



GROSSMONT COLLEGE
Staffing Committee

May 20, 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 type="checkbox"/> Aaron Starck	<input type="checkbox"/> Michael Jennings	<input type="checkbox"/> Joan Ahrens
<input checked="" type="checkbox"/> Bryan Lam	<input type="checkbox"/>	<input type="checkbox"/> Lida Rafia
	<input type="checkbox"/>	

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 type="checkbox"/> Nadia Almaguer	<input type="checkbox"/> Sara Varghese
<input 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 type="checkbox"/> Marshall Fulbright (FSFC & CSPC)	GUESTS	<input type="checkbox"/>
<input 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 with an open discussion on the new faculty chair.
2. Establish Quorum (50% + 1)	Not met
3. Public Comments	N/A
4. Additions/Deletions to Agenda	N/A
5. Approve Meeting Summary & Follow-up	4.15.21 Meeting Minutes
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

NEW BUSINESS	
2. Election of the co-chair for next year	<p>Evan suggested that he is not opposed serving as the chair but he would expect work being done and have a clear charge of this committee. Evan wants this committee to be effective. Janette mentioned the same as Evan as being faculty co-chair. Bryan also alerted the committee that his time is up as well and that a new classified representative would be needed for this committee.</p> <p>Bryan alerted the committee that the chair serves for one year. Janette mentioned that she has only been at Grossmont College a few years and wonders if she would have the institutional knowledge needed to chair, whereas Bryan added that this work is about moving forward and not having past knowledge is really not necessary. Patty added that bringing in a new person that is new to Grossmont can bring new energy, ideas, and directions. Bryan added that there is support and training.</p> <p>Bryan reverted back to Evan’s comment on making this committee effective we can use this remaining time. Bryan mentioned the staffing plan and being prepared to hit the ground running in September for the first meeting and the proposed positions submitted by the Annual Unit Plan.</p> <p>Janette did accept the nomination of Faculty Co-Chair for the Staffing Committee.</p> <p>It was agreed by those in attendance that Graylin will email the committee that Janette has been nominated for faculty chair and if there is another that would like to nominate. If not, Graylin will ask if the committee would like to elect Janette in order to ensure a faculty chair is notified for the fall semester and the first meeting in September.</p> <p>Bryan suggested for Graylin to contact CPIE for the hire proposals on August 9, 2021. Graylin also added that he would contact the CPIE office after this meeting and alert them that he will be contacting the office on that date.</p> <p>Graylin will follow up with Dr. Gable to see if she will be serving as the other Co-Chair of the Staffing Committee and alert the committee of her response as soon as possible.</p> <p>Evan suggested finalizing the Staffing Committee charge to give clear direction for the committee. Bill added that this will be part of the review, and the goal is to have the review process and recommendations ready before the Thanksgiving holiday in the fall.</p> <p>Bill asked who would be doing a share out at next week’s College Council to which Bryan said he will be present to do so.</p> <p>The next steps will be to await results of responses of Graylin’s email nominating Janette as faculty co-chair, and contacting the CPIE Office for advance notice on the staffing proposals.</p> <p>Bill recommended that all attend the Chancellor’s Forum which will address Grossmont’s fiscal position, but that will not change the direction of this committee’s work.</p>
3. Staffing Plan	
4.	
DISCUSSION ON PREVIOUS AGENDA ITEMS (Time Permitting)	
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

WORK AHEAD <ul style="list-style-type: none"> Develop Staffing Plan

NEXT SCHEDULED MEETING: Meetings are every third Thursday from 3:00-4:30pm. Next Meeting on September 16, <u>2021</u> .

CONCLUSION
Meeting adjourned at 3:51pm.

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".