



**GROSSMONT COLLEGE**  
**Staffing Committee**  
**Thursday, May 16, 2019**  
**3:00 p.m. – 4:30 p.m.**  
**GRIFFIN GATE**  
**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 checked="" type="checkbox"/> Mike Reese	<input checked="" 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 checked="" type="checkbox"/> Marion de Koning	<input checked="" type="checkbox"/> Caroline Althaus	<input checked="" type="checkbox"/> Barbara Gallego
<input type="checkbox"/> Shina Alagia	<input checked="" type="checkbox"/> Bryan Lam	<input checked="" type="checkbox"/> Sara Varghese
<input type="checkbox"/> Faculty vacancy	<input checked="" type="checkbox"/> Jessica Lee	<input checked="" type="checkbox"/> Cary Willard

EX OFFICIO	RECORDER
<input checked="" type="checkbox"/> Bill McGreevy	<input checked="" type="checkbox"/> Krista Ames-Cook
<input type="checkbox"/> Marsha Gable	<b>PROXIES</b> (if applicable)
<input checked="" type="checkbox"/> Hau Nguyen	<input type="checkbox"/>
<input checked="" type="checkbox"/> Luma Shamon	<input type="checkbox"/>

ROUTINE BUSINESS	
1. Welcome and Introductions	<b>Classified Staffing Prioritization Committee</b> – Members present: Jane Galarneau, Jessica Stanfield, Maria Martinez <b>Faculty Staffing Prioritization Committee</b> – Members present: Joan Ahrens, Brodney Fitzgerald
2. Public Comment(s)	No public comments were made.
3. Additions/Deletions to Agenda	No additions or deletions to the agenda were made.
4. Approve Meeting Summaries & Follow-up	<u>March 21, 2019 Meeting Summary:</u> Approved with noted amendments to attendance section <u>April 18, 2019 Meeting Summary:</u> Approved as presented

<b>NEW BUSINESS</b>	
5. <b>Update on the Classified Prioritization</b> - # of requests submitted and updated timeline	Update from Luma Shamon. Classified Staffing Prioritization process is underway with 40 proposals received. One date set in May 2019 for presentations and an additional date may be added. Presentation materials for members will be distributed 5/17/2019.
6. <b>Review previous Faculty Staffing Prioritization Rubric &amp; Discuss Process / Past Practices</b>	Update from Mike Reese. Faculty Staffing Prioritization committee is working on reviewing past process and rubric. Recommendation to not follow the exact process as was done previously and for 2019-2020. Request for committee members to research the staffing prioritization process at regional and state community colleges, focusing on how prioritization is done, timelines, rubrics, processes, etc. for both faculty and classified positions. Joan Ahrens shared an update on the Annual Unit Planning (AUP) Process. Goal is to align the staffing process for faculty and staffing to align with the AUP. Timeline for AUP is in development.

<b>COMMITTEE REPORTS</b>	
7. <b>Budget Committee</b>	Update from Bill McGreevy. Focus for 2019SP has been on education of the budget process and budget related knowledge. Goal is to establish a common ground of understanding (aka "Budget 101"). No more meetings for spring 2019. Next meeting will be Sept. 2019 (2 <sup>nd</sup> Thursday).
8. <b>Faculty Staffing Prioritization Committee</b>	Update from Hau Nguyen. Initial meeting last month (April 2019) to get started. Starting to collaborate and review draft timeline/calendar and rubric.
9. <b>Classified Staffing Prioritization Committee</b>	Update from Luma Shamon. In addition to update shared earlier about process underway, summer meeting schedule has not been discussed, most likely not meeting.
10. <b>Other(s):</b>	There were no other committee reports.

<b>DISCUSSION ON PREVIOUS AGENDA ITEMS</b>	
11. <b>Review "What we need to learn" list</b> (see attached)	Overview provided by Marion de Koning. List from March 21 <sup>st</sup> meeting has been grouped / organized by categories. Items that are proposed first steps are noted in bold. Focus is for all members to become familiar with these items/topics as the committee works towards developing a Five Year Staffing Plan. Request for input if members feel other items should be emphasized or reorganized. Request to add Budget concepts and formulas (D1 on Learn List) and development of a succession plan for retirees (E6 on Learn List) as items to be emphasized. Request to invite HR to come share about the current Staffing Plan (C1 on Learn List). Equity Planning for students, faculty, and staff is also an important topic for consideration and review. Reminder that what flows from this committee has far-reaching and long-term impacts.
12. <b>Review Canvas shell / modules</b>	Update from Krista Ames-Cook. Roster of members being updated to include Faculty Staffing and Classified Staffing Prioritization Committees. For now, "Teacher" roles are Mike Reese, Marion de Koning, and Krista Ames-Cook. Canvas sandbox updates are in progress and committee members will be notified when site is ready for use.

<b>FOR CONSENSUS</b>	
13. <b>Summer Meeting Schedule</b>	No summer meetings to stay consistent with other Governance committees.

FOLLOW-UP		
Who	Item	Timeline
All Staffing Committee and work group members	Summer Research related to Staffing Prioritization Ranking(s) – see “Work Ahead” section below for details.	Submit findings to Krista Ames-Cook on/before <b>Thurs, Aug. 8<sup>th</sup></b> (copy Mike Reese)
Mike Reese / Marion de Koning	Invite HR to the August or September meeting to share about the staffing plan.	August or September 2019

14. **WORK AHEAD**

- **Announcements**
- **Preparations for future meetings: Summer Research (Independent)**

Research the staffing prioritization process at regional and state community colleges, focusing on how prioritization is done, timelines, rubrics, processes, etc. for both faculty and classified positions.

Information to collect should include, but is not limited to, the following: (a) prioritization process, (b) timeline(s), (c) rubrics, etc. If possible, research the Faculty Staffing and Classified Staffing Prioritization Processes/Committees.

Committee members who did not select a college at the 5/16 meeting, are welcome to do so. Please email Krista Ames-Cook with your selection(s).

Colleges:

- Cabrillo (Mike R.)
- Imperial Valley (Mike R.)
- Palomar (Marion)
- Pasadena City (Marion)
- City (Jessica S.)
- Mt. Sac (Joan)
- Mira Costa (Caroline)
- Mesa (Brodney)
- Cuyamaca (Jessica L.)

Please send your research findings and any examples of rubrics, etc. to Krista Ames-Cook (copy Mike Reese) on/before **Thurs., August 8, 2019**. Acceptable formats: Word, Excel, and PDF.

**NEXT MEETING: Thursday, August 15, 2019 3:00 – 4:30 p.m. ASGC Board Room (60-207)**

**CONCLUSION**

**Meeting adjourned at 4:21 p.m.**

## ***Staffing Committee***

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.

### ***Meeting Norms – Members agree to:***

- Raise hands if needed and wait to be called on by one of the chairs.
- Use thumbs up, side or down when voting.
- Ask questions of others and seek participation from all members.
- Understand all questions are welcome.
- Be aware of time.
- Food is allowed.
- Explain acronyms.
- Stick to the agenda.
- Plan a social event, preferably off campus, once a year to enhance the group.
- Educate proxies.

### ***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.