



GROSSMONT COLLEGE  
Staffing Committee

March 18, 2021 | 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"/> Aaron Starck	<input type="checkbox"/> Enya Castañeda	<input 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 checked="" type="checkbox"/> Barbara Gallego
<input checked="" type="checkbox"/> Evan Wirig	<input type="checkbox"/> Nadia Almaguer	<input type="checkbox"/> Sara Varghese
<input checked="" type="checkbox"/> Marion de Koning	<input type="checkbox"/> <i>Vacant</i>	<input type="checkbox"/> Shawn Hicks

EX OFFICIO	RECORDER	MEMBERS from CSPC and/or FSPC
<input type="checkbox"/> Bill McGreevy (VPAS)	<input checked="" type="checkbox"/> Graylin Clavell	<input type="checkbox"/>
<input checked="" type="checkbox"/> Marshall Fulbright (FSPC & CSPC)	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"/>

ROUTINE BUSINESS	
1. <b>Welcome and Introductions</b>	It was decided to cancel today’s meeting due to low attendance. A couple of committee members were mentioned that they were sent a cancellation notice of this meeting and then it was rescinded. It could have caused some confusion and be a reason for the low attendance.
2. <b>Establish Quorum (50% + 1)</b>	Quorum was not 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="#">2.18.21 Meeting Minutes</a>
6. <b>President Update</b>	

ROUTINE BUSINESS	
1. Staffing Plan Recap	<ul style="list-style-type: none"> <li>- <a href="#">Drafting a Staffing Plan Resource</a></li> <li>- <a href="#">Barstow Community College Staffing Plan</a></li> <li>- <a href="#">Berkeley City College Staffing Plan</a></li> <li>- <a href="#">Compton College Staffing Plan</a></li> <li>- <a href="#">Mt. San Jacinto College Staffing Plan</a></li> <li>- <a href="#">Riverside City College Staffing Plan</a></li> </ul>

NEW BUSINESS	
2. Staffing Plan	
3. Hiring List Merger	
4. Term Limits	Marion will be stepping down from this committee at the end of the semester.

DISCUSSION ON PREVIOUS AGENDA ITEMS <i>(Time Permitting)</i>	
1.	

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

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

<b>WORK AHEAD</b> <ul style="list-style-type: none"> <li>• Develop Staffing Plan</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>March 18, 2021</u> .
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CONCLUSION
Meeting adjourned at ____.

### ***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”.