



GROSSMONT COLLEGE  
Staffing Committee

February 16, 2023 | 3 – 4:30 p.m.

[Zoom Meeting](#)

**Meeting Notes**

**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 type="checkbox"/>	<input checked="" type="checkbox"/> Marshall Fulbright
<input checked="" type="checkbox"/> Graylin Clavell	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input checked="" type="checkbox"/> Janette Calo	<input checked="" type="checkbox"/> Chad Deitchman	<input checked="" type="checkbox"/> Maura Mehrian
<input checked="" type="checkbox"/> Evan Wirig	<input checked="" type="checkbox"/> Kelly Jackson	<input checked="" type="checkbox"/> Loren Holmquist
<input checked="" type="checkbox"/> Angela DiDomenico	<input type="checkbox"/> Theresa Apodaca	<input checked="" type="checkbox"/> Luma Shamon

EX OFFICIO	RECORDER	MEMBERS from CSPC and/or FSPC
<input type="checkbox"/> VPAS (TBD)	<input checked="" type="checkbox"/> Patty Sparks	<input checked="" type="checkbox"/> Kelly Jackson – CSPC
<input checked="" type="checkbox"/> Marshal Fulbright (VPAA)	<b>GUESTS</b>	<input checked="" type="checkbox"/> Joan Ahrens, CPIE Dean
<input type="checkbox"/> Brodney (John) Fitzgerald (FSPC)	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

ROUTINE BUSINESS	
1. <b>Welcome and Introductions</b>	Meeting commenced at 3:05 p.m.
2. <b>Establish Quorum (50% + 1)</b>	Quorum established.
3. <b>Public Comments</b>	No public comment.
4. <b>Additions/Deletions to Agenda</b>	No additions/deletions to the Agenda
5. <b>Approve Meeting Summary &amp; Follow-up</b>	December 1, 2022 Meeting Notes were approved via acclamation.
6. <b>President Update</b>	No Update

<b>OUTLINE BUSINESS</b>
<b>NEW BUSINESS</b>

## 1. Staffing Plan

Dr. Ahrens shared a document analysis (spread sheet) of the resource requests forms collected through the AUP process that go to the prioritization committees. Currently with the AUP Process staffing request forms have to be uploaded, which creates extra steps and work. The next step to solve this issue is to enhance the process in Nuventive by integrating staffing requests which allow the technology to work more cohesively with running reports and user ease.

The analysis identified similar inquiries that can be standardized however there will be drop down links that will meet the unique needs for departments. Nuventive can tie requests to a strategic initiative, a key performance indicator, or a specific college plan giving prioritization committees the ability to identify those indicators on their rubrics.

Dr. Ahrens shared the document, *Grossmont College 2022-2028 Strategic Plan Goals, Objectives, & Performance Measures*, for the Council to review. This document will made a part of these meeting notes.

She explained that over the last year we as a college drafted new Vision and Mission. We have five Strategic Goals and accompanying objectives to those goals using the Guided Pathways framework, keeping the students journey in mind.

The journey:

- Connection and Enrollment
- Learning Progress
- Momentum
- Completion
- Employment/Earnings (able to gain employment with a living wage)

The Key Performance Indicators:

- Educational Excellence - timely completion, increase equitable access, increase course success rates and close equity gaps, increase term and annual persistence rates, increase completion rates.
- Completion Culture - remove barriers that interfere with completion of degrees/certificates, particularly for racially marginalized students, increase 3-yr graduation rates and close equity gaps, increase career and transfer outcomes that lead to livable wages for all students.

**Note – we lose too many students in terms of retention, mostly from fall to fall.**

- Innovation a& Effectiveness - implement technology needed for students to monitor their own successes/progress toward their goals, scale-up successful programs and services, examine disaggregated data using an intersectional lens.
- Operational Excellence – improve systems, processes, and resource allocation to maximize organizational effectiveness, strengthen college-wide collaboration and communication, increased opportunities for professional development and continuous learning on equitable and anti-racist best practices.
- Community Collaboration – increase community partnerships with K-12 districts and regional businesses, increase experiential learning opportunities for students, strengthen community engagement.

Key Performance Indicators (KPI) are tied to each step in the student journey. Dr. Ahrens shared, *Grossmont College KPI Targets for 2022/2023 – 2027/2028 Draft* document, for the members to review. The document points to the student’s journey and the key strategic objectives that align with the strategic goals. Dr. Ahrens highlighted that within the, Increase Course Success Rates and Close Equity Gaps, columns, the course success rate and course retention rates had little to no changes. This is indicative of an area where we need to increase these rates.

As the Staffing Committee develops the Staffing Plan, look at the KPIs to help close equity gaps in staffing as well as tie the Goals, KPIs into staffing needs across our campus, keeping in mind the Mission and Vision for staffing as your lens for meeting these key initiatives.

	<p>Dr. Ahrens will provide additional information to the Staffing Committee from the District EEO Taskforce that includes employee retention data and like information, which in turn should be made a part of the Staffing Plan.</p> <p>Documents included with these meetings notes: <i>Grossmont College 2022-2028 Strategic Plan Goals, Objectives, &amp; Performance Measures; Grossmont College KPI Targets for 2022/2023 – 2027/2028 Draft.</i></p> <p><b>Staffing Plan – Next Steps</b> It was determined to re-review the Staffing Plan Outline and allow subgroups to focus on the following:</p> <ul style="list-style-type: none"> <li>a. Sub-groups for Staffing Plan Sections <ul style="list-style-type: none"> <li>i. <b>Identify guiding principles (What are we going to center on, the philosophy that will drive our plan)</b> Graylin Clavell, Loren Holmquist</li> <li>ii. <b>Mission, Vision, Values (reflection and review of our Mission):</b> Jeanette Calo, Maura Mehrian</li> <li>iii. <b>Alignment with the Strategic Plan:</b> Angela DiDomenico, Chad Deitchman, and Evan Wirig</li> </ul> </li> </ul> <p>Graylin Clavell will provide the Staffing Plan outline and will share relevant documents to be serve these subgroups.</p>
--	--

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

<b>REPORTS</b>	
<b>Classified Staffing Prioritization Comm. (CSPC)</b>	<p>Kelly Jackson provided an overview and reported that 34 positions were submitted; 10 were from Facilities, Maintenance and Operations (FMO); and 2 positions were determined to move forward through an alternative process.</p> <p>The CSPC realized the FMO needs are great, therefore it was decided to allow this Council flexibility on how recommendations will be determined. The FMO positions were prioritized separately. The prioritization list will be made a part of these meeting minutes.</p> <p>Discussion on prioritization list and outcome goals for both faculty and staff centered on ensuring data/information reflects within the Rubric utilized as to what the most urgent college needs are for hiring.</p>
<b>Faculty Staffing Prioritization Comm. (FSPC)</b>	N/A

**FOR CONSENSUS \***

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

<p><b>Classified Professionals Prioritization Committee Rankings</b></p>	<p>Members agreed to move the Classified Staffing Priority List forward. Passes unanimously to move forward to College Council.</p> <p><i>Action taken: Members agreed to move the Classified Staffing Priority List to College Council.</i></p>
--	--

**FOLLOW-UP**

Who	Item	Timeline
Classified Staffing Prioritization Committee	Update questions on Staffing Application	By June 1 to CPIE for updating Nueventive over the summer.
District Research and Planning Office	Staffing Data	Dr. Ahrens can obtain this information and share with the Staffing Committee

**WORK AHEAD**

- Develop Staffing Plan

**NEXT SCHEDULED MEETING: March 16, 2023**

**CONCLUSION**

**Meeting adjourned at 4:15pm.**

***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".