**Professional Development/Flex Meeting Minutes**

**10/02/24 2:30pm – 3:30pm Zoom and In Person in LR 128**

Present: Katie O’Brien, Brenda Harlow, Kathy Gomez, Teresa Martinez Cameron English, Sandra Rivera, Adam Wetsman, Joe Cascio

**Meeting commenced at 2:30pm**

I. Minutes from 9/18/24 approved.

**II. Updates**

A. CSEA- Sandra and Kathy proposed offering Strengths Quest training with facilitator Dr. Kieth Hall for classified staff. The President expressed support for this and voiced an interest in involving faculty as well. The feedback from the Committee was that it might be most productive to focus just on staff and perhaps managers. Sandra and Kathy have a follow up meeting and will offer this perspective.

B. MCC- N/A

C. Technology- N/A

D. Leadership Academy- A planning meeting to discuss a potential Alumni event and recruitment for 25-26 is coming up next week.

E. Distance Education- N/A

F. Retiree Project Final Product- N/A

G. Proposition Forum- Adam suggested organizing a ballot proposition event for the Forum, which Katie to V.P Kuperman. She questioned its relevance to staff development, but agreed it does relate to citizen development. Russel in Government & Community relations is taking the lead on this initiative in partnership with ASRHC. The event is scheduled for next Thursday, 10/10 from 1 to 2:15 PM in L. Tower 503. It will be an in-person event, with a speaker from the League of Women Voters.

H. Facilitation Training for Hiring Committees- Katie discussed various ideas with Tina, including facilitation training for hiring committees, which Sandra had suggested for classified staff or first-time co-chairs. Tina pointed out that it can be challenging to identify co-chairs until meetings begin. She recommended providing general resources for facilitators instead of focusing solely on classified co-chairs, as timing could be an issue.

**III. Grants**

A. Maurice Herman – CTE -Tentatively approved for $240 AI Co-Pilot subscription with the following caveats: Katie informs him this would be approved for 1 year only, and not on an ongoing basis, he is asked to check with IT to see this can already be accessed for free. If not, he needs to confirm with IT that is compatible with our network.

B. Melissa Alvarez-Mejorado & Steve Gomez, Grants Department – Approved for National Grants Management Association (NGMA) $2400 ($1200 each)

**IV. Other**

A. New Employee Flipbook - Katie proposed introducing new employees to the campus through a weekly email and a flipbook on the website. The goal is to generate questions that new hires might have about campus culture. The committee supported this idea, suggesting that the questions could include new employees' backgrounds and their experiences at Rio Hondo.

B. All Staff Teambuilding Retreat- Katie asked V.P. Kuperman for support for reinstituting the All-Staff Team Building Retreat. In previous retreats, we included work-based components, like a "Festival of Achievements" where departments shared their top accomplishments, followed by lunch and fun activities like karaoke or cooking competitions. Tina Kuperman plans to share this request at the President’s Cabinet for a potential Spring date.

C. Ideas for Winter Teaching for Learning Institute – Katie asked the committee for suggestions regarding potential topics for a one-day event in January, typically held the week before the spring semester starts. Adam suggested considering focusing on curriculum changes, particularly on topics like the Cal- GETC and common course numbering. These changes are significant, but not everyone on campus may fully understand their implications.

**V. Program Plan**

A. Review/Update Objectives- About a year ago, we discussed training for classified staff, highlighting the constant influx of new employees. The idea was to have around six to eight topics covered in monthly sessions that new staff could join as they come in. This aligns with one of our current objectives. Katie previously brought it up to the Assistant Director to HR. but didn’t receive a response. In her next meeting with Tina, she will bring idea up again, along with the need to offer regular training for continuing staff.

**FLEX Meeting**

**I. FLEX Reporter**

A. Reminders about Mandatory Training Reporting- Human Resources will be provided with the list of faculties who completed the training at the end of October.