**Staff Development/Flex Meeting Minutes**

Wednesday, 9/6/23 3:00pm – 4:00pm- LR 128

Meeting commenced at 3:00pm

Present: Katie O’Brien, Brenda Harlow, Michaela Brehm, Kathy Gomez, Adam Wetsman, Sandra Hernandez,

**I. Minutes** from 8/16/23 -approved as submitted.

**II. Brown Act Opinion –** The Committee discussed the interpretation that it must follow the “Brown Act” and meet in person. As this opinion was just communicated shortly before the semester, it’s causing issues with some faculty members who already had their weekly schedule settled. It was suggested that perhaps a different meeting time or day be considered, but for now Katie will see if there is any flexibility given the late notice of the opinion.

**III. Updates**

**A. CSEA –** Ideas were brainstormed on a better on a better on boarding process for classified staff. One idea offered was to have a series that meets once a month for six months with rotating topics and lunch that staff can join at any point and then continue until they complete each session. It was suggested Sandra bring this idea forward and that Katie include it in an upcoming Program Plan. Key to its success would be to get the Administration to require managers to allow attendance and to have time for facilitators to organize and run the sessions.

**B. MCC-** Monthly trainings on various topics are being planned. Managers have also been told follow- ups to the the Anti-bias and De-escalation trainings will be coming.

**C. Technology** – Rudy Rios is finishing his offering of 3 OWL trainings for campus employees in the coming week..

**D. Leadership Academy –** The first post retreat session is coming up at the end of the week and the cohort will be introduced to the Board at its September meeting. Three individuals have dropped out and only nine are left and the Steering committee discussed how this could impact the cohort and if there was a minimum number needed to continue. It was suggested the Steering Committee develop a clear policy on the minimum number of participants needed to begin and continue with a cohort.

**IV. Grant Requests**

A. Michelle Bean – Approved for the amount of $550.00 to attend the Puente Equity Summit.

B. Human Recourses – Request of $2400 to fund a department cooking class for was not approved. The committee raised several concerns about the cost, the lack of matching funds, the lack of clear connection to job duties or clear benefits to the larger campus. Katie will communicate these concerns and offer the option for the proposal to be re-submitted.

**V. Other**

A. On Course ChatGPT Workshop Update – 10 people will be attending the webinar. Katie will be creating a google docs form so they can let us know their feedback regarding the course and if it would be good to bring this training to the whole campus.

**VI. Staff Development/FLEX Committee Reporting Structure Update & Discussion**

1. Katie reported back that the Academic Senate wants to maintain a reporting structure that comes to the Academic Senate. The Senate Executive committee was not against also having the committee report to PFC, but questioned whether this was the solution to the CSEA challenge of getting support for PD efforts. It was not clear that this would address those issues, but it was agreed that it couldn’t hurt and if specific action items such a new “Classified Success Seminar” came before PFC this could be one way to get more institutional buy in.