



GROSSMONT COLLEGE
Staffing Committee

April 15, 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 checked="" type="checkbox"/> Michael Jennings	<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 type="checkbox"/> Barbara Gallego
<input checked="" type="checkbox"/> Evan Wirig	<input checked="" type="checkbox"/> Nadia Almaguer	<input type="checkbox"/> Sara Varghese
<input checked="" type="checkbox"/> Marion de Koning	<input checked="" type="checkbox"/> Patty Sparks	<input checked="" type="checkbox"/> Shawn Hicks

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 type="checkbox"/> Luma Shamon (CSPC)		<input type="checkbox"/>

ROUTINE BUSINESS	
1. Welcome and Introductions	The meeting began at 3:06pm.
2. Establish Quorum (50% + 1)	Quorum reached.
3. Public Comments	N/A
4. Additions/Deletions to Agenda	Aaron announced that the Interim President, Dr. Marsha Gable is still waiting for some things to iron out on the new budget before proceeding with positions that were submitted to her via the College Council in December.
5. Approve Meeting Summary & Follow-up	2.18.21 Meeting Minutes 3.18.21 Meeting was cancelled 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.
6. President Update	N/A

ROUTINE BUSINESS

1. Staffing Plan Recap	<ul style="list-style-type: none">- 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
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NEW BUSINESS

2. Staffing Plan

The discussion began on if this body feels that we should proceed on work for a Staffing Plan, or is there more work needed to be done before this work can be started on. One of the first things we would want to consider is what are we expecting to look like in the next three years, according to Aaron.

It was suggested to start batting around some ideas. The larger master plan is under revision.

It was proposed to utilize our CPIE office to do an overall study on the outcomes of our program reviews across Grossmont College and see where our campus is successful and use that data to guide us in our staffing plan.

Marion suggested reviewing data not only from the college but also the county, and include retirement statistics as well. She also suggested looking at immediate needs and long term plans to have something in place similar to the Master Plan.

Aaron added dual enrollment to the conversation and planning that into the equation.

Patty asked about Grossmont and Cuyamaca's individual Educational Master Plans and how will they align with the District's overarching Master Plan.

Nadia asked about diversity, equity, and inclusion in the hiring process and hiring committees to be added to these staffing plans.

Evan suggested creating sub-committees for both staffing and faculty needs. He also added to have data from HR and have someone from HR present that data to HR.

It was proposed the following:

1. Collect and review Program Review Outcomes
2. Collect and review Hiring/Retirement Data
3. Collect and review current economic status
4. Collect and review data with regards to Master Ed Plans and District Master Plan to analyze what path they lead to and ensure the Staffing Plan aligns with both
5. Build the Staffing Plan based off of the above information

Michael added that student clubs can be a reflection of what is trending, and that doing a survey right now would be difficult. Michael also added the Free Club that has former incarcerated youth in it. Aaron added adult-entry program and dual enrollment add to the equation as well.

Jeanette suggested examining how are economy impacts our enrollment.

Brodney offered internships and apprenticeships add to the staffing plan. By this Brodney meant creating an apprentice program for students and the person running it be added to the staffing plan.

Marshall suggested internships for faculty. Marshall added to the diversity and equity discussion by adding internships for marginalized and underrepresented faculty members. He mentioned that at his last institution they put together an entire internship program for this specific case. Interns would come in for a full semester and receive a stipend to shadow a class and then teach a course the next semester to give those participating necessary experience for interviews for full-time and part-time positions. Marion suggested exploring SDICCA interns for this purpose possibly. Evan suggested considering room/classroom space for these interns and would that be something to include in the staffing plan.

	<p>Bryan proposed training or standing operating procedures for promotion/elevation of positions or possibly professional development to assist in the major shift of position.</p> <p>Aaron suggested moving forward collectively and as a foundation is built then possibly look at sub-committees.</p>
3. Hiring List Merger	TABLED
4. Term Limits	TABLED

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

REPORTS	
Classified Staffing Prioritization Comm. (CSPC)	N/A
Faculty Staffing Prioritization Comm. (FSPC)	N/A

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

<p>WORK AHEAD</p> <ul style="list-style-type: none"> Develop Staffing Plan
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<p>NEXT SCHEDULED MEETING: Meetings are every third Thursday from 3:00-4:30pm. Next Meeting on <u>May 20, 2021</u>.</p>
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CONCLUSION
<p>Meeting adjourned at 4:25pm.</p>

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".