**Staff Development/Flex Meeting Minutes**

**Wednesday, 03/06/24 2:30pm – 3:30pm- A 102**

**Meeting commenced at 2:30pm**

**Present:** Katie O’Brien, Brenda Harlow, Adam Wetsman, Teresa Martinez, Jose Arroyo, Kathy Gomez, Michaela Brehm

**I. Minutes** from 02/07/24 were approved as submitted. Notes from 2/21/24 were approved.

**II. Updates**

A. CSEA – N/A

# B. MCC – Opioid Overdose training will be provided.

C. Technology – N/A

D. Leadership Academy – N/A

E. Distance Education – Agreed to a budget transfer of $3,500 to utilize PD funds for the Online Teaching Conference.

**III. Grants Review**-

A. Confirmation of Approval for $80 of Teresa Martinez Low-Cost Grant via email for the Latina History Day Conference.

B. Grant applications from KDA staff to attend an Annual Athletic Trainers Conference were reviewed. The committee approved Siraaj Mohammed for up to $1,000, and Daniela Velazquez and Eira Perez for up to $300 as that is the maximum for part-time staff.

**IV. Committee Restructuring Update –** Katie submitted the changes recommended by this committee and the Academic Senate for inclusion in the next Governance Manual iteration. These changes shall be implemented for 2024-2025.

**V. Other**

**A. Suggested dates for Emergency Operation Center and Incident Command Center training.** Given how few Fridays are left in the spring semester, the committee suggested that at least some of the training be included at a portion the fall Convocation Day with a possible follow-up later in the semester if needed. It was also recommended that given the urgency of the topic that a manual/flip book covering key related processes/procedures be created by summer so employees can review it and have it as a resource prior to fall.

**B. Catapult Consulting March 20th Preparation** – Katie reviewed the request from President Flores to meet with consultant Kevin Fleming in order to make a recommendation on whether Rio Hondo should get involved in this work. It was recommended to invite the consultant to present in person on 3/20/24 from 2:45pm – 3:15pm to discuss the benefits of being part of the Catapult and to still allow time before and after to take care that day’s agenda items.

**C. Women Hold up Half the Sky Request**- Approved for @ $1,250 to fund 10 employees to go to the conference on May 3, 2024. Katie will put out a call to the campus and slots will be offered on a first come first serve basis based on receipt of fully approved Travel Authorizations.

**D. De-Escalation 2.0 training, Friday, 4/5/24** – In person training will take place in the AJ -104 Mat Room, and remote a remote option also available. Katie will ask for a flyer to be sent out.

**E. Rio Talks Update** - Cannabis proposal candidate will no longer move forward due to personal issues.

**F. AI Videos & Staff Retreat Requests** – No follow up.

G. Other

**FLEX Meeting**

**I. Spring PD Day Evaluation Discussion & Recommendations:**

-Consider the impact of in-person vs. online attendance for future PD Days

-If no other venue can hold more employees, make securing Rio Café for the general session of

the fall PD day a priority. If Student Services intends to hold an event for students the next day,

plan for an outdoor set-up so as to not overburden facilities.

**II. FLEX Request for serving on High School Accreditation Committee** – Denied as the activity appears to be a part of that faculty member’s job duties at that high school and therefore is being compensated.