**Staff Development/Flex Meeting Minutes**

**Wednesday, 03/20/24 2:30pm – 3:30pm- A 102**

**Meeting commenced at 2:30pm**

**Present:** Katie O’Brien, Brenda Harlow, Adam Wetsman, Teresa Martinez, Kathy Gomez, Sandra Rivera.

**Guests:** President Flores, Bruce Noble, Kevin Flemming

**I. Minutes** 3/6/24 – Approved with one grammatical edit.

**II. Grants Review**

A. Tyler Okamoto Request – approved for the *Association for Colleges Tutoring and Learning Assistance Conference* in anamount not to exceed $325.00.

B. Warren Roberts Request - approved for the *Costa Rica Field Station* project in an amount not to exceed $1,000.00 which is now planned for June as opposed to April. The applicant will be informed a completed/signed travel authorization must be submitted no later than April 16, 2024, to be in the May Board Agenda as out of state travel must be approved at least 1 month prior to travel.

C. Women Hold up Half the Sky request to increase total to $1757.99 for 13 slots. Two requests were denied so no action needed at this point.

**III. Guest Presentation:** Kevin Fleming for Catapult Consulting – 2:45-3:15

The committee will continue to discuss this 10-14 hour campus wide professional development opportunity and make a recommendation to President Flores on whether to move forward per her request. Questions and comments to continue to explore included:

-Would the content really apply to classified staff and if not, is it customizable? If implemented, would staff be given release time to participate?

-Is the Vision Resource Center a better option for large scale training?

-Given the major changes in personnel coming in the fall, a spring 2025 implementation would be advisable IF it was determined a good idea to move forward.

-Should the committee look to pay for a small group to experience one of the lectures to help determine if there is widespread applicability?

-Can committee members contact counterparts and those local colleges who are participating in a consortium training this academic year to gauge the value across campus constituencies?

**IV. Updates**

A. De-Escalation Training – Only in person or a group on campus zoom viewing is possible given the content. This will hopefully be offered again in the fall. It is hoped that managers are highly encouraging/enabling staff and faculty to attend.

B. Emergency Operation Center and Incident Command Center training – The Administration agreed with the recommendation to incorporate at least some of this at the Fall Convocation Day.