



GROSSMONT COLLEGE  
Staffing Committee

21 November 2019 | 3:00 p.m. – 4:30 p.m.

Distance Learning Room (DLR) / 70-066

**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"/> Bill McGreevy (Proxy for Mike Reese)	<input type="checkbox"/> Tasha Courtney	<input type="checkbox"/> Catherine Webb
<input type="checkbox"/> Marion de Koning, Faculty Co-Chair	<input type="checkbox"/> Peniel Shebi	<input type="checkbox"/> Lida Rafia
	<input type="checkbox"/> Eric Shults	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input type="checkbox"/> Janette Diaz	<input type="checkbox"/> Caroline Althaus	<input type="checkbox"/> Barbara Gallego
<input type="checkbox"/> Evan Wirig	<input type="checkbox"/> Bryan Lam	<input type="checkbox"/> Sara Varghese
<input type="checkbox"/> Marion de Koning	<input type="checkbox"/> Jessica Lee	<input type="checkbox"/> Cary Willard

EX OFFICIO	RECORDER	MEMBERS from CSPC and/or FSPC
<input type="checkbox"/> Bill McGreevy (VPAS)	<input type="checkbox"/> Krista Ames-Cook	<input type="checkbox"/>
<input type="checkbox"/> Marsha Gable (VPSS)		<input type="checkbox"/>
<input type="checkbox"/> Brodney (John) Fitzgerald (FSPC)		<input type="checkbox"/>
<input type="checkbox"/> Luma Shamon (CSPC)		<input type="checkbox"/>

ROUTINE BUSINESS	
1. <b>Welcome and Introductions</b>	Members of FSPC and CSPC invited to attend to review the Staffing Committee Charge (New Business, Item #1)
2. <b>Public Comments</b>	
3. <b>Additions/Deletions to Agenda</b>	
4. <b>Approve Meeting Summary &amp; Follow-up</b>	<u>October 17, 2019 Meeting Summary:</u>

COMMITTEE REPORTS	
<b>Faculty Staffing Prioritization Comm. (FSPC)</b>	
<b>Classified Staffing Prioritization Comm. (CSPC)</b>	
<b>Other:</b>	

DISCUSSION ON PREVIOUS AGENDA ITEMS	

NEW BUSINESS	
1. <b>Review Staffing Committee Charge</b>	<ul style="list-style-type: none"> <li>Review Staffing Committee's current charge</li> <li>Discuss where the FSP and CSP committees fit in the organizational chart</li> <li>Provide input for changes/amendments during spring 2020</li> </ul>
2. <b>Future topics for items related to Staffing &amp; Input on scheduling preferences</b>	<ul style="list-style-type: none"> <li>HR – Timing of Retirement Notifications from Faculty (Alyssa Brown)</li> <li>FTWS, etc. for clarification (Judd Curran)</li> <li>50%/75% (Cary Willard)</li> <li>How do we get work done to make a two-year staffing plan? Provide data and analysis? (Catherine Webb)</li> </ul>
3. <b>December &amp; January meetings?</b>	<ul style="list-style-type: none"> <li><u>December 19, 2019:</u> Neither Mike nor Marion are available on 19 December. Proposal to cancel meeting.</li> <li><u>January 16, 2020:</u> January meeting is scheduled for Thursday, 16 January, which is before start of PD/ Flex Week and faculty are off-contract. Mike and Marion are both available. Proposal to hold meeting as scheduled and discuss January agenda topics at today's meeting.</li> </ul>
4. <b>Future Staffing Planning Retreat?</b>	<ul style="list-style-type: none"> <li>Who is interested?</li> <li>What do we hope to accomplish?</li> <li>When should we try to schedule?</li> </ul>

FOR CONSENSUS	

FOLLOW-UP		
Who	Item	Timeline

WORK AHEAD
<ul style="list-style-type: none"> <li>Announcements</li> <li>Preparations for future meetings</li> </ul>

<b>NEXT SCHEDULED MEETING:</b> Thursday December 19, 2019    3:00 – 4:30 p.m. Location: Distance Learning Room (DLR 70-066)
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CONCLUSION
Meeting adjourned at _____ p.m.

### ***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.