**Staff Development/Flex Meeting Minutes**

**Wednesday, 01/17/23 2:00pm – 3:00pm- LR 128**

Meeting commenced at 2:00pm

Present: Katie O’Brien, Brenda Harlow, Michaela Brehm, Adam Wetsman, Sandra Rivera, Teresa Martinez

1. **Minutes from 11/15/23 and 12/6/23 were approved as submitted.**

**II. Updates**

A. CSEA – N/A

B. MCC – There was a weeklong training regarding policy and procedures of departments

 from around the campus with Deans and Division secretaries.

 C. Technology – N/A

 D. Leadership Academy – February will feature guest speaker Randy Conley, who’s presented

 on Conflict Management and Trust Building for several cohorts. The Steering Committee will

 be discussing potential recruitment of new members for 2024-2025.

 E. Distance Education – N/A

1. **Grants Review-** Siraaj Muhamed Low-Cost Grant **–** Approved for the amount requested of

$299.50, however Katie was directed to inform him that in the future, grant applications should be submitted prior to the event.

**IV. Committee Re-structuring Discussion Update –** Senate PresidentAngela Rhodes met with Katie to discuss potential changes to the structure of Staff Development. Sandra Rivera is also in discussions with Angela and the President on this with the intent of getting a true commitment to classified PD efforts. The challenge is how to honor the primacy of the Academic Senate as it related to professional development for faculty, and to get full institutional support for staff and management PD. Discussions are ongoing.

**V. Other**

1. The AI ChatGPT workshop is taking place in LR 128 on January 24, 2024.
2. Managers received the email about the Chancellor Christian Zoom on 02/09/24 from 9:30-10:30am. Word has not gotten out to the greater campus yet.
3. The-Escalation 2.0 training is still being planned for Friday, 4/5/24. There will be an approximately 2 hours session in the morning that will be repeated in the afternoon.
4. A spring Reflection & Renewal Retreat will take place Mater Dolorosa Retreat Center from 9am-4pm. An email invitation will be forthcoming. There is a 24 person limit.
5. The committee agreed to adjust meeting times to 2:30-3:30 in the spring every 1st & 3rd Wednesday of the month for the spring semester.
6. Michaela Brehm would like to start a mentoring program that involves faculty members who have experience in managing grants mentor people new to the experience. She would like those involved to earn FLEX so will provide further details and make a specific request to add this to the all faculty list at an upcoming meeting.

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|  **FLEX Meeting**1. **Fall FLEX Report on Adjuncts with Unfulfilled Obligations –** Less than 30 people did not complete their FLEX obligations for Fall 2023.
2. **Spring 2024 Professional Development Day Updates**
3. Brend Harlow will look over the Canvas module and resource materials to ensure accessibility.
4. Given that it is not possible to record who has viewed the Maxient videos at this point, faculty will be asked to confirm if they viewed them on the PD Day Evaluation and will be given credit based on their response.
5. Those who want to attend the morning session in person in AJ 104 and/or want to request a lunch must RSVP by the dates announced in campus emails.
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