



GROSSMONT COLLEGE
Staffing Committee

February 17, 2022 | 3:15 p.m. – 4:30 p.m.

[Zoom Meeting](#)

MINUTES

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 type="checkbox"/> Marshall Fulbright	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Janette Diaz	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input checked="" type="checkbox"/> Janette Diaz	<input type="checkbox"/> Nadia Almaguer	<input type="checkbox"/> Barbara Gallego
<input checked="" type="checkbox"/> Evan Wirig	<input type="checkbox"/> Patty Sparks	<input type="checkbox"/> Sara Varghese
<input checked="" type="checkbox"/> Angela Didomenico	<input checked="" type="checkbox"/> Diana Kiryakous	<input checked="" type="checkbox"/> Maura Mehrian

EX OFFICIO	RECORDER	MEMBERS from CSPC and/or FSPC
<input type="checkbox"/> Bill McGreevy (VPAS)	<input checked="" type="checkbox"/> Graylin Clavell	<input type="checkbox"/>
<input type="checkbox"/> Marsha Gable (VPSS)	GUESTS	<input type="checkbox"/>
<input type="checkbox"/> Brodney (John) Fitzgerald (FSPC)	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Luma Shamon (CSPC)		<input type="checkbox"/>

ROUTINE BUSINESS	
1. Welcome and Introductions	<p>Marsha Gable was to co-chair this meeting in place of Marshall Fulbright, but Marsha is out sick.</p> <p>The meeting began at 3:20pm. Janette announced Maura is a new Administrator Association representative in place of Barbara Gallego.</p>
2. Establish Quorum (50% + 1)	Quorum was met.
3. Public Comments	N/A
4. Additions/Deletions to Agenda	<ol style="list-style-type: none"> 1. Review the Staffing Committee Charge 2. Review update of Hiring Update for College Council <p>Janette mentioned that she did not receive the hiring list update for College Council. This agenda item will be tabled to the March meeting.</p>
5. Approve Meeting Summary & Follow-up	First meeting of the semester and Graylin did not have access to the December 2021 meeting minutes. The December meeting minutes will be approved/reviewed at the March meeting.
6. President Update	N/A

ROUTINE BUSINESS	
NEW BUSINESS	
<p>1. Review Staffing Committee Charge</p>	<p>Janette informed the group that the governance committees are in the process of review and today the group will review the charge of the Staffing Committee. The next deadline is March 4 for submission of what the committee has reviewed and edited.</p> <p>This is the third or fourth draft of edits that this committee has done for this governance committee review.</p> <p style="margin-left: 40px;">a. . What is the purpose of this committee?</p> <p style="margin-left: 80px;">i. Create a staffing plan</p> <p style="margin-left: 80px;">ii. Work closely with the prioritization committees (Classified Staffing and Faculty Staffing)</p> <p style="margin-left: 80px;">iii. The Staffing Committee reviews and endorses the recommendations of the Priority Committees</p> <p>Janette reviewed the responsibilities of the committee and showcased how she moved up some bullets as they were more indicative of the work done by the committee than the bullets that were listed above them.</p> <p>Bullet points added include:</p> <ul style="list-style-type: none"> - The prioritization recommendations lists are reviewed by the Staffing Committee, and the FSPC and CSPC make the staffing recommendations to College Council as they are the bodies that did all the work to come up with those recommendations lists; - Prioritization recommendation lists generated by FSPC and CSPC will move forward to College Council with or without Staffing Committee endorsement <p>Things to consider of work moving forward is the possibility of the proposed merit system.</p> <p>Janette will look to send the most recently edited Staffing Committee charge and responsibilities later today.</p>
<p>1. Faculty Hiring Update at College Council</p>	<p>TABLED to March meeting.</p>
<p>2.</p>	

DISCUSSION ON PREVIOUS AGENDA ITEMS <i>(Time Permitting)</i>	
<p>1.</p>	

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

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

FOLLOW-UP		
Who	Item	Timeline

WORK AHEAD <ul style="list-style-type: none">• Develop Staffing Plan

NEXT SCHEDULED MEETING: Meetings are every third Thursday from 3:00-4:30pm. Next Meeting on March 17, <u>2022</u> .

CONCLUSION
Meeting adjourned at 3:53pm.

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".