



GROSSMONT COLLEGE  
Staffing Committee  
October 19, 2023 | 3 – 4:30 p.m.  
[Zoom Meeting](#)

**AGENDA**

**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"/> Marsha Gable	<input checked="" type="checkbox"/> Naomi Alacron	<input checked="" type="checkbox"/> Agustin Albarran
<input checked="" type="checkbox"/> Graylin Clavell	<input checked="" type="checkbox"/> Sebastian Deleon	<input type="checkbox"/>
	<input type="checkbox"/> Gian Cortez	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input checked="" type="checkbox"/> Janette Calo	<input checked="" type="checkbox"/> Chad Deitchman	<input type="checkbox"/> Maura Mehrrian
<input checked="" type="checkbox"/> Angela DiDomenico	<input checked="" type="checkbox"/> Lisa Brlas	<input checked="" type="checkbox"/> Loren Holmquist
<input type="checkbox"/> Vacant	<input checked="" type="checkbox"/> Graylin Clavell	<input type="checkbox"/> Luma Shamon

EX OFFICIO	RECORDER	MEMBERS from CSPC and/or FSPC
<input type="checkbox"/> VPAS (TBD)	<input checked="" type="checkbox"/> Christine Girsch	<input type="checkbox"/>
<input type="checkbox"/> Luma Shamon (CSPC)	GUESTS	<input type="checkbox"/>
<input type="checkbox"/> TBD (FSPC)	<input checked="" type="checkbox"/> Denise Whisenhunt, President	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ROUTINE BUSINESS	
1. <b>Welcome and Introductions</b>	The meeting began at 3:01pm. Graylin welcomed committee members and Agustin Albarran, Co-chair for the Faculty Staffing Prioritization Committee and Denise Whisenhunt, Grossmont College President.
2. <b>Establish Quorum (50% + 1)</b>	Quorum met.
3. <b>Public Comments</b>	No comments presented
4. <b>Additions/Deletions to Agenda</b>	No additions or deletions to Agenda
5. <b>Approve Meeting Summary &amp; Follow-up</b>	April 2023 meeting minutes May 18, 2023 – no meeting September 2023 meeting minutes -Loren Holmquist made a motion to approve April 2023 and September 2023 meeting minutes with correction to Lisa Brias’ misspelled last name in September 2023. Also noted that Chad Deitchman was not present in September. Angela DiDomenico 2 <sup>nd</sup> motion, all approved and 3 abstained (Agustin Albarran, Jeanette Calo and Chad Deitchman, not present during last meeting).
6. <b>President Update</b>	President Whisenhunt thanked the members and stressed the importance of the Staffing Committee and the work that it does to progress the needs of employees on the campus and its programs. Noted that student enrollment was down for the past few years however, this semester is up by 10%.

ROUTINE BUSINESS	
NEW BUSINESS	
1. <b>AUP Deadline Update</b>	<ul style="list-style-type: none"> <li>• The deadline to submit for Faculty and Staff requests made through the AUP have been extended to the end of October.</li> <li>• Classified Staffing Prioritization Committee will meet mid to end of November to review rubric, requests and rankings.</li> </ul>

DISCUSSION ON PREVIOUS AGENDA ITEMS <i>(Time Permitting)</i>	
1. <b>Staffing Plan: Forming Review Groups and Data Collection</b> <a href="#">One Drive Sub-Group Plan Doc</a>	<ul style="list-style-type: none"> <li>i. Guiding Principles (Graylin, Loren, &amp; Cesar)</li> <li>ii. Mission, Vision, and Values (Jeanette &amp; Maura)</li> <li>iii. Alignment with Strategic Plan (Angela, Evan, &amp; Chad)</li> <li>iv. Crosswalk of District Strategic Plan and Grossmont Colleges</li> <li>v. Review of Data</li> <li>vi. Environmental Scan</li> <li>vii. Employee Selection and Evaluation Processes</li> <li>viii. Annual Unit Planning Aligned w/Resource Allocation</li> <li>ix. Future Considerations</li> <li>x. Other</li> </ul> <p>Graylin reviewed the Compton College Staffing Plan prior to the meeting and shared it with committee members during the meeting. This plan can be used as an example for meeting the needs of our staffing plan, while adding Grossmont College data and additional information that relates to our District and institution strategic goals, mission, and vision.</p> <ul style="list-style-type: none"> <li>➤ Prior to the November 16<sup>th</sup> meeting, the following chapters of the Compton College Staffing Plan will be reviewed by the following committee members according to what the member volunteered to work on;               <ul style="list-style-type: none"> <li>○ Chapters 1-3: Jeanette Calo, Chad Deitchman, Sebastian Deleon</li> <li>○ Chapters 4-6: Loren Holmquist, Naomi Alarcon, Lisa Brlas</li> <li>○ Chapters 7-9: Angela DiDomenico and Graylin Clavell</li> </ul> </li> <li>➤ Some questions to consider, what data do we need? Is there data in the document that is not necessary and is there information that should be added to align with our strategic goals?</li> <li>➤ Chapter 3 outlined the Program Trend Analysis and Staffing Assessment. Reviewed the areas where we an input data to show where the students are concentrating their studies and what programs are being successful in their student interest and retention. This outlines the 1<sup>st</sup> 3 values of the Staffing Plan and can now work towards #4, Review of Data.</li> <li>➤ <b>ACTION: At the November 16 meeting the groups will give their input as to what data is needed to complete specific sections and the co-chairs will then request that data from the CPIE/RPIE offices.</b></li> </ul> <p>Graylin will send the Compton Staffing Plan document as well as the Grossmont College Staffing Plan draft OneDrive document to committee members following this meeting.</p>

REPORTS	
<b>Classified Staffing Prioritization Comm. (CSPC)</b>	This committee will meet at the end of November.
<b>Faculty Staffing Prioritization Comm. (FSPC)</b>	Agustin, Interim PV of Academic Affairs and Co-Chair of the Faculty Staffing Prioritization Committee spoke about the recent meeting on 10/13 that went over the goals and the charge for this committee, indicating no changes were made. The committee is looking over the norms and rubric to ensure they are lining up with the charge and making necessary revisions. No resolutions were made at the 10/13 meeting so the work is ongoing. Agustin will work with Sr. Dean of CPIE, Joan Ahrens to get more information on the changes for the rubric and norms of the committee.

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
Graylin	RPIE office to see what data can be retrieved for the Staffing Plan	After the November 16
All members according to breakdown above	Review Chapters 1-9 (accordingly) of the Compton Staffing Plan document and return with the group's consensus of what is needed.	November 16

<p><b>WORK AHEAD</b></p> <ul style="list-style-type: none"> <li>• Develop Staffing Plan</li> </ul>
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<p><b>NEXT SCHEDULED MEETING: November 16, 2023 (3pm-4:30pm) / <a href="#">ZOOM</a></b></p>
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CONCLUSION
<p><b>Meeting adjourned at 3:44PM.</b></p>

### ***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".