GROSSMONT
COLLEGE

GROSSMONT COLLEGE
Staffing Committee
November 19, 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	☐	☐

EX OFFICIO	RECORDER	*MEMBERS from CSPC and/or FSPC*
☒ Bill McGreevy (VPAS)	☒ Graylin Clavell	☒ Renee Nasori (CSPC)
☒ Marshall Fulbright (FSPC & CSPC)	**GUESTS**	☒ Janet Shipstead (FSPC)
☒ Brodney (John) Fitzgerald (FSPC)	☐	☒ Javier Ayala (FSPC)
☒ Luma Shamon (CSPC)		☐

ROUTINE BUSINESS	
1. **Welcome and Introductions**	Introductions started the meeting at 3:03pm.
2. **Establish Quorum** (50% + 1)	Quorum met.
3. **Public Comments**	N/A
4. **Additions/Deletions to Agenda**	N/A
5. **Approve Meeting Summary & Follow-up**	**10.15.20 Meeting Minutes** **Meeting minutes approved.**
6. **President Update**	N/A

NEW BUSINESS	
1. **CSPC Rankings**	Luma Shamon and Marshall Fulbright briefed the CSPC Ranking List with the committee. Presentations were done on Friday, November 6. A total of thirty-four positions were reviewed and ranked. Of those thirty-four positions, twelve accounted for custodian positions, and eight accounted for facilities/maintenance workers. With the high number for both of those departments the CSPC identified six positions that are in dire need to allow the college to operate. The International Students Director position should go through the re-organization process, and not the CSPC. This position will be returned to the program. Similar positions like this and/or not new positions would be sent back to the department in which they came. This action was agreed to by the committee. **ACTION:** The CSPC Ranking List was approved by the Staffing Committee and will be sent for review at the next College Council meeting. If approved there it would then go to the President's Cabinet for review.
2. **FSPC Rankings**	Brodney Fitzgerald and Marshall Fulbright briefed the Staffing Committee on the FSPC Ranking List. This contained 18 positions, and that presentations for these positions were given on Friday, October 30. Each program/department was given 4 minutes to present followed by a few minutes of Q&A. It was asked that there be no videos submitted and that department members present their position live via Zoom in order to have questions asked and responded to. Moving forward, Marsha Gable would like to look at the language regarding presentations to ensure all participants are aware that the FSPC/CSPC prefer live presentations instead of submitted videos for the purpose of clarifying questions the committee(s) may have on a given position proposal. **ACTION:** The FSPC Ranking List was approved by the Staffing Committee and will be sent for review at the next College Council meeting. If approved there it would then go to the President's Cabinet for review. Regarding both FSPC & CSPC work on these ranking lists Marsha informed the Staffing Committee that she removed herself from the process as she is an advisory member for both CSPC and FSPC as she will review these ranking lists as the Interim President starting in January.

3. **Staffing Plan Feedback**	- **Drafting a Staffing Plan Resource**
	- **Barstow Community College Staffing Plan:** Bryan shared the following with the committee on the Barstow Community College Staffing Plan:
	    o Broke down all of their stakeholder groups
	    o Barstow has a process of how to fill vacated positions which signals they have high turnover;
	    o They have processes for re-organizations, lack of funds/economic downturn, or lack of work. They break it down by what essential positions would you need;
	    o Barstow had staffing tables and broke it down by the difference per year, but did not compare it to FON;
	    o The plan is fairly new, 2015-2018;
	    o Their staffing plan has processes to look towards the future and how to address economic downturn which seems to take place every 5-10 years;
	    o Bryan mentioned an intra-communication team that Barstow has in place to assist in more intentional communication to all necessary parties
	
	- **Berkeley City College Staffing Plan:** Brodney and Marion shared their notes on Berkeley City College Staffing Plan. Brodney acknowledged the following:
	    o Berkeley is a smaller school that has the Chancellor, and not the President, approve new faculty hires;
	    o They have District Strategic Goals whereas the Grossmont/Cuyamaca District has separate college strategic goals. Berkeley has roughly 15 strategic goals with activities the college does to reach their goals as well as having measurable outcomes. It was asked if we could add to our strategic goals which at this time we are not able to as they run through 2021. Joan stated that there is a group from College Council looking to apply for an IEPI Grant for Grossmont College to develop its own Educational Master Plan. Part of that process would be to look at adding/editing our current strategic goals;
	    o Berkeley City College leverages grants and additional funding to maintain hiring whereas Grossmont utilizes categorical funding;
	    o Joan has begun initial discussions with the CPIE office at Cuyamaca regarding an Educational Master Plan for each school. As for length of the plan, that can be discussed during the process of creation. More schools are leaning towards shorter spans of three years due to new legislation and other factors;
	    o Berkeley's staffing plan was created in 2014/2015;
	    o Marion alerted the committee that Berkeley had 56 full-time faculty and 165 part-time faculty when this staffing plan was done;
	    o Berkeley utilizes the Senate for recommendations instead of the sub prioritization committees;
	    o No equity language in the Berkeley staffing plan;
	    o 3 criteria only for staffing rubric and scores of 1-3 where as ours are more elaborate;
	    o Marion suggested a yearly update from Chairs/Deans to hear about staffing needs before the application process and include in the staffing plan;
	    o Berkeley has a long-term staffing needs effectiveness process that has some good nuggets on page 13 of their staffing plan;
	
	- **Compton College Staffing Plan:** Luma and Barbara shared the following notes on the Compton College Staffing Plan:
	    o 2017 staffing plan
	    o They integrated vision, mission, strategic goals and objectives and defined the action plan for each goal;

	○ Their staffing plan was informed by their enrollment plan which showcases the growth, stability, and decline of the school's academic programs; ○ They have a Master Plan; ○ They review staffing levels ▪ 14 instructional programs w/no full-time faculty ▪ Did data analysis using DataMart from the State Chancellor's Office where they looked at 3 things from the past 5 years: • Unduplicated headcount enrolled • Credit session count • Credit session FTES ▪ This data showcased what programs performed well and which ones didn't ○ They do not have a classified staffing process; ○ This plan made it clear to Barbara that there is data that we can start collecting now to assist in our work to formulate our staffing plan; ○ Found themselves without very many administrators; - **Mt. San Jacinto College Staffing Plan:** Evan and Nadia shared the following regarding the Mt. San Jacinto staffing plan: ○ Evan went into Mt. San Jacinto's accreditation report which went a little bit deeper; ○ The faculty and staffing process is similar to ours but it also has to start with the budget allocation cycle; ○ Roughly 45% of the employees there have been there for 5 years. They are constantly hiring; ○ The plan goes through the aspects and long range goals to assist them in foreseeing anything coming down the pike; ○ Big emphasis on professional development; ○ Cultural competencies, collaborative and active learning, student engagement practices, contemporary pedagogy and more facets in their plan; ○ Nadia added that it was very descriptive regarding their process; ○ They consider budgeting, the strategic plan, and specific laws that they need to follow are described in the plan; ○ Plan is from 2017-18; ○ They paid attention to program enhancements including technology - **Riverside City College Staffing Plan** - **Golden West Staffing Plan:** Marsha shared the following notes on Golden West Community College Staffing Plan: ○ Golden West's staffing plan is centered on program review and the Annual Unit Plan; ○ It is a 2-year staffing plan; ○ They have guiding principles in their plan; ○ They have Faculty and Classified Staff Prioritization Committees; ○ The campus has roughly 12k students and around 900 faculty and staff; ○ They discuss in their plan the number of employees that are between the ages of 50-55 and have succession planning; ○ They have an evaluation component on the staffing process; ○ Their plan was only about 20 pages in length;
4.	-

DISCUSSION ON PREVIOUS AGENDA ITEMS *(Time Permitting)*

1.	
2.	

REPORTS	
Classified Staffing Prioritization Comm. (CSPC)	N/A – The Staffing Committee heard from the CSPC regarding their CSPC Ranking List.
Faculty Staffing Prioritization Comm. (FSPC)	N/A – The Staffing Committee heard from the FSPC regarding their FSPC Ranking List.

FOR CONSENSUS *	
* Consensus is reached when at least 75% of voting members present are in agreement on a decision (Gov. Handbook pg. 10).	
CSPC & FSPC Rankings List	Both Position Ranking Lists were approved unanimously by the Staffing Committee.

FOLLOW-UP		
Who	**Item**	**Timeline**

WORK AHEAD
- **Develop Staffing Plan**

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

CONCLUSION
Meeting adjourned at 4:25pm.

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".