



GROSSMONT COLLEGE

Staffing Committee

February 15, 2024 | 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 checked="" type="checkbox"/> Marsha Gable	<input type="checkbox"/> Naomi Alacron	<input checked="" type="checkbox"/> Agustin Albarran
<input checked="" type="checkbox"/> Graylin Clavell	<input 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 type="checkbox"/> Chad Deitchman	<input checked="" type="checkbox"/> Maura Mehrian
<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 checked="" type="checkbox"/> Agustin Albarran (FSPC)
<input type="checkbox"/> Luma Shamon (CSPC)	GUESTS	<input checked="" type="checkbox"/> Brodney Fitzgerald (FSPC)
<input type="checkbox"/> Agustin Albarran (FSPC)	<input type="checkbox"/> Joan Ahrens	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Chris Yatooma	<input type="checkbox"/>

ROUTINE BUSINESS	
1. Welcome and Introductions	Dr. Gable welcomed all to the spring semester and introductions were made.
2. Establish Quorum (50% + 1)	Quorum was established
3. Public Comments	None
4. Additions/Deletions to Agenda	Graylin asked the members if AI Companion can be used for meeting notes in the future. To be reviewed again at the next meeting.
5. Approve Meeting Summary & Follow-up	November 16, 2023 Minutes Motion to approve-Maura Mehrian, 2 nd - Graylin Clavell, all approved
6. President Update	None

ROUTINE BUSINESS	
NEW BUSINESS	
1. AB 928 Analysis (Dr. Joan Ahrens)	<p>Tabled to March meeting</p> <p>Related to the new mandate through inter segmental work done in the CSU, UC and CC systems to have a single transfer pathway.</p> <ul style="list-style-type: none"> • Goal to Increase number of students to transfer from 2 year to 4 year colleges. • Certain courses will not count towards transfer impacting some of our programs. • Potential negative impacts on financial aid awards and student veterans. <p>The CPIE office did a study in area E that showed the courses that would be affected and will speak to this study at the next meeting.</p>
2. 50% Law and 75%/25% Full-time/Part-time Law (Chris Yatooma)	<p>Chris Yatooma gave a general description of the 50% Law and the 75%/25% FT and PT Faculty employment compliancy requirement from the State Chancellors office.</p> <p><u>50% Law</u></p> <ul style="list-style-type: none"> • The District is required to complete a 50% law calculation and send it in the 3/11 annual report. • Half of the districts cost must be spent in the classroom, minimum percentage. Based on a numerator (faculty, instructional aids and denominator (admin, classified staff, supplies-everything not taking place in the classroom). <p>Marsha Gable asked a question about Counselors and Librarians being included in the 50%. Since they are not in the classroom but are faculty. They are not counted in the numerator of the calculation but they are in the denominator. This law does not consider them as an expense in the classroom.</p> <p><u>75%/25% Goal</u></p> <p>75% of instruction to be done by FT faculty, 25% by PT faculty. The calculation may not be done any longer as the FON is now being used. Looks at count of FT and PT faculty are employed.</p> <p>Chris Yatooma to return to the March meeting to explain the Faculty Obligation Number to discuss how the staffing plan works in relation to this.</p> <p>The ppt. was shared with the committee and attached in the minutes</p>

DISCUSSION ON PREVIOUS AGENDA ITEMS <i>(Time Permitting)</i>	
1. Staffing Plan: Review Input of Compton College Staffing Plan One Drive Sub-Group Plan Doc	<ul style="list-style-type: none"> - Chapters 1-3 - Chapters 4-6 - Chapters 7-9 <p>Tabled to March meeting</p>

REPORTS	
Classified Staffing Prioritization Comm. (CSPC)	<p>Met yesterday to begin work on new requests. Elected co-chair, Janet Shipstead. Reviewed the past rubric and what elements can be kept, what can be added. 1st 2 criteria/questions is more focused. Those that submit will have to speak to how the position impacts the Strategic Plans areas of focus and Number 2, how does the position impact student success, retention and completion. Loren asked if there was anything on the rubric that identified laws, regulations or codes that need to be followed. Legal mandates and health and safety, should be included in the Quality of Rationale section. Initial timeline: Callouts to submit request to CPIE: 3/04-3/15 Review proposal: 3/18-4/15 Presentations: 4/15 Scoring: 4/24 Staffing Committee : 5/16 College Council: 5/23 Debrief with committee: 5/24 All should be wrapped up before Commencement</p> <p>The rubric was shared with the committee</p>
Faculty Staffing Prioritization Comm. (FSPC)	<p>Faculty Staffing Prioritization List presentation Agustin went over the old and new process, timelines and rubric.</p> <ul style="list-style-type: none"> • Faculty request were done through the AUP in Nuventive • CPIE sends requests to FSPC in early November • The committee ranked the requests based on the updated rubric • Faculty presented their requests and the final rankings determined. <p>Brodney went over the processes for the FSPC this past semester CPIE determined that those programs completing their Program Review and submitting the AUP in the same year were excused from doing both at the same time. Some issues were had with Nuventive so delayed the process this past year</p> <ul style="list-style-type: none"> • Went over the new rubric, the rankings and the narratives from the consensus of the committee members <p>Next steps for the FSPC: College Council on 2/22 Chairs and Coordinators on 2/26 Academic Senate on 3/04 Feedback sessions with committee members in March (TBD) President for final decisions on rankings</p> <p>Loren asked about how the committee rankings has satisfied where we need to be as a college in requirements, needs and the Mission and Vision. See the rubric 2nd part- 25%</p> <p>The ppt. was shared with the committee and is included in the minutes.</p>

FOR CONSENSUS *

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

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FOLLOW-UP		
Who	Item	Timeline

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

NEXT SCHEDULED MEETING: March 21, 2024 (3pm-4:30pm) / ZOOM

CONCLUSION
Meeting adjourned at 4:12

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".