**Staff Development/Flex Meeting Minutes**

**Wednesday, 02/07/23 2:30pm – 3:30pm- A 102**

**Meeting commenced at 2:30pm**

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

1. **Minutes** from 01/17/23 were approved as submitted.
2. **Updates**
3. CSEA -A series of webinars directed at classified staff are being offered by the

Chancellor’s office this semester. S. Rivera will email more details to Katie so she can add these to our PD calendar and “Coming Attractions” emails.

B. MCC- N/A

C. Technology- N/A

D. Leadership Academy- While not final, the Steering Committee is considering

postponing recruitment of the next cohort until 2025 given the relatively small

current cohort and the number of new staff who may be coming on board in the

next few months. These discussions will be continued.

E. Distance Education – N/A

1. **Grants Review-**

A. Human Resources grant application for department retreat that includes a flower arranging

session was discussed at length. While some concerns were voiced about this, ultimately the committee consensed to approve in an amount not to exceed $975.00.

B. Grants Office grant application for a one-day virtual AI workshop was approved for $250.00.

C. Due to an applicant getting their travel authorization denied when attempting to hand in after

the event, it was determined that moving forward, the committee will not consider applications

after the activity has occurred.

1. **Committee Re-structuring Proposal** – The committee reviewed the following language: Restructure the current Staff Development Committee to include a tri-chair model led by HR representative, CSEA appointee, and Faculty Staff Development/FLEX Coordinator that reports both to the Academic Senate and Planning/Fiscal Council. The committee discussed additional items to include, however agreed in concept to the proposal. Katie will email the committee a draft of the items they discussed related to committee structure and seek edits and final approval before taking this to the Academic Senate.
2. **Potential Staff Retreat –** A.Wetsman suggested a potential 1-day, off campus Staff Retreat, as has been done in the past for either later this spring or fall. Katie will move this proposal forward to the Executive Cabinet to see if we can get approval for such an event later this spring or fall.
3. **Potential Appreciative Inquiry Project Focused on Retirees**- Katie suggested a video project with an Appreciative Inquiry lens to record some of the wisdom and experiences of those who are leaving the college this semester. The Committee thought this was a sound idea and Katie will also seek approval for this from the Executive Cabinet.
4. **Other**

A. AI Chat CPT Workshop feedback – Those on the committee who attended stated it was well done. The On Course evaluation that was shared also showed that almost all would recommend this session to others

B. 2/9/24 Chancellor Christian Zoom, 9:30-10:30am – B.Moran has reserved A102 for people

who would like to gather in person for the meeting.

C. De-Escalation 2.0 training, Friday, 4/5/24, with a morning session that will be repeated in the

afternoon.

D. Spring Reflection & Renewal Retreat – 4/12/24 – Mater Dolorosa Retreat Center

1. **FLEX Meeting**
2. Initial Spring PD Day Feedback – Evaluations are still open. T. Martinez suggested a 10-to-15-minute break for long sessions.