordingly.
* There is still no clear answer on how FLEX day will be conducted. Katie met with upper administration and after a long discussion Teresa would like to have the keynote presentation to be streaming live on campus for whoever would like to come and see on campus. Katie and Alice will be meeting with Flower to discuss the keynote and follow-up workshop topics.
* Katie will put out a call for virtual breakouts.
* Katie will be asking to have for the morning session the following information a Covid 19 reporting protocols for the faculty, accreditation updates, scheduling software information.
* All morning welcome videos need to be captioned and given to us a week before FLEX day.
* The committee discussed the logistics of having people on campus – maybe use the rooms that the division meetings will be held. Also, suggested to have some computer labs open for anyone interested.
* If we do indeed have something on campus we need to request to make ZOOM a webinar or buy a license so that we can have a large amount of people to view. Katie will look into this.

This meeting adjourned at 3:30pm with the next meeting to be on January 12th, 2021