GROSSMONT
COLLEGE

GROSSMONT COLLEGE
Staffing Committee
October 15, 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*
☒ Marsha Gable	☐ Enya Castañeda	☒ Joan Ahrens
☒ Bryan Lam	☐ King Wong	☐ Lida Rafia
	☐ Diego Osuna (Proxy)	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☒ Janette Diaz	☒ *Bryan Lam*	☒ Barbara Gallego
☒ Evan Wirig	☒ Nadia Almaguer	☐ Sara Varghese
☒ Marion de Koning	☐ *Vacant*	☒ Cary Willard

EX OFFICIO	RECORDER	*MEMBERS from CSPC and/or FSPC*
☒ Bill McGreevy (VPAS)	☒ Graylin Clavell	☐
☒ Marshall Fulbright (FSPC & CSPC)	**GUESTS**	☐
☒ Brodney (John) Fitzgerald (FSPC)	☒ Nabil Abu-Ghazaleh	☐
☒ Luma Shamon (CSPC)		☐

ROUTINE BUSINESS	
1. **Welcome and Introductions**	The meeting began at 3:03pm.
2. **Establish Quorum** (50% + 1)	Quorum has been reached.
3. **Public Comments**	N/A
4. **Additions/Deletions to Agenda**	N/A
5. **Approve Meeting Summary & Follow-up**	**9.17.20 Meeting Minutes** The meeting minutes were approved with 9 votes for yes.
6. **President Update**	President Nabil Abu-Ghazaleh joined us to give an update on the SERP supplementary and early retirement incentive. This program has been approved at the District level, and will now go to a special Board approval next week. This program will create some holes in certain programs and departments for those taking the program and retiring. 60% of these positions are going to go to replacement as a large sum are categorical positions that cannot be left vacant. President Abu-Ghazaleh stated that there are positions that will not be filled due to present budget constraints. There are also positions that can be filled through Out-of-Class hires that might include a step or two up, and in house. With regards to faculty positions we will look to fill with adjunct for temporary needs. Full-time, tenured track positions will not be filled unless proven the significant need by the Faculty Staffing Prioritization Committee as the college is able to fund it. The Faculty and Classified Staffing Prioritization Committees will continue with their work on ranking and presenting the needs of staffing to the college through the college governance process. Bryan Lam asked what is the level of Faculty Obligation Number (FON) at Grossmont. Grossmont is well above the FON number for this term, but with retirements and early retirements that could change things which is why we need to have a prioritized list ready for reasoning to move on these hires if able and need to.

NEW BUSINESS	
1. **CSPC Update**	CSPC received the applications from CPIE and received their packets of the positions. The committee developed a timeline for the presentations which will take place all day on November 6, 2020, and members are reviewing the positions individually at this time. They received 34 positions with 20 presentations.
2. **FSPC Update**	FSPC received the applications from CPIE and received their packets of the positions. Presentations for the positions will be all day on October 30, 2020. Members are reviewing the position packets individually currently. There was a total of 18 positions received. Marsha Gable stated to extend grace with regards on data as CPIE works towards a stronger data set in our prioritization processes. If you see anything odd to please bring it up. If a department cannot make it to the Zoom presentation they have 3 weeks to have someone else represent their department, or work with Krista Ames-Cook on possibly changing presentation times for the date they present.
3. **Staffing Co-Chairs on Prioritization Committees (for Governance Handbook Update)**	We should look to have this as an update for the Governance Handbook. Whoever is Co-chair of the Staffing Committee should also sit in on the CSPC and FSPC meetings and it should be noted in the Governance Handbook. This also assists for the co-chairs to plan the Staffing Committee meeting agenda.

DISCUSSION ON PREVIOUS AGENDA ITEMS *(Time Permitting)*	
1. **Review and Discuss Sample Staffing Plans**	Add Guiding Principles to Staffing Plan? - **Drafting a Staffing Plan Resource** - **Barstow Community College Staffing Plan** - **Berkeley City College Staffing Plan** - **Compton College Staffing Plan** - **Mt. San Jacinto College Staffing Plan** - **Riverside City College Staffing Plan** Marsha has an article to develop a staffing plan from (see article) as well as the Golden West Staffing Plan and will send to Graylin for him to send out to the committee. Marsha suggested assigning a couple of Staffing Committee members to review one of college's staffing plan above and review: **Mt San Jacinto:** Evan Wirig & Janette Diaz **Compton:** Barbara Gallego & Luma Shamon **Berkeley:** Marion de Koning & Brodney Fitzgerald **Golden West:** Marsha Gable **Barstow:** Bill McGreevy & Bryan Lam **Riverside City College/Norco:** Cary Willard We will come back to the November meeting and review and digest these plans further.
2. **Governance Handbook Update**	**Link to Governance Handbook** Please take some time to review and let Graylin know if there is anything that needs to be updated.

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
- **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 <u>November 19, 2020</u>.

CONCLUSION
Meeting adjourned at 4:15pm.

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".