



GROSSMONT COLLEGE  
Staffing Committee

April 21, 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 checked="" 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 checked="" type="checkbox"/> Maura Mehrian
<input checked="" type="checkbox"/> Evan Wirig	<input checked="" type="checkbox"/> Lisa Brlas	<input type="checkbox"/>
<input checked="" type="checkbox"/> Angela DiDomenico	<input checked="" type="checkbox"/> Diana Kiryakous	<input type="checkbox"/>

EX OFFICIO	RECORDER	MEMBERS from CSPC and/or FSPC
<input checked="" 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 checked="" type="checkbox"/> Brodney (John) Fitzgerald (FSPC)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Luma Shamon (CSPC)		<input type="checkbox"/>

ROUTINE BUSINESS	
1. <b>Welcome and Introductions</b>	The meeting started at 3:17pm with introductions for a new member, Lisa Brlas for the Classified Senate.
2. <b>Review Meeting Norms (M. Fulbright)</b>	
3. <b>Establish Quorum (50% + 1)</b>	Quorum met.
4. <b>Public Comments</b>	N/A
5. <b>Additions/Deletions to Agenda</b>	Terms of members – start discussion of new co-chair
6. <b>Approve Meeting Summary &amp; Follow-up</b>	<b>02.17.22 Staffing Committee Meeting Notes</b>  March meeting was cancelled.  The meeting notes for February were approved.
7. <b>President Update</b>	N/A

ROUTINE BUSINESS	
NEW BUSINESS	
1. <b>Review Staffing Committee Charge from College Council (J. Diaz)</b>	<p>Janette briefed the Committee what edits were made to the Staffing Committee section of the Governance Handbook at the last College Council meeting in March. She highlighted the following:</p> <ul style="list-style-type: none"> <li>- The Staffing Committee endorse or do not endorse the prioritization lists of the Faculty and Classified Staffing Committees. Those not endorsed still move on to College Council but with notes as to why the Staffing Committee did not endorse it;</li> <li>- Further discussions is the issue of the VPAA chairing all three committees for staffing (Staffing Cmte, Faculty Prioritization Cmte, and Classified Staffing Prioritization Cmte)</li> <li>- Remove Educational Master plan from the charge because the school will not have one. We will have overall Strategic Master Plan;</li> <li>- Change Chair to Convenor</li> <li>- Distinguish the work between the three Staffing Cmte, Faculty Prioritization, and Classified Prioritization Cmte</li> </ul>
2. <b>Prioritization Rubric Discussion (M. Fulbright)</b>	<p>How much did the data reflect in the selections/decisions of the staffing lists? It has been requested that the rubrics include student data that informs the prioritization committees of the need. If the current rubrics do not reflect much weight for this aspect then the rubric should be edited to reflect more weight in the ranking in the prioritization process.</p> <p>It was suggested that job descriptions for positions being requested at the Classified and Faculty Staffing Prioritization Committees application process. How is the position going to benefit the institution which and what specific needs are being met? Applications submitted to prioritization committees should be as specific as possible and showcase the specialized need(s).</p> <p>Dr. Fulbright suggested inviting the prioritization committees to meet to discuss these ideas and formulate the proper prioritization process for staffing.</p> <p><b>ACTION ITEM: A joint meeting with the Staffing Committee and Faculty and Classified Staffing Prioritization Committees along with the President to determine the proper outline in the hiring ranking process.</b></p>
3. <b>Co-Chair Selection / Term Limits</b>	<p>It was discussed and agreed upon that the term limit for members of governance committees should be two years. There are no term limits for Faculty Staffing and Classified Staffing Prioritization Committees members.</p> <p>It was suggested that term limits be brought up as soon as possible to the College Council.</p> <p>As for electing the new Classified Co-Chair that will take place during the May Staffing Committee meeting.</p>
4. <b>Other</b>	

DISCUSSION ON PREVIOUS AGENDA ITEMS <i>(Time Permitting)</i>	
1. <b>Staffing Plan Update/Discussion</b>	No current update. Staffing Plan was put on hold. The college Strategic Plan impacts this Staffing Plan and the Strategic Plan is not yet finished.

REPORTS	
Classified Staffing Prioritization Comm. (CSPC)	
Faculty Staffing Prioritization Comm. (FSPC)	

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

FOLLOW-UP		
Who	Item	Timeline
Staffing Committee Charge Review	Send out edits for the handbook for the May Meeting.	May meeting
Selection of Classified Co-Chair	Elect Classified Co-Chair	May Meeting

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

<b>NEXT SCHEDULED MEETING:</b> Meetings are every third Thursday from 3:00-4:30pm. Next Meeting on May 17, 2022.
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CONCLUSION
Meeting adjourned at 4:29pm.

### ***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".