**Staff Development/Flex Meeting Minutes**

**Wednesday, 9/20/23 3:00pm – 4:00pm- LR 128**

Meeting commenced at 3:00pm

Present: Katie O’Brien, Brenda Harlow, Kathy Gomez, Adam Wetsman, Jose Arroyo

**I. Minutes** from 9/06/23 -approved as submitted

**II. Updates**

A. CSEA – It was explored if Lisa Sandoval could join our meetings remotely. However, she does not feel comfortable with the Brown Act requirement that her address be posted, so she has decided to withdraw from the committee. She has served as a valued colleague for years and will be missed. A new CSEA representative will need to be appointed.

B. MCC – N/A

C. Technology – Rudy Rios is open to offering one more OWL training this semester. Due to kits being provided that were missing cables, a new protocol was suggested. Specifically, training attendees would be provided with a kit checklist, and asked to check-out a kit from a department and confirm upon picking it up and returning it that the kit is complete.

D. Leadership Academy – N/A

E. Distance Education – N/A

F. Other – The first in person SanFACC Mentor Program orientation in 4 years took place at Pasadena City College. Rio Hondo’s two mentees are Michelle Velasquez Bean and Farrah Nakatani and two mentors are Tyler Okamoto and Lee Ann Unger.

**III. Grant Requests**

A. Evelyn Marinez – Approved for the amount request of $220.00 to attend Elements of a Contract in – person seminar.

B. Ea Madrigal - Approved for the amount request of $300.00 to attend a Western History Association conference pending receipt of fully signed Travel Authorization.

C. Re-submitted Human Resources request to support department cooking class at “Foodstory L.A.” for &$1,868.75.– The committee reviewed the additional statement provided but continued to believe that the direct relation to enhancing department functioning other than team building was not clear enough to merit the amount requested.

**IV. Other**

A. On Course ChatGPT Workshop Report – Brenda Harlow stated that while the content was quite valuable, the training was too long and did no incorporate hands on applications. It was recommended to explore if this training could be brought to the campus as a series of trainings or modules. Katie will reach out to the OnCourse company and ask if they can customize the course to best fit the our needs and will report back to committee.

B. Program Planning – Plans are due October 13th so Katie will seek input at the first meeting in October. It was clarified that faculty coordinators were sent reminders about this deadline.

C. The committee reviewed the Rio Star Nomination from DSPS for Dr. Kevin Smith. The committee approved the nomination but would like a few more specific details so Katie will follow-up with Connie Gutierrez on this. Jose Arroyo will create the certificate using the new branding criteria.

FLEX Meeting

1. Convocation/Professional Development Days

A. Spring planning – A friendly reminder was sent to Dr. Flores about the need to involve faculty and staff leadership in planning for the day and a meeting is to take place some time in October.

B. The Convocation Day evaluation summary was reviewed.

1. FLEX Submissions Review

\*Condominium Board of Directors Meetings for a KDA faculty member- Not approved.

 Completed Fall Evaluations on BSS Canvas shell – Approved by the committee for maximum of 2 hours per Dean Adam Wetsman.

1. FLEX Reporter Update – FLEX Day Professional development day submissions have been input on FLEX reporter. For other FLEX activities, faculty are asked to input only what they have actually completed unless a deadline is imminent.