GROSSMONT
COLLEGE

GROSSMONT COLLEGE
Staffing Committee
September 21, 2023 | 3 – 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*
☐ Marsha Gable	☒ Naomi Alacron	☐ Agustin Albarran
☒ Graylin Clavell	☒ Sebastion Deleon	☐
	☐ Gian Cortez	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☐ Janette Calo	☐ Chad Deitchman	☒ Maura Mehrian
☒ Angela DiDomenico	☒ Lisa Brlas	☒ Loren Holmquist
☐ Vacant	☐	☐ Luma Shamon

EX OFFICIO	RECORDER	*MEMBERS from CSPC and/or FSPC*
☐ VPAS (TBD)	☒ Christine Girsch	☐
☐ Luma Shamon (CSPC)	**GUESTS**	☐
☐ Brodney (John) Fitzgerald (FSPC)	☒ Gail Gilman, MCOM student	☐
	☒ Dr. Joan Ahrens, CPIE	☐

1.	**Welcome and Introductions**	All members introduced themselves. 2 new ASGC student members were welcomed: ▫ Sebastian Deleon, ASGC, Dir of Campus Activities ▫ Naomi Alacron, ASGC, VP of Finance Guests, Gail Gilman, MCOM student and, Dr. Joan Ahrens, Sr. Dean of CPIE Graylin to send out a new Zoom link for the Academic Year-the same link to be used at each meeting.
2.	**Establish Quorum** (50% + 1)	Met
3.	**Public Comments**	None
4.	**Additions/Deletions to Agenda**	• For clarity, committee members will type "yes/no/abstain" in the chat when voting instead of the "thumbs up" feature in Zoom, which is difficult to capture for the recorder. • AUP information with Dr. Ahrens was added to New Business
5.	**Review Committee Meeting Norms**	All members present read the Staffing Committee meeting norms; *Rules of Engagement* and *Virtual Meeting Norms*. No comments or concerns were made.
6.	**Review Governance Handbook for Staffing Committee**	A Governance retreat was held in August 2023 to review the handbook. All members present read "Purpose" and "Responsibilities" of the Staffing Committee from the Governance Handbook. **ACTION ITEM**: • Graylin to make punctuation edits on the 5th bullet in "Responsibilities"
7.	**Approve Meeting Summary & Follow-up**	Feb, Mar, and Apr 2023 meeting minutes were shared with members via email on 9/11. April minutes to be voted on in October after all have reviewed. May 18, 2023 – no meeting
8.	**President Update**	Not present

ROUTINE BUSINESS	
NEW BUSINESS	
1. AUP	Dr. Joan Ahrens gave a summary of what the AUP, Annual Unit Plan, consists of and how it is used in each Division to achieve Program goals each year. The Division's need for faculty, staff, technical equipment, furniture, etc. All Divisions are actively working on their plans due at the beginning of October each year. Program requests that are received via the AUP are given to the College Prioritization Committees, then College Council and to the President for final decisions. • The CPIE office received a few submissions this year that were uploaded in a way where requests have caused a lot of additional work for the office. The process will be reviewed for next year.
1. **Faculty and Classified Prioritization Position Rankings Timeline / AUP**	The staffing and faculty prioritization committees will be submitting their rankings in November/December 2023 to be reviewed and recommendations forwarded to College Council. College Council will recommend to the President and the President will make the final decision.

DISCUSSION ON PREVIOUS AGENDA ITEMS *(Time Permitting)*	

1. **Staffing Plan:** Sub-groups for Staffing Plan Sections
One Drive Sub-Group Plan Doc
	1) Guiding Principles (Graylin, Loren, & Cesar)
	     a) FON
	          i) https://gcccd-my.sharepoint.com/:w:/g/personal/graylin_clavell_gcccd_edu/EWuT7loyvvBEjXilCfw5PhMBCtXQgdYBM7dXhCn-wYWQmg?e=b0MTVT
	2) Mission, Vision, and Values (Jeanette & Maura)
	     a) Lisa Brlas joined the subgroup with Maura, Jeanette absent
	3) Alignment with Strategic Plan (Angela, ~~Evan~~, & Chad)
	     a) Naomi Alacron joined the sub group. Evan Wirig is no longer a member of committee
	4) Crosswalk of District Strategic Plan and Grossmont Colleges
	5) Review of Data
	6) Environmental Scan
	7) Employee Selection and Evaluation Processes
	8) Annual Unit Planning Aligned w/Resource Allocation
	9) Future Considerations
	10) Other
	
	Subcommittees broke out into working groups for 15 minutes using the Action Items in the list below. See included link.
	
	-To be reviewed for the October Staffing Committee meeting:
	   o Staffing Plan and quantify
	   o How is the Mission Statement being adhered to within legal mandates? Review and identify where and from whom data can be obtained. Suggest appropriate edits.
	
	Action Items from **April 2023** meeting:
	- Any areas of information that need to be better defined for our staffing plan work?
	o Define FON, what legislation/mandates schools are required (50% law) to meet for staffing, data on student population, class statistics.
	o Student Equity Plan, Strategic Plan, District EEO Plan to define/guide staffing plan on focusing on diverse, equity, inclusive, and access as well as our overall focus for the staffing plan.
	o Gaps and deficiencies
	
	- To be reviewed at the **May 2023** Staffing Committee meeting: (no meeting held)
	o FON, 50% Law, Review of Strategic Plan and Student Equity Plan and District EEO Plan, Review faculty/staff data
	o Clarify Guiding Principles
	
	- Send IOPS facility request to reserve a room for the fall semester meetings.
	   • This fall meetings will be held on Zoom

COMMITTEE REPORTS	
Classified Staffing Prioritization Committee	N/A
Faculty Staffing Prioritization Committee	N/A

4 | P a g e
S t a f f i n g   C o m m i t t e e

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

Recording of meeting	100% consensus for recording of the Staffing Committee meetings

FOLLOW-UP		
Who	**Item**	**Timeline**
Graylin	Governance Handbook • Responsibilities ➢ 5th bullet, punctuation	

WORK AHEAD
- **Develop Staffing Plan**

NEXT SCHEDULED MEETING: October 19, 2023 (3pm-4:30pm) / ZOOM

CONCLUSION
Meeting adjourned at 4:21pm.

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 "yes", "no", or "abstain".
- Virtual Zoom meetings may be recorded