GROSSMONT COLLEGE
Staffing Committee
21 November 2019 | 3:00 p.m. – 4:30 p.m.
Distance Learning Room (DLR) / 70-066

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
☒ Bill McGreevy (Proxy for Mike Reese)	☒ Tasha Courtney	☐ *Catherine Webb*
☒ Marion de Koning, Faculty Co-Chair	☐ Peniel Shebi	☐ *Lida Rafia*
	☒ Eric Shults	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☒ Janette Diaz	☒ Caroline Althaus	☐ Barbara Gallego
☒ Evan Wirig	☒ Bernadette Black (Proxy for Bryan Lam)	☒ Courtney Williams (Proxy for Sara Varghese)
☐ *Marion de Koning*	☐ Jessica Lee	☒ Cary Willard

EX OFFICIO	RECORDER	MEMBERS from CSPC and/or FSPC
☐ Bill McGreevy (VPAS) (noted above)	☒ *Krista Ames-Cook*	☒ Joan Ahrens (FSPC)
☐ Vacant (VPSS) – *Interim TBD*		☐
☒ Brodney (John) Fitzgerald (FSPC)		☐
☒ Luma Shamon (CSPC)		☐

	ROUTINE BUSINESS	
1.	**Welcome and Introductions**	Marion convened the meeting at 3:05 PM and introductions were made around the table. Special welcome to Evan Wirig, new member of committee representing Academic Senate.
2.	**Public Comments**	None
3.	**Additions/Deletions to Agenda**	None
4.	**Approve Meeting Summary & Follow-up**	October 17, 2019 Meeting Summary: Approved as presented with a verbal vote.

COMMITTEE REPORTS	
Faculty Staffing Prioritization Comm. (FSPC) (Brodney)	Brodney reported that the committee met on Nov. 8th and the actual application for the 2020-2021 academic year was discussed again. After a review of the old process (from last year) and new process (previously distributed in Sept. 2019), a hybrid application was developed and distributed. Application and data went out on Nov. 14th and the due date is close of business on Nov. 25, 2019. A rubric was included in the application on the instructions page. The question about equity was elaborated. In lieu of presentations, a short video (up to 2 minutes in length) may be submitted. FSPC will meet on Dec. 3rd to discuss and rank the applications, and view any videos. Prior to Dec. 3rd, the FSPC members will individually score the applications. Prioritized list will be shared with Staffing Committee for review and will be presented at College Council on Dec. 6th. Follow up to FSPC report from Marion – A number of concerns were voiced through Academic Senate and to Marion and Brodney directly. Specifically, concerns about using holistic scoring. Suggestion to review some of the resources available for how to score holistically in a fair manner. Comment from Joan, also on FSPC – Holistic scoring has been used for many years in arts/humanities. It is an accepted practice and has been widely used in other places, even though it may be considered new to Grossmont in this way and for this purpose. Joan added that the FSPC members will be individually interpreting the data and the application using the holistic scoring. Marion shared some of the comments she received from faculty about the data. She commented that updated data was distributed to address these concerns. Cary commented that Mike has been reviewing the data and sent out an updated set on Nov. 18th which addresses some of the anomalies that were lifted up previously. This updated data will be the set that the FSPC will use for its analysis. Joan added that the videos that Bonnie Ripley prepared for Program Review and that are in Canvas are helpful. Suggestion to follow up with Joyce Fries about how to access these for all Staffing Committee members. Action item: Krista will follow up with Bonnie Ripley and Joyce Fries for access to these videos and will share with Staffing Committee members.
Classified Staffing Prioritization Comm. (CSPC) (Luma)	Luma reported that this committee will most likely meet again in spring 2020, so there is no update at this time. Bill clarified that CSPC does not have an update because its process and cycle finished earlier in the year and the prioritized list was previously presented to College Council.
Other:	

DISCUSSION ON PREVIOUS AGENDA ITEMS	

NEW BUSINESS	
1. **Review Staffing Committee Charge**	• Review Staffing Committee's current charge 　○ Governance Handbook pages were reviewed. Marion asked why the President makes the final decisions if we are now practicing participatory governance. Bill clarified that Ed. Code dictates that the President makes the final decisions. 　○ Charge was reviewed, specifically the portion about developing/drafting a multi-year staffing plan. Suggestion to review/edit the phrasing on page 35 about the committee's purpose for clarity. Bill commented that the intent is for the Staffing Committee to be responsible even though this group does not do the actual prioritization. The wording could read better to avoid confusion. 　○ The Responsibilities section does elaborate on the prioritization, however this could also be clearer. Specifically on if/when the Staffing Committee can send back and/or simply annotate a prioritized list. Action item: Request to have all members, including FSPC and CSPC, review the Governance Handbook and submit input/first perspectives for possible revisions/updates. Send these comments to Marion and Mike (with copy to Krista) via email. Focus on: How does the charge read and how does it compare to the responsibilities? Are there discrepancies, should parts be clarified, etc.? 　○ Marion added that the distinction of whether FSPC and CSPC are Governance or Operational Committees has been raised and needs further review. For now, it has been determined that these (FSPC and CSPC) are both Governance. 　○ Cary commented that how these committees (Staffing, FSPC, and CSPC) work and interact together should be reviewed with the goal to have these all dovetail better. How should it be done? Is this being done? • Discuss where the FSP and CSP committees fit in the organizational chart 　○ Question for further discussion: Where does FSPC and CSPC fit in the overall organizational structure? 　○ Per Cary, if the two committees come together and design a rubric that then does not work as intended when the prioritization committee uses it; does it accomplish the task we hoped to accomplish? How can it (rubric) be developed to match/meet our goals? 　○ Suggestion from Courtney to have a rubric retreat, possibly focusing on faculty staffing, and then try to have some alignment between the departments. 　○ Cary stated that the process needs to be transparent and clear so when the prioritization committees share their work with the Staffing Committee, the rubrics are understood and can be presented confidently to College Council. • Provide input for changes/amendments during spring 2020 　See Action item above and summarized in Follow Up section.

2.	**Future topics for items related to Staffing & Input on scheduling preferences**	• Marion is planning to move forward with making a plan so the committee can get started with its charge. She does not want a year and a half to go by and there be no progress.
		 • Suggestion from Marion to work with the East County Alliance to get the data and understand the audience. Marion attended the recent East County Alliance Summit. Use this information to see who our audience is and how can we then staff for this.
		 • Another suggestion to refer to Guided Pathways and how we (Staffing Committee) help to move this forward.
		 • Desired outcome is a very specific plan of how many staff we'll need (short term) to accomplish the college's goals. Focus on developing a two-year plan initially and then moving toward the five-year plan.
		 • Joan commented that the data we could be using is in the Educational Master Plan. Suggestion to review this and also work with the CPIE office for the data that shows our community.
		 • Observations from the program reviews could also be used to make forecasts.
		 • Question from Joan: Has this committee looked at the list of new hires and reviewed how these match the demographics of the community? Per Marion, not yet.
		 • Comment from Marion about the problem for faculty who officially state their retirements (well in advance) and then may miss out on retirement bonuses. The current policy makes hiring faculty problematic. Bill added that this may be a topic for collective bargaining.
		 Action item: Request that Mike follow up with HR about how this policy can be amended/updated.
		 • Reminder that faculty retirees are not automatically replaced. There is no "old list" process, each year is fresh based on needs and demographics.
		 • Possible future topics for Staffing Committee agendas:
		    o HR – Timing of Retirement Notifications from Faculty (Alyssa Brown)
		    o FTES, etc. for clarification (Judd Curran)
		    o 50%/75% (Cary Willard)
		      ▪ Cary commented that at a recent conference there is a college that is at 75% and yet is facing some challenges because its enrollment is shrinking. She's not sure if she's the best person to address this topic.
		    o How do we get work done to make a two-year staffing plan? Provide data and analysis? (Catherine Webb)
		 • Marion stated that if you have suggestions for topics, or preferences for the sequence, to please let us (Mike, Marion, Krista) know.
		 Action item: Krista to share again the "master list" from previous session to the group and to make sure it is on the Canvas container.
		 Completed: Canvas container updated and Learn List attached to meeting summary.

3.	**December & January meetings?**	• December 19, 2019: Neither Mike nor Marion are available on 19 December. Proposal to cancel meeting. Members agreed to cancel the December meeting. • January 16, 2020: January meeting is scheduled for Thursday, 16 January, which is before start of PD/ Flex Week and faculty are off-contract. Mike and Marion are both available. Proposal to hold meeting as scheduled. Members agreed to hold the January meeting as scheduled. Request to send agenda topics for the January meeting to Mike and Marion, copying Krista. In late Dec./early Jan. a call for agenda items will go out. Possible guests/topics for January meeting: • Alyssa Brown (Equity in Hiring) • Lida Rafia and Sharon Sampson (Student Success & Equity Comm.) Board workshop on 19 Nov. 2019 was on the topic "Envisioning a Racially Equitable College Faculty: Fostering Success for Underserved Students" by Dr. J. Luke Wood (Assoc. VP for Faculty Diversity and Inclusion at SDSU). Link to the PowerPoint from this workshop: https://go.boarddocs.com/ca/gcccd/Board.nsf/files/BJ3W2T835C6B/$file/Hiring%20for%20Diversity%20Workshop%20Presentation.pdf

4. **Future Staffing Planning Retreat?**	• Who is interested?
	   o Most members are interested in having a planning retreat, and one would only be held when enough information has been gathered and distributed, including data, that can be utilized.
	• What do we hope to accomplish?
	   o Have data to use as reference
	   o Rubrics from CSPC and FSPC, which are living documents, reviewed
	• When should we try to schedule?
	   o If we have the information, and work being done in January through April 2020, then move forward in May with a retreat
	   o First week of May? On a Friday (all day)
	• Comment from Cary: If we're trying to increase the diversity of our staff, how can this committee help other committees know how to find the most diverse pool of applicants? Develop staff development? Deeper dive to help hiring committees, working alongside HR?
	• Comment from Bill: Recent board workshop from Dr. Luke Ward on 11/19/2019 had clear recommendations that the Board needs/needed to endorse. There may be additional information or directives coming from the Board.
	• Request to follow up with how/when to work with the Student Success & Equity participatory governance committee to address the goal/issue of diversity in hiring practices.
	• Request from Caroline to start with HR (Alyssa Brown) to confirm that jobs are being advertised in various places, drafting job descriptions, etc.
	Action item: Krista to request Dr. Luke Ward's PowerPoint from Board Workshop.
	Completed: *See information above with link to presentation slides.*

FOR CONSENSUS

ITEMS FROM THE FLOOR	
1. Request from Janette re: communication flow	Janette asked who from the Staffing Committee is able/supposed to attend the Academic Senate and relay information. Seeking clarification on role for Academic Senate. Marion responded that Denise Schulmeyer typically asks the faculty chair to report at Senate. Caroline commented that Classified Senate sends out a request of who would like to give the report. The report includes a link to the minutes and the rep gives an update from their perspective.
2. Request from Marion	Marion asked that all Staffing Committee members be copied on email correspondence so all members have knowledge of conversations.

FOLLOW-UP		
Who	**Item**	**Timeline**
Krista Ames-Cook	Follow up with Bonnie Ripley and Joyce Fries for access to the videos on interpreting data and share with Staffing Committee members via email.	Prior to Dec. 20, 2019 Completed: Links posted to Canvas.
Krista Ames-Cook	Share again the "master list" of topics for Staffing 101 (from previous session) to the group and to make sure it is on the Canvas container.	Prior to Dec. 20, 2019 Completed: Canvas updated and list attached.
Krista Ames-Cook	Request Dr. Luke Ward's PowerPoint from Board Workshop on Nov. 19, 2019.	Completed and link included in summary
Mike Reese	Follow up with HR about how the policy related to faculty announcing retirements and not missing out on year end incentives can be amended/updated.	Prior to the January 16th meeting if possible
All members of Staffing Committee, including Faculty Staffing and Classified Staffing Prioritization Committees	Review the Governance Handbook and submit input/first perspectives for possible revisions/updates. Focus on: How does the charge read and how does it compare to the responsibilities? Are there discrepancies, should parts be clarified, etc.?	Prior to the January 16th meeting, send comments to Marion and Mike (with copy to Krista) via email

WORK AHEAD
- **Announcements**
- **Preparations for future meetings**

NEXT SCHEDULED MEETING:	**Thursday, 16 January 2020 from 3:00 to 4:30 p.m.** **Location: Distance Learning Room (DLR 70-066)**

CONCLUSION
Meeting adjourned at 4:21 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.