G R O S S M O N T
C O L L E G E

GROSSMONT COLLEGE
Staffing Committee
September 15, 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*
☒ Bill McGreevy	☐ Alden Peterson	☐ Joan Ahrens
☐	☐ Paola Mendoza	☐ Victoria Rodriguez
	☐	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☐ Jeanette Calo	☒ Chad Deitchman	☒ Maura Mehrian
☒ Evan Wirig	☒ Graylin Clavell	☒ Loren Holmquist
☒ Angela DiDomenico	☒ Theresa Apodaca	☐

EX OFFICIO	RECORDER	*MEMBERS from CSPC and/or FSPC*
☐ Marsha Gable (VPSS)	☒Patty Sparks	☐
☒ Marshall Fulbright Gable (VPAA)	**GUESTS**	☐
☐ Brodney (John) Fitzgerald (FSPC)	☒ Janette Diaz	☐
☒ Luma Shamon (CSPC)	☒ Denise Whisenhunt	☐

	ROUTINE BUSINESS	
1.	**Welcome and Introductions**	Members in attendance made introductions.
2.	**Establish Quorum** (50% + 1)	Quorum established.
3.	**Public Comments**	No public comments.
4.	**Additions/Deletions to Agenda**	No additions/No deletions.
5.	**Approve Meeting Summary & Follow-up**	05/09/22 Staffing Committee Meeting Notes approved via acclamation.
6.	**President Update**	President Whisenhunt stated that the Staffing Committee is imperative to fulfilling our commitment to students and to academic excellence. We identified faculty that we wanted to move forward, but most importantly we were allowed to discuss how we made those decisions. We looked at our needs and gaps on campus and this Committee's recommendations proved critical in meeting our college's needs this semester and, in semesters to come.

ROUTINE BUSINESS	
NEW BUSINESS	
1. **Elect Classified Co-Chair**	Graylin Clavell volunteered to Co-Chair and it was settled by classified members. Graylin Clavell will co-Chair through June 30, 2023.
2. **Review work from last year**	Janette Diaz reported that the last two semesters were dedicated to reviewing the Staffing Committees charge/purpose of the Governance Handbook. The Committee, after multiple revisions, provided their final version to the College, Planning and Institutional Excellence Committee (CPIE) for their review and processing. The Staffing Committee is charged to develop a Staffing Plan. Work and review was started, however placed on hold to this semester.
3. **Review Meeting Norms**	Bill McGreevy reviewed the Virtual Meeting Norms with the Committee. No comments, questions, or edits provided. *No action taken.*
4. **Discuss Timelines, rubrics, etc.**	Faculty Staffing Committee: Marshall Fulbright reported that the Faculty Staffing Priority List will be presented to this Committee at November Staffing Committee meeting. This Committee will discuss, review, provide input (but not changes to the Prioritization List) and recommend it move to College Council. The Prioritization list will be presented to College Council via a Faculty Staffing Committee member(s) (most likely the chair and/or co-chair) with the hope that College Council will recommend the prioritization lists to President's Cabinet. The goal is to begin the hiring process in January/February. Rubrics are developed by the Prioritization Committees, Faculty Staffing Committee (FSC), and the Classified Staffing Committee (CSC). The Staffing Committee can provide input ensuring the FSC and CSC Rubrics' align with the College's Strategic Plan, data, and meets the diversity, equity, and inclusion goals of the College. Marshall Fulbright informed the Committee that the State funded the District to increase the Faculty Obligation Number (FON) by approximately 18 positions, 9 faculty positions for Cuyamaca College and 9 faculty positions to Grossmont College. The top 5 positions approved will move forward this year and the 4 remaining that will be reviewed with new submissions received this AUP process and re-ranked. *No action taken.*
5. **Staffing Plan**	The Staffing Plan was put on hold last semester to be addressed this semester by the Committee. Work started, however it was determined that without the College's Strategic Plan finalized, it hindered progress. The College's Strategic Plan is complete and the work can continue. Marshall Fulbright stated that Joan Ahrens, Sr. Dean, CPIE, agreed to meet with this Committee to provide input and direction for developing the Staffing Plan. *No action taken.*

6. **Committee Discussions**	<u>Classified Salary Schedule</u> A Committee member asked if the salary schedule can be discussed/addressed at this Committee. Response: Salary schedules are not a part of this Committee's charge. *No action taken.* <u>Closing the loop?</u> A Committee member inquired to how this Committee will be informed as to the finality of what positions will move forward for hire? Response: President's Cabinet will have a "form" that after review and discussion, that documents which positions the President recommends to move forward to the District for approval. That form after District review, will return the President's Cabinet with the final approval for hire(s). President's Cabinet will provide that information to this Committee. *No action taken.* <u>Out of Class/Substitute Positions</u> A Committee member inquired to how the Out of Class and Substitute Positions will be determined, specific to priority, to be addressed in this Committee? Response: During the pandemic the State suspended timelines associated with Out of Class and Substitute positions. These positions are being discussed with College leadership and the District to determine next steps. *No action taken.* <u>Staffing Concerns not necessarily under the purview of this Committee</u> It was discussed that issues and concerns that do not fall under the charge of this Committee can be shared by the Co-Chair and/or President's Cabinet members who serve on this committee. *No action taken.*

DISCUSSION ON PREVIOUS AGENDA ITEMS *(Time Permitting)*
1.	

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**
Joan Ahrens, Sr. Dean, CPIE	Staffing Plan Development	

WORK AHEAD
- **Develop Staffing Plan**

NEXT SCHEDULED MEETING: **Meetings are every third Thursday from 3:00-4:30pm.**
Next Meeting on October 20, 2022

CONCLUSION

*** 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".