



GROSSMONT COLLEGE  
Staffing Committee

21 May 2020 | 3:00 p.m. – 4:30 p.m.

Zoom Meeting

**MEETING SUMMARY**

**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"/> Mike Reese	<input type="checkbox"/> Jazlyn Gomez	<input checked="" type="checkbox"/> Catherine Webb
<input checked="" 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 checked="" type="checkbox"/> Janette Diaz	<input type="checkbox"/> Caroline Althaus	<input checked="" type="checkbox"/> Barbara Gallego
<input checked="" type="checkbox"/> Evan Wirig	<input checked="" type="checkbox"/> Bryan Lam	<input checked="" 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 checked="" type="checkbox"/> Bill McGreevy (VPAS)	<input checked="" type="checkbox"/> Krista Ames-Cook	<input checked="" type="checkbox"/> Jessica Stanfield
<input checked="" type="checkbox"/> Aaron Starck (VPSS)	GUESTS	<input checked="" type="checkbox"/> Joan Ahrens
<input checked="" type="checkbox"/> Brodney (John) Fitzgerald (FSPC)	<input checked="" type="checkbox"/> Graylin Clavell	<input type="checkbox"/>
<input checked="" type="checkbox"/> Luma Shamon (CSPC)		<input type="checkbox"/>

ROUTINE BUSINESS	
1. <b>Welcome and Introductions</b>	Meeting started at 3:00 PM
2. <b>Review Virtual Norms</b>	Slight update to virtual norms related to voting.
3. <b>Establish Quorum (50% + 1)</b>	9 out of 16 voting members present; quorum established
4. <b>Public Comments</b>	None
5. <b>Additions/Deletions to Agenda</b>	None
6. <b>Approve Meeting Summary &amp; Follow-up</b>	<a href="#">April 16 Staffing Committee Summary</a> Minutes passed as presented

NEW BUSINESS	
1. <b>Rotation of co-chair</b>	Co-chair rotation happens after one year. Current co-chair is faculty. Next co-chair should be classified. Bryan was nominated and seconded (in chat) and he is happy to step in for an interim role or as the new co-chair.
2. <b>CSPC updated rubric</b>	<ul style="list-style-type: none"> <li>• Timeline</li> <li>• Process/Rubric</li> </ul>
3. <b>FSPC plan to update rubric and align timing with CSPC</b>	<ul style="list-style-type: none"> <li>• Timeline</li> <li>• Process/Rubric</li> </ul>

<b>DISCUSSION ON PREVIOUS AGENDA ITEMS</b> <i>(Time Permitting)</i>	
<b>1. Staffing Glossary</b>	<p>Review draft staffing glossary (Attachment)</p> <ul style="list-style-type: none"> <li>• Submit your suggestions for any additional terms to Krista</li> <li>• Suggestion to add “short versions” for the terms</li> </ul>
<b>2. Staffing Plan</b>	<p><u>Attachments</u>            Article: “Drafting a Staffing Plan”            Plans from 5 Colleges: Riverside, Barstow, Berkeley, Compton, Mt. San Jacinto</p> <p>Comment from Catherine that she’s hoping the Staffing Plan will include some Guiding Principles -            What are the things that are the most important for us as the fiscal resources expand? What are the decision points we need to consider? What data should be considered (i.e., anticipated retirements in the next 5 years, anticipated facility needs in the next 5 years)</p>
<b>3. Governance Handbook</b>	<p>Staffing, FSPC, and CSPC – Review of input, philosophy, and feedback received.  <a href="#">Link to Governance Handbook</a> Send by: Tuesday, May 19, 2020</p> <p>Suggestions from Janette were shared on the screen and reviewed. Comments that there are areas that need further review and clarification.</p> <p>Comment from Marion that the charge and purpose of the Staffing Committee (and subsequently the CSPC and FSPC committees) need to be reviewed and refined. For example, are the CSPC and FSPC operational or governance?</p> <p>Comment from Mike that the workflow needs to be clearer.</p> <p>Comment from Joan that at an earlier meeting, she understood that the Staffing Committee should be establishing the rubrics to eliminate any bias that the two prioritization committees would then use. Suggestion to make CSPC and FSPC sub-committees and they be operational. Mike added that this conversation will occur when the larger discussion happens this fall when reviewing the participatory governance process. Updates will then be implemented based on the collective feedback rather than making piece meal updates.</p>

<b>REPORTS</b>	
<b>Classified Staffing Prioritization Comm. (CSPC)</b>	<p>Aaron shared his screen to show the CSPC rubric (attachment #1). Established timeline from last year has been revised (attachment #2). Existing rubric will be used and scoring will reflect any impacts related to COVID-19.</p> <p><u>Process:</u> Receive classified staffing requests from CPIE office (from AUP); members review and rank the applications and do an initial ranking; applications are then presented to the group; discussion occurs after the presentations and another round of ranking takes place; from there the prioritization list is finalized. Adjustments are made to the prioritized list before it being presented to Staffing Committee.</p> <p>Comment from Aaron about “funding support” and that this is used for positions from categorical funding. Also, any aspects related to COVID-19 would be addressed in the “Student Success/Institutional Effectiveness Impact”</p> <p>Mike invited the committee members to review the rubric and ask any questions.</p> <ul style="list-style-type: none"> <li>• Evan asked why the funding support is even included. Mike responded that this is so we know the funding source. In the Faculty Staffing Committee, this became a check box rather than part of the rubric.</li> <li>• Catherine asked how the application aligns with the AUP process. Aaron responded that the classified staffing application is tied to the rubric, and the alignment to the AUP is yet to be fully determined and adjustments may need to be made for next cycle. Catherine followed up that the rubric should ideally be found to be in alignment to the AUP. Sounds like the CSPC is on the right track with going through the process and then making adjustments before the next cycle.</li> <li>• Evan added that an index and definitions would be helpful. Catherine added that in some situations that having a “crosswalk” document so everyone understands where to go to find the answers for the application or rubric.</li> <li>• Barbara asked if there would be an additional opportunity to submit classified requests for this round. Aaron stated yes, most likely over the summer.</li> <li>• Bill asked about the “funding support” line item. Aaron stated that he will confirm with the CSPC about changing this to the rubric.</li> <li>• Recommendation from Staffing Committee to review the funding support line item on the CSPC rubric and will report back.</li> </ul>
<b>Faculty Staffing Prioritization Comm. (FSPC)</b>	<p>Suggestion to have the FSPC meet prior to the September Staffing Committee so the rubric and timeline can be presented and reviewed.</p>
<b><u>Other:</u> Timeline for both Classified and Faculty Prioritization processes</b>	<p>From Aaron, we should allow folks to make submissions for at beginning of fall semester. Deadlines to have items submitted early part of September. Committees could then meet and go from there.</p> <p>Brodney added that having the applications due to FSPC and CSPC in early to mid-September and have the groups meet and ready to share to Staffing Committee for October (3<sup>rd</sup> Thursday).</p> <p>Question from Bryan about the alignment of the both committees. Maybe we need to look at this in reverse for establishing the timelines. Look at prime window for faculty hiring and work from there.</p>

	<p>Catherine commented that the AUP updates are not due until Oct. 1 if that makes a difference. The “ideal” annual unit cycle was designed for Oct. 1 so the staffing applications could then be reviewed and prioritized before December. Most faculty hiring postings are done in mid to late December. This annual cycle (for faculty) is a national cycle that takes place outside of our college’s cycle and is something to keep in mind. From Joan (in chat) – Goal is to have the job postings ready for the statewide faculty job fair in January. Then, hiring takes place in spring with a fall start date.</p> <p>General consensus is for the two (2) prioritization committees to review the timelines and the members’ availability to see if their schedules permit within the 2 month period.</p> <p>Recommendation from staffing committee is to have the timeline be Oct. 1<sup>st</sup> for applications; Results to be shared to Staffing Committee on Nov. 19<sup>th</sup> (earlier time) and then right after to College Council (also on Nov. 19<sup>th</sup>) because of Nov. 26<sup>th</sup> Thanksgiving holiday.</p>
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<b>FOR CONSENSUS *</b>	
<small>* Consensus is reached when at least 75% of voting members present are in agreement on a decision (Gov. Handbook pg. 10).</small>	
<b>Approval of co-chair for 2020-2021</b>	Motion to have Bryan Lam serve as the co-chair of the Staffing Committee for the 2020-2021 academic year. Voting was unanimous.

<b>FOLLOW-UP</b>		
Who	Item	Timeline
All Staffing, FSPC, and CSPC members	Continue to review the Staffing, FSPC, and CSPC sections of the Participatory Governance Handbook. Forward input, philosophy, and feedback to Krista Ames-Cook. <a href="#">Link to Governance Handbook</a>	Prior to August 20, 2020

<p><b>WORK AHEAD</b></p> <ul style="list-style-type: none"> <li>• <b>Announcements</b> <ul style="list-style-type: none"> <li>○ Mike thanked Bryan for stepping up as the new co-chair.</li> <li>○ Mike thanked Marion for her service and work as the outgoing co-chair.</li> <li>○ Group thanked Mike for his work on this committee.</li> </ul> </li> <li>• <b>Preparations for future meetings</b></li> </ul>
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<p><b>NEXT SCHEDULED MEETING:</b> Meetings on hiatus for summer 2020. Regular meetings will resume in fall 2020. Third Thursdays from 3:00 – 4:30 p.m. <b>August 20, 2020</b></p>
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<b>CONCLUSION</b>
Meeting adjourned at 4:12 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.

#### ***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 (by constituency group) will enter:
  - “thumbs up” or “approve” for yes votes,
  - “thumbs down” or “do not approve” for no votes, or
  - “thumbs sideways” or “neutral”.

DRAFT