



GROSSMONT COLLEGE  
Staffing Committee

August 20, 2020 | 3:00 p.m. – 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
<input checked="" type="checkbox"/> Marsha Gable	<input checked="" type="checkbox"/> Enya Castañeda	<input checked="" type="checkbox"/> Joan Ahrens
<input checked="" type="checkbox"/> Bryan Lam	<input checked="" type="checkbox"/> King Wong	<input type="checkbox"/> Lida Rafia
	<input type="checkbox"/> Diego Osuna (Proxy)	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input checked="" type="checkbox"/> Janette Diaz	<input checked="" type="checkbox"/> Nadia Almaguer	<input checked="" type="checkbox"/> Barbara Gallego
<input checked="" type="checkbox"/> Evan Wirig	<input type="checkbox"/> Vacant	<input checked="" type="checkbox"/> Sara Varghese
<input checked="" type="checkbox"/> Marion de Koning	<input type="checkbox"/> Vacant	<input checked="" type="checkbox"/> Cary Willard

EX OFFICIO	RECORDER	MEMBERS from CSPC and/or FSPC
<input checked="" type="checkbox"/> Bill McGreevy (VPAS)	<input checked="" type="checkbox"/> Graylin Clavell	<input type="checkbox"/>
<input checked="" type="checkbox"/> Marshall Fulbright (VPAA & FSPC/CSPC Chair)	GUESTS	<input type="checkbox"/>
<input checked="" type="checkbox"/> Brodney (John) Fitzgerald (FSPC)	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Luma Shamon (CSPC)		<input type="checkbox"/>

<b>ROUTINE BUSINESS</b>	
<b>1. Welcome and Introductions</b>	Dr. Gable led with introductions. The meeting began at 3:03pm.
<b>2. Establish Quorum (50% + 1)</b>	Quorum has been reached.
<b>3. Public Comments</b>	N/A
<b>4. Additions/Deletions to Agenda</b>	N/A
<b>5. Approve Meeting Summary &amp; Follow-up</b>	<p><a href="#">May 21 Staffing Committee Summary</a></p> <p>Graylin Clavell will resend the May 21 meeting minutes for the committee to review.</p> <p><b>Action Item:</b> Graylin emailed out the May 21 minutes on August 21<sup>st</sup> along with the following items:</p> <ul style="list-style-type: none"> <li>- One Drive Shared Staffing Committee Folders for both Fall 2019 &amp; Spring 2020 that contain minutes and meeting agendas from past year of meetings</li> <li>- Annual Unit Plan Timeline</li> <li>- Staffing Glossary Draft</li> <li>- FSPC Application</li> <li>- CSPC Rubric &amp; Application</li> <li>- Staffing Plan Examples</li> </ul>
<b>6. President Abu-Ghazaleh Update</b>	<p>President Nabil Abu-Ghazaleh joined to share updates for the campus. He began with notifying the committee and how important it is to get on the same state timeline for aligning Grossmont College and the state so that Grossmont College can compete with hiring needs between other schools.</p> <p>President Abu-Ghazaleh added that a long term staffing plan contains key information which includes diversifying our staff, where the institution is going (which programs are expanding/decreasing), and the nature of work. Work has changed in the past few months, and a long term plan can assist us in what kind of skill sets we as an institution are looking for.</p> <p>The master Staffing Plan needs to mold from/attach to the Master Educational Plan and if it was completed in 18-24 months would be reasonable. Nabil added what other plans are the college working on that the Staffing Plan can complement? Grossmont College currently does not have an Educational Master Plan.</p>
<b>7. Review Virtual Meeting Norms</b>	<p>Co-Chair Bryan Lam suggested the following items for virtual norms:</p> <ul style="list-style-type: none"> <li>- Voting through chat by constituent groups (Students voting, then Staff, then Faculty, then Admin. Assoc. like that so it's easy to record);</li> <li>- Recording the meetings for recording the minutes;</li> </ul> <p>The committee agreed with these additions.</p>

<b>NEW BUSINESS</b>	
<b>1. CSPC Updated Rubric</b>	<ul style="list-style-type: none"><li>• Timeline</li><li>• Process/Rubric</li></ul>
<b>2. 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>

3. CSPC & FSPC Timeline

Marshall Fulbright announced that while there are no updates to the CSPC & FSPC, he is working to schedule both preliminary meetings with the Co-Chairs (Luma Shumon & Brodney Fitzgerald), and regular meetings with both sub-committees in the near future.

According to Bryan, it was the goal of the Staffing Committee in the Spring 2020 semester was to submit a list of positions to the College Council at the December meeting. This would allow the college to post positions to hire and recruit for those positions during the winter break and fall in line with the recruiting process for schools across the state.

How this would happen would be to have applications in by October 1<sup>st</sup> to align with the Annual Unit Plan (AUP). The AUP was submitted back in February, and a supplement/update of six questions was emailed out last week. Joan Ahrens is requesting that the supplement along with the departments requests (staffing, technology, facility, etc.) be due on October 1<sup>st</sup>. Joan then shared the AUP timeline, which will be emailed out to the Staffing Committee. The Planning and Institutional Effectiveness Committee will meet tomorrow and Joan will recommend that while it would be ideal to be planning for the next academic year, this cycle would be a supplement for this academic year given the pandemic situation. She would also recommend wiggle room for the FSPC and CSPC to review and complete their updated timelines and rubric to align with State hiring timelines for higher education. Joan added that she would push out all resource/staffing requests that were received with the AUP supplement out in October.

Per the May 21st meeting minutes the results from the application review from the FSPC and CSPC would be due at the November 19th meeting and then to College Council that same day.

**Action Item:** Updated FSPC and CSPC timelines and rubrics will be due at the next Staffing Committee meeting on September 17, 2020. The rubric for both the FSPC and CSPC will go to the September College Council meeting as an informational piece, but not to be voted on.

Brodney Fitzgerald feels that a discussion is in order for the FSPC Rubric with regards to either keeping the updated rubric from last semester or the one from a year and a half ago.

There is concern that there is not enough time to share and receive feedback from constituency groups. Bryan added that while it seems like an aggressive agenda to tackle, this is work that has been two years in the making and that most of the Staffing Committee is still intact. He added that CSPC delayed their selection process to align with the FSPC. Finally, Bryan acknowledged that there is representation from both Academic, and Classified Senate in this Committee, and it is those individuals' responsibility to take back to their constituents in a timely manner.

Marion de Koning acknowledged that there needs to be clarification as to the role of the Prioritization Committees. It was discovered that the FSPC is a participatory committee, and not an operational committee. Clarifying these glitches could assist the Staffing Committee in realizing what everyone's role is in the process. She added that prioritizing the staffing needs is not the work of the Staffing Committee as this body is to give comment and clarification to the work done in the prioritization committees.

Marshall will work with both the Faculty and Classified Staffing Prioritization Committee, which he co-chairs both, to schedule appropriate meetings with both and will look to review the rubrics for each given the urgent timeline.

<b>DISCUSSION ON PREVIOUS AGENDA ITEMS</b> <i>(Time Permitting)</i>	
<b>1. Staffing Glossary</b>	Review draft staffing glossary (Attachment)  <b><u>TABLED to September Meeting.</u></b>
<b>2. Staffing Plan</b>	Add Guiding Principles to Staffing Plan?  <b><u>TABLED to September Meeting.</u></b>
<b>3. Governance Handbook</b>	<a href="#">Link to Governance Handbook</a>  Further conversation from May 21 <sup>st</sup> meeting regarding Governance Handbook input, are Faculty Staffing Prioritization Committee and Classified Staffing Prioritization Committee governance or operational, and review the charge and purpose of the Staffing Committee.  Both Marion and Janette made edits to the Governance Handbook for review at the next Staffing Committee meeting.  <b><u>TABLED to September Meeting.</u></b>
<b>4. FT Faculty Position Request Form (Brodney Fitzgerald)</b>	Brodney shared with the Committee the Faculty Position Request Form. Graylin will share this with the Committee when releasing the minutes. There will be further discussion in the FSPC regarding the form with Marshall to see if there is anything, like videos, that will continue or not.  Marsha Gable also shared the CSPC Position Request Form as well. Graylin will email out along with the minutes.

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

<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>FOLLOW-UP</b>		
<b>Who</b>	<b>Item</b>	<b>Timeline</b>
FSPC & CSPC Committees	FSPC & CSPC Rubric & Timeline	September Staffing Committee Meeting
Staffing Committee	Government Handbook	September Staffing Committee Meeting

**WORK AHEAD**

- Review and agree on Rubrics for both FSPC & CSPC
- Develop Timeline

**NEXT SCHEDULED MEETING:** Meetings are every third Thursday from 3:00-4:30pm.  
Next Meeting on September 17, 2020.

**CONCLUSION**

Meeting adjourned at 4:22 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.
- Recording the meeting for minutes.
- For consensus items, the Recorder will type the consensus item in the chat window and voting members will enter:
  - Voting through chat by constituent groups (Students voting, then Staff, then Faculty, then Admin. Assoc. like that so it's easy to record)
  - “thumbs up” or “approve” for yes votes,
  - “thumbs down” or “do not approve” for no votes, or
  - “thumbs sideways” or “neutral”.