



GROSSMONT COLLEGE
Staffing Committee

21 May 2020 | 3:00 p.m. – 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"/> Mike Reese	<input type="checkbox"/> Jazlyn Gomez	<input type="checkbox"/> Catherine Webb
<input type="checkbox"/> Marion de Koning	<input type="checkbox"/> Zheming Tang	<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"/> Vacant	<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"/> Aaron Starck (VPSS)	GUESTS	<input type="checkbox"/>
<input type="checkbox"/> Brodney (John) Fitzgerald (FSPC)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Luma Shamon (CSPC)		<input type="checkbox"/>

ROUTINE BUSINESS	
1. Welcome and Introductions	
2. Review Virtual Norms	
3. Establish Quorum (50% + 1)	
4. Public Comments	
5. Additions/Deletions to Agenda	
6. Approve Meeting Summary & Follow-up	April 16 Staffing Committee Summary

NEW BUSINESS	
1. Rotation of co-chair	
2. CSPC updated rubric	<ul style="list-style-type: none"> • Timeline • Process/Rubric
3. FSPC plan to update rubric and align timing with CSPC	<ul style="list-style-type: none"> • Timeline • Process/Rubric

DISCUSSION ON PREVIOUS AGENDA ITEMS <i>(Time Permitting)</i>	
1. Staffing Glossary	Review draft staffing glossary (Attachment)
2. Staffing Plan	<u>Attachments</u> Article: "Drafting a Staffing Plan" Plans from 5 Colleges: Riverside, Barstow, Berkeley, Compton, Mt. San Jacinto
3. Governance Handbook	Staffing, FSPC, and CSPC – Review of input, philosophy, and feedback received. Link to Governance Handbook Send by: Tuesday, May 19, 2020

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

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

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

NEXT SCHEDULED MEETING: Meetings on hiatus for summer 2020. Regular meetings will resume in fall 2020. Third Thursdays from 3:00 – 4:30 p.m.
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CONCLUSION
Meeting adjourned at _____ p.m.

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".