



GROSSMONT COLLEGE
Staffing Committee
Thursday, April 18, 2019
3:00 p.m. – 4:30 p.m.
ASGC Board Room
MEETING SUMMARY

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"/> Mike Reese	<input type="checkbox"/> Carlos Espinosa	<input type="checkbox"/> Catherine Webb
<input checked="" type="checkbox"/> Marion de Koning, Faculty Co-Chair	<input type="checkbox"/> Student vacancy	<input type="checkbox"/> Lida Rafia
	<input type="checkbox"/> Student vacancy	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input type="checkbox"/> Jennifer Bergovoy	<input checked="" type="checkbox"/> Caroline Althaus	<input checked="" type="checkbox"/> Barbara Gallego
<input type="checkbox"/> Kelly Menck	<input checked="" type="checkbox"/> Bryan Lam	<input type="checkbox"/> Sara Varghese
<input type="checkbox"/> Faculty vacancy	<input type="checkbox"/> Jessica Lee	<input type="checkbox"/> Cary Willard

EX OFFICIO	RECORDER
<input checked="" type="checkbox"/> Bill McGreevy	<input checked="" type="checkbox"/> Krista Ames-Cook
<input checked="" type="checkbox"/> Marsha Gable	PROXIES
<input type="checkbox"/> Hau Nguyen	<input checked="" type="checkbox"/> Brodney Fitzgerald (for Hau Nguyen)
<input type="checkbox"/> Luma Shamon	<input checked="" type="checkbox"/> Genie Montoya (for Sara Varghese)

ROUTINE BUSINESS	
1. Welcome and Introductions	Marion welcomed the members and guests. Guests – Dawn Heuft (Instructional Design Technology Specialist, Interim) and Maria Martinez (Counselor/Veterans Coordinator)
2. Additions/Deletions to Agenda	Added section: Public Comment (inadvertently left off Agenda) Public Comment(s) – There were none.
3. Approve Meeting Notes & Follow-up (3/21/2019 Minutes)	Approval of Minutes/Meeting Summary tabled due to lack of quorum. The minutes will be formally reviewed and approved at the next meeting in May 2019. Updates to attendance for March 21, 2019 meeting were noted to reflect proxies. <u>3/21/2019 PROXIES:</u> Heriberto Vasquez for Barbara Gallego, Genie Montoya for Cary Willard, and Brodney Fitzgerald attended as the Faculty Staffing Co-Chair representative.

NEW BUSINESS	
4. Presentation from Dawn Heuft – Using Canvas for Committees	Dawn presented Using Canvas for Committees. Module for Staffing Committee has been established and is ready for documents and links to be added. General overview provided on how to navigate the Canvas site, how this committee’s module is organized, and possible ways for future customization to meet this committee’s needs.
5. Faculty Co-Chair for the Faculty Staffing Prioritization Committee	Hau Nguyen has accepted the role as Faculty Co-Chair for the Faculty Staffing Prioritization Committee.
6. Marsha Gable – The Classified Staffing Prioritization Committee: Upcoming kick off of its classified professional staffing process	Marsha presented an overview of the Classified Staffing Prioritization Committee and its continued focus on strategic plans for classified staffing needs. This will include salary range and benefits. Wrap up scheduled for middle of June 2019.

COMMITTEE REPORTS	
7. Budget Committee	Bryan provided an update from the last Budget Committee meeting on topics that are relevant to the Staffing Committee. Current focus is establishing a common language and educating the committee members on Budget 101 topics.

DISCUSSION ON PREVIOUS AGENDA ITEMS	
8. March 21, 2019 meeting	#7 on previous Agenda – “What we need to learn to be effective in this committee” Referring to the list in the Meeting Summary, the various documents and links should be uploaded to the Canvas shell (HR forms, strategic plan, etc.). Emphasis on using links to outside pages whenever possible for version history and data integrity.

FOR CONSENSUS	
9. Summer Meeting Schedule	Conversation started and will be continued to due lack of quorum. Discussion points included: (a) classified staff is okay with a summer meeting schedule, however some of the faculty members are not available unless teaching summer school; (b) since this committee is just getting started, possible schedule would skip one summer month so work can continue on goals and timeline; (c) consider establishing a sub-committee that has authority to meet during summer and move items forward.

FOLLOW-UP		
Who	Item	Timeline
Krista Ames-Cook Mike Reese	Update / Fill Canvas Shell/Module	Before next meeting; send update with Agenda prior to May meeting

PARKING LOT ITEMS	
There were none.	

10. WORK AHEAD

- **Announcements**
- **Preparations for future meetings**

Topics for Future Meetings:

- (a) Review what has been uploaded to Canvas module for how they fit with our goals, etc.
- (b) Discuss and determine roles for Canvas; determine norms for updating and maintaining content
- (c) Future training/presentation on Unit Plan and how it will all work together (possibly have Catherine Webb or Mike Reese present an overview)
- (d) Suggestion to update Canvas biographies to include something about ourselves beyond work

NEXT MEETING: Thursday, May 16, 2019 3:00 – 4:30 p.m.
Location: College Conference Room (CCR) 10-106

CONCLUSION

Meeting adjourned at 4:18 p.m.

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.