**Professional Development/Flex Meeting Minutes**

**Wednesday, 7/10/24 2:30pm – 3:30pm - Zoom**

Present: Katie O’Brien, Brenda Harlow, Kathy Gomez, Teresa Martinez Cameron English,

Meeting commenced at 2:30pm

**I. Minutes** from 5/15/24, approved.

**II. Updates**

**A. Committee Re-structure and Remote meeting eligibility -** The committee restructure is not official yet, however the required request to update the Governance Manual was sent so this should be reviewed by the PFC in the near future. Once we get approval we’ll be transitioning to a Tri-Chair model however we are beginning to update our website and other materials with the new name of “Professional Development/FLEX Committee.” Because of the change in reporting structure, President Flores indicated the committee could again meet via Zoom if so desired.

**B. CSEA –** S. Rivera is getting the balance of PD funds from Human Resources. K. O’Brien shared information about a potential speaker who focuses on resiliency with Teresa, Kathy, and Sandy to see if it might be a good fit for a classified PD Day. S. Rivera is researching dates for Strengths Quest training.

**C. MCC -** The committee discussed recent staffing changes, including new hires and the establishment of a formal mentorship program for new managers.

**D. Technology –** It’s not clear whether the technology trainer position has been filled or if interviews have taken place. The IT Director reached out to Katie about our past relationship with the technology trainer and responded that we supported each other's efforts and in fact including this person on our Committee.

**E. Leadership Academy -** This year, we're taking a break, but plan to host an alumni activity. Looking ahead, we expect to recruit a new cohort for 2025-2026, especially with many new people who might be interested. Katie mentioned an email from Claudia Romo that highlighted a UCLA Leadership Academy opportunity for Community College women. After reviewing the website, the committee recommends sending this to managers and alumae of the RHC Leadership Academy and letting those folks know that if they apply and are accepted, they could put in an grant application to potentially help with some of the costs.

**F. Culturally Competent Professional Development Funds -** We’ve nearly exhausted the funds allocated over the past two years for faculty development related to culturally competent teaching, leaving just $22. A state report has been submitted and in the fall our office will get out the word to faculty about the new library resources on culturally competent teaching that are now available.

**IV. Grants**

A. Evelyn Marinez – Low-Cost Grant, CAPPO Seminar – Scope of Work (SOW) and Specification Development Best Practices request - $293.33 approval confirmation.

B. Updated Application Titles – Katie reviewed the "Funding Grant Opportunities" section of our website and reviewed the new titles of grants that will hopefully make selection easier:

-Group Learning Grant\*\*: For projects aimed at groups, departments, divisions, retreats, speakers, or training.

- Low-Cost Grans: For projects costing less than $300.

-Individual Project and Group Conference Grant -For individual projects over $300 or for groups attending the same conference.

C. Updated Fillable Grant Project Reports - Mike Garabedian, updated all of our forms so that they're completely fillable.

**V. Retiree Project Update**

A. Final Product Update – Working with the company Book baby to get a hardcover to send out to the retirees.

B. Archive Update - Mike Garabedian said the video and book will be archived in the library.

**VI. Other**

A. Coordinator position – Katie O Brien has again been named the Coordinator.

B. Committee representation next year – Cameron English will be joining the committee. We're confident about having adequate classified and faculty representation, but we want to include more members from MCC. With the shift to the tri-chair model, one of the positions will be filled by the Assistant Director of HR, Toni Traster.

C. Remaining Summer Meetings (as needed) 8/7/24, 8/21/24 - We normally meet on the 1st and 3rd Wednesdays of each month and will resume that schedule in August.

D. Meeting modality preference – Members present stated a preference to meet in person but to allow remote participation via OWL technology as individuals need to.

E. RHC TedX proposal – A faculty member proposed that Rio Hondo host a TEDx conference, like TED Talks. Katie reviewed the materials and saw that it was a quite involved and complex process so she asked the faculty member for a detail proposal for the committee to consider.

F. Large Group Zoom License – A large group zoom license that accommodates up to 1,000 people for Convocation Day will again be purchased.

**FLEX Meeting**

**I. Fall Convocation Day**

A. Draft Agenda Review – Katie reported on her meeting with the President and constituency group leaders regarding the Convocation Day and reviewed the recommendations. had a meeting regarding FLEX Day. The morning agenda for Convocation Day is mostly set. From 8:30 to 9:00 there will be brief remarks by campus leaders, with Keitaly Consulting Services providing an overview of emergency preparedness and incident command center information from 9:00-11;00. The day will also include one set of breakout sessions, followed by lunch and department/division meetings.

B. Breakout Proposals Review - Alura Williams - Opioid Overdose Prevention Training Opioid and Jill Pfeiffer- Best Practices for Online Education through Alignment to the OEI Rubric were approved. The committee agreed that the office can approve future proposals if they seem appropriate and only bring the larger group proposals that may seem questionable.