



GROSSMONT COLLEGE
Staffing Committee

November 17, 2022 | 3:00 p.m. – 4:30 p.m.

[Zoom Meeting](#)

Meeting Summary

Purpose: The Staffing Committee is responsible for drafting Grossmont College’s multi-year Staffing Plan based on Educational Master Plan and Strategic Plan goals, and for monitoring the implementation of Staffing Plan to promote employment equity and diversity consistent with the college’s mission, vision and values. The Grossmont College Staffing Committee is responsible for prioritization of faculty and classified staffing requests from annual unit plans.

CO-CHAIRS	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE	ADVISORY
<input checked="" type="checkbox"/> Marsha Gable	<input checked="" type="checkbox"/> Alden Peterson	<input checked="" type="checkbox"/> Joan Ahrens
<input checked="" type="checkbox"/> Graylin Clavell (Classified Senate)	<input checked="" type="checkbox"/> Paola Mendoza	<input checked="" type="checkbox"/> Victoria Rodriguez
	<input type="checkbox"/>	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input checked="" type="checkbox"/> Jeanette Calo	<input checked="" type="checkbox"/> Chad Deitchman	<input checked="" type="checkbox"/> Maura Mehrian
<input checked="" type="checkbox"/> Evan Wirig	<input checked="" type="checkbox"/> Graylin Clavell	<input checked="" type="checkbox"/> Loren Holmquist
<input checked="" type="checkbox"/> Angela DiDomenico	<input checked="" type="checkbox"/> Theresa Apodaca	<input type="checkbox"/>

EX OFFICIO	RECORDER	MEMBERS from CSPC and/or FSPC
<input type="checkbox"/> TBD VPAS	<input checked="" type="checkbox"/> Patty Sparks	<input checked="" type="checkbox"/> Scott Therkalsen FSPC
<input checked="" type="checkbox"/> Marshall Fulbright Gable (VPAA)	GUESTS	<input type="checkbox"/>
<input checked="" type="checkbox"/> Brodney (John) Fitzgerald (FSPC)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Luma Shamon (CSPC)	<input type="checkbox"/>	<input type="checkbox"/>

ROUTINE BUSINESS	
1. Welcome and Introductions	Dr. Gable welcomed the members and wished them a good upcoming Thanksgiving Holiday.
2. Establish Quorum (50% + 1)	Quorum met.
3. Public Comments	No public comments.
4. Additions/Deletions to Agenda	Dr. Gable and Dr. Fulbright will have to leave the meeting early.
5. Approve Meeting Summary & Follow-up	Tabled to the next meeting.

ROUTINE BUSINESS	
NEW BUSINESS	
<p>1. Classified Staffing Prioritization Update and timeline (M.Gable)</p>	<p>Dr. Gable reported like the FSC, the Classified Staffing Committee (CSC) retains Classified Staffing Requests through the AUP Process.</p> <p>35 Classified Position Requests were forwarded from CPIE and were ranked and scored. Classified Staffing Presentations were heard on Thursday, November 16, 2022. The CSC will meet on November 30, 2022, to review, discuss and finalize the Classified Staffing Prioritization List. The Classified Staffing Prioritization List will be presented to this Committee on December 15, 2022, for review and recommendation to move forward to College Council on January 26, 2023.</p> <p>Dr. Gable related that a lot of work went into this process and related that the Presentations were held in one day, with each unit having three minutes to provide presentations (some utilizing PowerPoint Presentations) and the Classified Staffing Committee members having three minutes to ask questions.</p> <p><i>Action Taken: Classified Staffing Committee will present the Classified Staffing Prioritization List to this Committee on December 15, 2022.</i></p>

<p>2. Staffing Plan (M. Gable)</p>	<p>Dr. Gable related that this committee is charged with the creation of a Staffing Plan for the College. She related that last year and the first meeting or two this year, this committee reviewed samples from other colleges. After reviewing these plans, Dr. Gable dove deeper into what are the components/elements of a Staffing Plan. Some staffing plans were created with the assistance of Gensler, whom assisted our College with our Strategic Master Plan.</p> <p>Where do we start? Dr. Gable provided a list of components to assist this Committee with the development of the Staffing Plan, they are:</p> <ol style="list-style-type: none"> 1. Identify guiding principles (What are we going to center on, the philosophy that will drive our plan) 2. Mission, Vision, Values (reflection and review of our Mission) 3. Alignment with the Strategic Plan (Master Plan) 4. Crosswalk of District Strategic Plan, Staffing/ Master Plan with the Colleges Strategic Plan 5 Review Data: <ul style="list-style-type: none"> - Current staffing levels, - Demographics of staff, faculty admin (what do we look like) - Comparison of Staff, Faculty Administrators and Student Demographic Data - Retention - Institutional Culture Survey Data - Review of FON and 50% Law Data 6. Environmental Scan 7. Employee selection and evaluation processes 8. Annual Unit Planning Aligned with Resource Allocation 9. Future Considerations (Facilities, spaces for service programs, needs determined by the Environmental scan) 10. Other. <p>There may be additional items to add or delete from the above when determining the creation of the Staffing Plan.</p> <p>Dr. Gable shared Palomar College’s Staffing Plan as an example for the members to review.</p> <p>Dr. Ahrens can prepare a presentation for the next Staffing Committee.</p> <p><i>Action Taken: Dr. Ahrens to provide presentation to assist this Committee with the Staffing Plan.</i></p>
<p>3. December Meeting (M. Gable)</p>	<p>Please review the Staffing Plans provided for discussion in December.</p>

STANDING REPORTS	
<p>Classified Staffing Prioritization Comm. (CSPC)</p>	
<p>Faculty Staffing Prioritization Comm. (FSPC)</p>	

FOR CONSENSUS *

* Consensus is reached when at least 75% of voting members present are in agreement on a decision (Gov. Handbook pg. 10).

<p>1. Faculty Prioritization List Prioritization Committees (Dr. Fulbright)</p>	<p>Dr. Fulbright reported faculty staffing requests submitted through the Annual Unit Plan (AUP) process are forwarded to the Faculty Staffing Committee (FSC) by the College Planning and Institutional Effectiveness office (CPIE).</p> <p>The Faculty Requests Submissions are reviewed and scored by each member using a rubric to “score and rank” positions. Faculty Request Presentations were heard on October 28, 2022. Those presentations were considered when reviewing the combined and tallied scores from members. Dr. Fulbright stated that this was a thoughtful process and the prioritization list was fair, equitable and transparent. Each members rank remained confidential. This process was not taken lightly and each member worked diligently.</p> <p>FCS member Brodney Fitzgerald related that the process utilized for this term was more transparent and an “easier” process to follow.</p> <p>Loren Holmquist asked if logistics of where the “position/person” would be located on campus. Dr. Fulbright replied, No.</p> <p>The Committee agreed to move the Faculty Staffing Committee’s recommendation forward to College Council via votes as follows:</p> <p>Academic Senate – 3 Yes Classified Senate – 3 Yes Administrators Association- 2 Yes ASGC – Were not present at the time of the vote Chair and Co-Chair – Yes</p> <p><i>Action Taken: The Staffing Committee recommends the Faculty Staffing Prioritization List move forward to College Council.</i></p>
<p>2. Zoom Meetings vs. In Person</p>	<p>Zoom meetings will continue until otherwise determined.</p>

FOLLOW-UP

Who	Item	Timeline
Classified Staffing Prioritization Committee (CSPC)	CSPC Ranking List	December 15, 2022
Staffing Committee	Staffing Plan Draft	TBD

WORK AHEAD

- Research staffing plan examples, and develop College Staffing Plan.

NEXT SCHEDULED MEETING: Meetings are every third Thursday from 3:00-4:30pm.
Next Meeting on December 15, 2022

Meetings will remain via Zoom until notified otherwise

CONCLUSION

Meeting Ended: 4:11 p.m.

Committees are to establish norms

In order to create valued outcomes, a commitment to participation, dialogue, and the pursuit of value in the form of useful output by all is necessary. It is acknowledged that there are power dynamics in a room. Work must be done to create the equitable and inclusive environment sought for effective and active participation. To do so, council/committee members will establish behavioral norms that include the following meeting rules of engagement, make use of meeting tools, and respect the roles of each member.

Rules of Engagement

In participatory government, a high level of collegiality, respect, and civility is expected. Those expectations include the following rules:

- There is no rank in the room when at the committee table. All participants are treated as peers, both between constituencies and within constituencies.
- Speakers will be heard one at a time and without interruption. Participants will allow for moments of silence for thought and other viewpoints. In consideration of hearing all feedback, members should be mindful of how often and how long they speak. Equity in consensus building means including diverse perspectives at all levels of the organization.
- Members will be engaged and contribute, and challenge ideas, not people. All meeting attendees will be respectful/civil in their comments, responses, and body language.
- Members will listen to others, and seek to focus on the merits of what is being said, while making a good faith effort to understand the concerns of others. Council/committee members are encouraged to ask questions of clarification.
- Each person reserves the right to disagree with any proposal and accepts responsibility for offering alternatives that accommodate individual interests and the interests of others.
- All members should be mindful of the language used in discussions, including use of "I" statements instead of "they" attributions to relate anecdotal evidence or experiences. Members are encouraged to use an asset-minded approach that focuses on what works and how something can be done. This is in contrast to a deficit-minded approach that focuses on the negative and why an initiative, idea, or project can't get done.
- All council/committee members will be aware of the purpose and responsibility of their committees. When issues arise in discussion that are not supported by the committee's charge, the chair will identify the proper council, committee, or constituency group leadership for review, and forward the issue for consideration.
- Once consensus is reached after deliberation, council/committee members will support the group's recommendation.

Virtual Meeting Norms

At the meeting held virtually on April 16, 2020, virtual norms were discussed and established.

- Use the "raise hand" feature in Zoom participant window to avoid talking over each other.
- Mute microphone unless talking.

- For consensus items, the Recorder will type the consensus item in the chat window and voting members will enter:
 - “thumbs up” or “approve” for yes votes,
 - “thumbs down” or “do not approve” for no votes, or
 - “thumbs sideways” or “neutral”.