GROSSMONT COLLEGE
Staffing Committee
Thursday, August 15, 2019 | 3:00 p.m. – 4:30 p.m.
ASGC BOARD ROOM (60-207)

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*
☐ Mike Reese	☒ Tasha Courtney	☒ *Catherine Webb*
☐ Marion de Koning, Faculty Co-Chair	☐ Peniel Shebi	☐ *Lida Rafia*
☒ Marsha Gable, proxy for Mike Reese	☐ *Student vacancy*	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☐ Shina Alagia	☒ Caroline Althaus	☒ Barbara Gallego
☐ *Marion de Koning*	☒ Bryan Lam	☒ Sara Varghese
☐ *Faculty vacancy*	☒ Jessica Lee	☐ Cary Willard

EX OFFICIO	*RECORDER*	*MEMBERS from CSPC and/or FSPC*
☒ Bill McGreevy (VPAS)	☒ *Krista Ames-Cook*	☒ *Renee Nasori* (CSPC)
☒ Marsha Gable (VPSS)	**PROXIES** (if applicable)	☒ *Jessica Stanfield* (CSPC)
☒ Brodney (John) Fitzgerald (FSPC)	☐	☐
☐ Luma Shamon (CSPC)	☐	☐

GUEST(S): Nabil Abu-Ghazaleh

Attachments: Classified Staffing Ranking Positions (Final)
Classified Staffing Positions Summary

	ROUTINE BUSINESS	
1.	**Welcome and Introductions**	Marsha Gable convened the meeting at 3:06 PM. Introductions were made around the table. Nabil Abu-Ghazaleh, President, attended as a guest.

2.	**Public Comment(s)**	President Abu-Ghazaleh addressed the committee in his formal capacity.
		• Welcome to the new academic year and first governance meeting for 2019-20.
		• Some staffing issues need to be addressed and are being shared for transparency.
		• Positions will be presented to College Council on 8/22/2019.
		   o PVAC Technical Director and/or PVAC Technician – New PVAC building is scheduled to be in use during fall semester (Nov./Dec. 2019) and will require additional staffing for important functions. Two positions anticipated and at least one should be staffed when new PVAC building is ready to be opened.
		   o PVAC Custodians – A couple more custodial positions are also needed for the new building; already understaffed in the area of custodial staff. Custodial positions are being filled as needed, however this area remains understaffed.
		   o International Students Director – Enrollment is down (approx. 20%) in international students, which matches the national norms and what Grossmont experienced last year. Our dependency on language schools in the area and referrals from friends/family cannot continue. Programs like ACE are in danger due to decreased enrollment. Current international staff cannot support in this area as they are already working at capacity. Dr. Abu-Ghazaleh is seeking a more official role, such as a director position, to recruit international students and will present/discuss this to College Council in fall 2019.

3.	**Additions/Deletions to Agenda**	None
4.	**Approve Meeting Summaries & Follow-up**	<u>May 16, 2019 Meeting Summary</u>: No changes. Meeting Summary approved.

	DISCUSSION ON PREVIOUS AGENDA ITEMS	
1.	**Staffing 101**	Let's schedule some topics. **Tabled**
2.	**Staffing Plan**	How will we accomplish this? **Tabled**
3.	**Annual Unit Plan (AUP) and annual cycle** (Catherine Webb)	<u>How do faculty and classified staffing prioritizations fit in the timeline?</u> Goal is to make the college more competitive in the faculty hiring cycle; prioritization should be completed in time for HR to process the file/post by the end of fall semester (December); working backwards means that the prioritized list would need to be done by end of Oct./early Nov. 2019; new positions may require more time for the hiring committee to review the job descriptions, etc. From Nabil: The prioritization process needs to be done to allow enough time for College Council to be involved. Faculty obligation number is lower this year than last year due to reduced enrollment; ratio of part time to full time faculty has gone up; we will know more information about faculty obligation in the fall. Four positions that were approved last year remain unfilled and remain a factor at this time, these will be reopened/reposted and are not considered "failed searches". Another unknown is the number of faculty who may/will announce their retirements throughout the year. It's best to have a prioritized list ready and waiting, even if it seems uncertain at this time about hiring new faculty. Inquiry about proposed AUP timeline; Catherine stated that the next AUP meeting is 8/23/19 at 9:00 AM in ASGC Board Room; a parallel conversation could/should be held about the prioritization process, what data is to be collected, etc.; CPIE will present the AUP timeline to College Council and then the Staffing Committee should be prepared to be nimble to move forward. Reminder from Catherine that this first year is an implementation year and more conversations will occur to make Grossmont competitive in the (faculty) hiring process. Follow up inquiry about aligning the CSPC and FSPC timelines. Per Catherine, not at this time since the timelines of the two groups are not the same; faculty is aligned to the academic year and classified is an ongoing/as needed basis; clarification from Bill that this inquiry may be related to budget concerns (i.e. allocation). Clarification added from Bryan that the AUP time-line (for posting faculty positions this December) is for faculty hires for the 2020-2021 academic year. Marsha stated that a comprehensive Staffing Plan needs to be developed and implemented. Catherine added that the hope is for the AUP to be the place to house this information going forward. We are working in this direction and will be looking at these needs together, rather than separately. Catherine invited the Staffing Committee to attend the 8/23 meeting.

	NEW BUSINESS	
4.	**Classified Staffing Prioritization Committee** (CSPC) **Results**	CSPC met in spring 2019; the rubric was revised, specifically with the ranking/weighting; several classified positions were received. The CSPC committee reviewed and read all of the documents; presentations were made for all of the positions; committee met a few times to discuss their personal rankings, comments, etc. Handout was distributed with the raw original rankings from CSPC (42 classified positions); narrative comments were included in the handout; second column is the updated ranking that followed the CSPC discussions; positions highlighted in red (4th column) are considered "emergency positions" due to the nature of the roles; positions highlighted in yellow (3rd column) are funded from categorical accounts; note that one of the positions is on both lists. Next steps: (a) Staffing Committee to review and make final recommendation (today, 8/19/2019) (b) College Council to hear presentation next and approve (8/22/2019) (c) President makes final decision and how many are moved forward Marsha praised the CSPC for their work and additional praise from Catherine for how the process was tied to the strategic plan. Caroline clarified that the red (emergency) and yellow (categorical) positions are going forward. Bill commented that all of the applications were thoroughly prepared and well thought out. Jessica S. added that it was truly a discussion (when CSPC met) and not simply looking at the rankings/numbers. Inquiry from Barbara about the Network Specialist I position – which computers does this role work with/on, college or district? Marsha confirmed that this position works on college computers, new computers are purchased and then when they arrive at the warehouse they sit around waiting; distinction may need to be clarified as to what this role does and who they serve. **VOTE:** Thumbs up vote from Staffing Committee to move this list forward to College Council.
5.	**Kicking off Faculty Staffing Prioritization Process this fall**	**Tabled** – To be discussed by FSPC co-chairs and full Faculty Staffing Prioritization Committee. • Determine process and rubric with Faculty Staffing Prioritization Committee (FSPC) • Solicit requests • Carry out process • Submit prioritized list to Staffing Committee • Annotate list and submit to College Council
6.	**Summer Research Homework – Other colleges' processes**	**Tabled** - To be discussed by FSPC co-chairs and full Faculty Staffing Prioritization Committee.
7.	**Rubric**	**Tabled** - To be discussed by FSPC co-chairs and full Faculty Staffing Prioritization Committee. • What is important in selecting which department gets a new faculty member? • How do we code that into a rubric? • Since no rubric can capture everything, how do we enhance the process with human wisdom?
8.	**Voting systems to create a sorted list of winners** (Catherine Webb)	**Tabled** - To be discussed by FSPC co-chairs and full Faculty Staffing Prioritization Committee. • Adding scores of each voter – Classified Staffing Prioritization Committee used this most recent time • Adding ranks of each voter (Borda Method) – Faculty Staffing Prioritization has used this method previously • Dowdall (or Nauru) Method – Like Borda, but higher-ranked candidates receive more emphasis • Ranked Pairs (or Tideman) Method – Every candidate is ranked against each other

	COMMITTEE REPORTS	
9.	**Budget Committee**	No update.
10.	**Faculty Staffing Prioritization Committee**	Mike and Brodney will meet with FSPC to complete items #5-8 above. Prioritization list will then share to the Staffing Committee (parent) for consensus prior to outcomes being presented to College Council for consideration.
11.	**Classified Staffing Prioritization Committee**	See above item #4.
12.	**Other(s):**	N/A

FOR CONSENSUS

FOLLOW-UP		
Who	**Item**	**Timeline**
Mike Reese & Brodney Fitzgerald	Meet as FSPC co-chairs to determine next steps.	Week of August 19 – 23, 2019 Meeting set for Aug. 22 (8:30 – 9:30 AM)
Krista Ames-Cook	Confirm all sections of Canvas container for Staffing Committee have been published.	Completed Aug. 16, 2019

13. **WORK AHEAD**
    - **Announcements** – N/A
    - **Preparations for future meetings** – N/A

NEXT MEETING: **Thursday, September 19, 2019**   **3:00 – 4:30 p.m.**   **Location: Distance Learning Room (DLR)**
(70-066)
* NOTE: New location starting in Sept. for rest of 2019 and 2020.

CONCLUSION
Meeting adjourned at 4:00 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.