



**EOA & AWD
Staff Meeting Notes
March 4, 2024**

Location: Bldg. 40, Rm. 104

Time: 1:00-2:30pm

- | | | |
|---|--|--------------------------|
| <input type="checkbox"/> Alvarez, Silvia | <input type="checkbox"/> Perez, Laura | Guests: |
| <input type="checkbox"/> Amaya, Ava | <input type="checkbox"/> Overoye, Sage | <input type="checkbox"/> |
| <input type="checkbox"/> Avila, Naomi | <input type="checkbox"/> Ramirez, Briseida | <input type="checkbox"/> |
| <input type="checkbox"/> de la Loza, George | <input type="checkbox"/> Soni, Sabeena | <input type="checkbox"/> |
| <input type="checkbox"/> Lomeli, Amanda | <input type="checkbox"/> White, Shelby | |
| <input type="checkbox"/> Martinez, Trina | | |

Topic	Person(s)	Discussion	Action
Welcome	All	<ul style="list-style-type: none"> Team Building <ul style="list-style-type: none"> Question from the bag 	
Compliments	All		
PD – Behaviors of High Trust	All	<ul style="list-style-type: none"> #9 – Clarify Expectations 	
Updates from Leadership	Sage	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Updates from EOA/AWD Team	All	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Navigate	All	<ul style="list-style-type: none"> Field trips & info sessions Drop ins feature <ul style="list-style-type: none"> https://www.mtsac.edu/training/navigate/ Comments section Others? 	<ul style="list-style-type: none">
Registration Review	All	<ul style="list-style-type: none"> Review of process for full classes & close to full classes Review of process for time conflicts 	<ul style="list-style-type: none">
Activity	Sabeena	<ul style="list-style-type: none"> This week – DEISA+ activity focused on practicing empathy and patience with students 	<ul style="list-style-type: none"> 3/11 - Briseida 3/18 – No Meeting 3/25 – No Meeting 4/1 – Holiday 4/8 – Naomi 4/15 – Shelby 4/22 – Silvia

			10-15 minutes something about wellness, DEISA+, processes, understanding students, etc.
Others?	All	•	•
Time Off	Ava – Mon 3/18 Sabeena – Thu 3/28 to Fri 4/5 Trina – Fri 5/17 Trina – Mon 6/3 to Fri 6/7 Sabeena – Wed 6/26 to Mon 7/1 Sage – Tue 7/16 to Tue 2/23		
Next meeting: Monday, March 11; 1:00 PM – 2:30 PM			