



GROSSMONT COLLEGE  
Staffing Committee

September 17, 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 type="checkbox"/> Enya Castañeda	<input checked="" type="checkbox"/> Joan Ahrens
<input checked="" type="checkbox"/> Bryan Lam	<input 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"/> <i>Bryan Lam</i>	<input type="checkbox"/> Barbara Gallego
<input checked="" type="checkbox"/> Evan Wirig	<input checked="" type="checkbox"/> Nadia Almaguer	<input checked="" type="checkbox"/> Sara Varghese
<input checked="" type="checkbox"/> Marion de Koning	<input type="checkbox"/> <i>Vacant</i>	<input checked="" type="checkbox"/> Cary Willard

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

ROUTINE BUSINESS	
1. <b>Welcome and Introductions</b>	The meeting began at 3:05pm.
2. <b>Establish Quorum (50% + 1)</b>	Quorum reached.
3. <b>Public Comments</b>	N/A
4. <b>Additions/Deletions to Agenda</b>	N/A
5. <b>Approve Meeting Summary &amp; Follow-up</b>	<a href="#">May 21 Staffing Committee Summary</a> <a href="#">August 20 Staffing Committee Summary</a>  Both meeting minutes were approved.
6. <b>President Nabil Abu-Ghazaleh Update</b>	President Nabil Abu-Ghazaleh is out on vacation and will not be here today.

<b>NEW BUSINESS</b>	
<b>1. CSPC Updated Rubric</b>	<ul style="list-style-type: none"> <li>• Timeline: Nothing will be changing for this cycle as six positions have already been submitted. The committee will receive positions after October 1<sup>st</sup> when they are due, and departments will present on November 6 during the Classified Staffing Prioritization Committee meeting. The CSPC will submit the ranked list to the Staffing Committee meeting on November 19<sup>th</sup> meeting. It would then go to College Council for the December 4<sup>th</sup> meeting if approved.</li> <li>• Cary asked the committee about positions that were approved previously but put on hold, would they need to be resubmitted through the process?</li> </ul> <p><b>ACTION:</b> Dr. Gable will bring it forward to President’s Cabinet (Tuesday, September 22<sup>nd</sup>) for clarification.</p> <ul style="list-style-type: none"> <li>• Process/Rubric: The rubric and application in use will be a previously approved version and will stay the same this cycle.</li> </ul>
<b>2. FSPC plan to update rubric and align timing with CSPC</b>	<ul style="list-style-type: none"> <li>• Timeline: The FSPC met on September 11, 2020 and discussed how the faculty feedback can be applied to the rubric and application. The timeline is a work in progress as Marshall and Joan are scheduled to meet on October 2<sup>nd</sup> to discuss this. The FSPC will receive positions in October, presentations would be November 6<sup>th</sup>, and the rankings would be submitted to the Staffing Committee on the November 19<sup>th</sup> meeting. It would then go to College Council for the December 4<sup>th</sup> meeting if approved.</li> <li>• Some of the changes to the application are the following: <ul style="list-style-type: none"> <li>○ Aligning the timeline to that of the Annual Unit Process (AUP);</li> <li>○ Removing video submissions. Instead departments will present to the FSPC their requested position within 2 minutes via Zoom and the FSPC will follow the presentation up with 3-4 minutes of Q&amp;A.</li> <li>○ Future work with Joan Ahrens and Liz Burrow to find comparable data to support non-instructional faculty like counselors and librarians;</li> <li>○ Ensure that equity aligns with Mission and Strategic goals;</li> <li>○ Focusing on the weight of these questions and establishing a rubric that identifies a specific weight for each question/response. If all of the questions carry the same weight and equal in measurement than nothing is important;</li> <li>○ Each individual rubric will not be made available and will remain confidential within the FSPC. The final rubric will be sent out as a narrative as to “why”;</li> </ul> </li> <li>• Process/Rubric: The revised rubric and application were reviewed, and were both approved for use moving forward.</li> </ul>
<b>3. Timeline</b>	<p>The College Council meeting in December will take place on December 4<sup>th</sup>. Both FSPC and CSPC feel comfortable to meet that December 4<sup>th</sup> College Council date and meeting the process to make that deadline date.</p> <p>Bill McGreevy suggested that departments need to submit their prioritized needs for staffing and/or resources during the AUP process without regard to the budget situation as Grossmont College still needs to see what are the priorities moving forward.</p>

<b>DISCUSSION ON PREVIOUS AGENDA ITEMS</b> <i>(Time Permitting)</i>	
<b>1. Staffing Glossary</b>	<p>Review draft <a href="#">Staffing Glossary</a> (Attached as well)</p> <p>It was suggested that legal mandates and assembly bills should not be in there. It will only grow into a very large document and constant updates if it continues in this manner. General terms like FTES, FTEF are understandable. By leaving it limited it puts the onus on the member of the committee of staying informed.</p> <p>The committee reviewed the Staffing Glossary. Janette Diaz suggested just adding to the Governance Handbook Glossary and just have the glossary housed there for all governance committees to add in there.</p> <p>Another suggestion was to add terms that continue to come up. It was agreed to not add legal definitions and assembly bills.</p> <p>Marshall agreed that the Staffing Glossary will be housed in the Vice President of Academic Affairs office to maintain.</p>
<b>2. Staffing Plan</b>	<p>Add Guiding Principles to <a href="#">Staffing Plan?</a></p> <p>It was noted that after the prioritization work of ranking and submitting positions this committee will have more time to spend on this work. The October 15<sup>th</sup> meeting will also allow time for us to review this work ahead.</p> <p>It is presumed that the Master Education Plan from the District is well expired. Grossmont College has the Strategic Plan that expires in 2022.</p> <p><b>ACTION:</b> Joan will investigate the status of the District Master Education Plan. Marsha added to put this topic on the agenda of the Extended Chancellor’s Cabinet meeting next week on Monday, September 21, 2020.</p> <p>More work on this topic will be done at the October 15<sup>th</sup> meeting and early next year after the staffing prioritization work will be completed and submitted.</p>
<b>3. Governance Handbook</b>	<p><a href="#">Link to Governance Handbook</a></p> <p>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.</p> <p>Marion’s comment was questioning why the Staffing Committee presents the rankings/list of the work done by the CSPC and FSPC at College Council. Prioritization Committee’s should be able to present their work to the College Council.</p> <p>Marion acknowledged that there are some other issues with the charge of the Staffing Committee that either duplicate or go against the charge with work with the FSPC and CSPC.</p> <p><b>Staffing Committee will bring suggested changes to the College Council during the January 2021 meeting when the review of the governance handbook takes place.</b></p>

REPORTS	
Classified Staffing Prioritization Comm. (CSPC)	
Faculty Staffing Prioritization Comm. (FSPC)	
Other:	

FOR CONSENSUS *	
* Consensus is reached when at least 75% of voting members present are in agreement on a decision (Gov. Handbook pg. 10).	
FSPC Application & Rubric	Both the revised application and rubric were approved by the Staffing Committee.

FOLLOW-UP		
Who	Item	Timeline

<b>WORK AHEAD</b> <ul style="list-style-type: none"> <li>• Develop Timeline</li> <li>• Gather feedback on the Governance Handbook and discuss recommendations</li> </ul>
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<b>NEXT SCHEDULED MEETING:</b> Meetings are every third Thursday from 3:00-4:30pm. Next Meeting on <u>October 15, 2020</u> .
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CONCLUSION
Meeting adjourned at 4:28 pm.

### ***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".