GROSSMONT
COLLEGE

GROSSMONT COLLEGE
Staffing Committee
20 February 2020 | 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*
☒ Mike Reese	☒ ~~Jazlyn Gomez~~ Proxy: Enya Castañeda	☐ *Catherine Webb*
☒ Marion de Koning	☒ Zheming Tang	☐ *Lida Rafia*
	☒ Eric Shults	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☒ Janette Diaz	☐ Caroline Althaus	☒ Barbara Gallego
☒ Evan Wirig	☒ Bryan Lam	☒ Sara Varghese
☒ *Marion de Koning*	☐ Jessica Lee	☒ Cary Willard

EX OFFICIO	RECORDER	*MEMBERS from CSPC and/or FSPC*
☒ Bill McGreevy (VPAS)	☒ *Krista Ames-Cook*	☒ *Joan Ahrens* (FSPC)
☒ Aaron Starck (VPSS)	**GUESTS**	☐
☒ Brodney (John) Fitzgerald (FSPC)	☒ *Nabil Abu-Ghazaleh*	☐
☒ Luma Shamon (CSPC)		☐

	ROUTINE BUSINESS	
1.	**Welcome and Introductions**	Meeting started at 3:00 PM. Mike welcomed the group and introductions were made around the table.
2.	**Public Comments**	None
3.	**Additions/Deletions to Agenda**	None
4.	**Establish Quorum**	Quorum reached with 15 of 17 voting members present.
5.	**Approve Meeting Summary & Follow-up**	November 21, 2019 Meeting Summary The meeting summary was approved unanimously with a thumbs-up vote.

REPORTS	
President's Report (Nabil)	Spring 2020 faculty hiring update: Nabil thanked the 3 committees that make up the overall Staffing Committee. Long-term plans are important because you do not get to move at the same pace each year. When the prioritized lists are prepared and ready, then we're ready. College Council made a recommendation for faculty hiring and then additional financial information became available. Enrollment has been declining and we need to live within the limits of what that funding allows until we can turn it around. Because of the lower enrollment, the legal mandate for faculty to adjunct faculty ratio also changes. There is also a 50% law that must be maintained for expenditures, which creates an envelope to stay within the range of minimum requirements and what we can afford at the current enrollment. It's fiscally sound to ease up or hold on the hiring until we know our enrollment better. We need to reduce our expenditures and live within our means long-term. It falls to the President to make the decisions that may impact the institution in the long run. Not sure at this time exactly how many FT faculty members will be hired, he should know more in the upcoming days/weeks. Will be considering what is urgent and what could be delayed. There are some areas on campus where the enrollment is growing and disciplines that are increasing and growth can only occur with hiring FT faculty. Classified positions are also being considered and Nabil is looking for new/different ways to fund positions with both general and categorical funds. Looking to see how to balance staffing better, especially with generally funded positions if/when categorical funding is available. Reminder that we do classified staffing/hiring in two ways (prioritization list and fill necessary vacancies) and we do faculty staffing/hiring in one way (prioritization list). Update on Communication/Forensics position that was not filled last year. This position will continue and the position. However, the Communication/Forensics position on the 2020FA FSPC list is unclear – what did the FSPC intend? The Communication Dept. Intended for it to be a 2nd/new position rather than ensuring that the previous position stayed at/near the top of the list. Question from Nabil to have the FSPC clarify its intent with this position. Action item: Mike to follow up with FSPC to clarify intent of the Communication/ Forensics position on the faculty prioritization list (new or replacement). Request to please continue to prioritize even when it's unclear about the funding. Mike thanked Nabil for his comments. Pointed out there are several terms that may be unclear, and it would be helpful for the Staffing Committee to establish a glossary for the Staffing Committee's use. Action item: Develop a glossary of staffing related terms.
Classified Staffing Prioritization Comm. (CSPC) (Aaron)	Spring 2020 Classified Staffing Prioritization Process - Aaron provided a brief overview of what the AUP is and the cycle that is being aligned campus wide. Classified Staffing requests are for brand-new positions that were not previously funded. Three types of positions (per Barbara) - (1) Vacant for over 5 years (not funded) (2) Brand new position (additional person or brand-new title) (3) Previous part-time position that is now wanting to be additional hours or full-time. Replacing a person who has retired (e.g., the locksmith) would be a Strategic Hire, hiring an additional person (I.e., another locksmith) would go through CSPC.

Classified Staffing Prioritization Comm. (CSPC) (continued)	Suggestion to continue to collect requests for classified staffing; however, to wait to prioritize the list in the fall. Clarification as to why classified timeline is changing rather than faculty timeline. There is a "faculty hiring cycle" that is more time-sensitive to attract and to be able to hire the best people. Comment from Mike: GC has approximately 200 FT and 600 PT faculty members. Pros/Cons of moving the timeline: • Messaging/communicating why the change. Perception as to why the faculty hiring is going forward, if the classified is being postponed. • Possibly have two periods – now and fall. However not publish the first list. • Need to educate folks on the process and when/why positions go through CSPC and when positions are critical hires. • Advantages for having lists be ready in November for presenting to College Council. • Communicate clearly that if funds became available during this transition time – there is an existing classified prioritized list that would be used for hiring until a new/updated list is done. • Most likely for neither faculty or classified, the only hiring (for now) will be for replacement/retiring. • Allow alignment (to the AUP calendar) to occur. Mike commented that as the Staffing Committee, we should be aware of the current state of our employees. Who has announced retirements? Action Item: Request for better communication between HR and staffing committee on this topic. Recommendation for all members to have a copy of the Governance Handbook. Action Item: Krista to share link to Governance Handbook.
Faculty Staffing Prioritization Comm. (FSPC) (Brodney)	No report.
Other: **Synopsis of Participatory Governance Chairs Meeting** (Mike)	Mike shared an update from the Participatory Governance Co-Chairs Meeting that occurred right before the Staffing Committee meeting.

DISCUSSION ON PREVIOUS AGENDA ITEMS	
1. **Review Purpose, Responsibilities, & Membership for Staffing Committee, CSPC, and FSPC**	• Purpose • Responsibilities • Membership Request for feedback from the group about if the two sub-committees should be operational or participatory. Preference from Joan that the two committees (FSPC and CSPC) remain sub-committees. Action Item: Send feedback/input on this topic to Mike and Marion (copy Krista). Per Aaron, we don't have any long-term plans connected to the rubrics. Important for the Staffing Committee work with the sub-committees to collaborate on the rubrics. Important for the Staffing Committee work with the sub-committees to collaborate on the rubrics. Barbara added that when this charge was being developed – we wanted to gather both lists and create one list. Be able to look at everything – staffing plan, rubrics, etc. - and present one list to College Council. Important that these be on the same cycle. The prioritization for faculty would not be revised so faculty on GOSC could remain autonomous. Aaron added – consideration for the full staffing needs of the college; provide a little more organization to the staffing concept underneath the umbrella of the long-term staffing plan. Cary: Request to add "understanding and validation"? Validation that the process was followed and that we stand behind the list you've provided. Need for a joint review of the rubrics before the sub-committees go off and do their work. Strive for transparency and clarity. Some parts are not built into our rubrics yet (e.g., equity, state initiatives). Bryan commented that for the past year this committee has focused on the here and now and we should be looking at the longer-term issues. We should be looking at the items this group needs to know and understand. Action Item: Krista to share some example Staffing Plans. Review the LEARN list for topics re: Staffing 101. Action Item: All members to review the Governance Handbook (Staffing, FSPC, CSPC) and send us your input/philosophy. Collect and send to us. From there, we'll prepare a recommendation for College Council. Action item: Aaron to send out an email to CSPC about proposal to extend the timeline. Collect feedback so can go to College Council. This is to let you know that this proposal is moving forward... Bill raised the observation about the few meetings that this group has each semester. Request for feedback/input from student representatives. None at this time. Request to start work on rubrics sooner than later – possibly at next meeting. Request to visualize the timeline. Request to have Catherine come back for the timeline conversation and make sure it aligns with AUP. Action item: Krista and Mike will send out homework prior to the next meeting.

NEW BUSINESS	
1. **Review and revise Faculty Staffing Prioritization Processes**	Tabled
2. **Institutional Staffing Plan**	Tabled

FOR CONSENSUS	

FOLLOW-UP		
Who	**Item**	**Timeline**
Mike and Krista	Develop a glossary of staffing related terms.	Start draft list prior to next meeting.
Mike	Follow-up with HR to request a list of people who have announced retirements.	Prior to next meeting.
Krista	Share link to Governance Handbook.	Prior to next meeting.
All committee members	Send feedback/input to Mike and Marion (copy Krista) about if the two sub-committees (CSPC and FSPC) should be operational or participatory.	Prior to next meeting.
Krista	Share some example Staffing Plans. Review the LEARN list for topics re: Staffing 101.	With meeting summary from this meeting (See attached).
All committee members	Review the Governance Handbook (Staffing, FSPC, CSPC) and send your input, philosophy, & feedback to Mike and Marion (copy Krista).	**Link to Governance Handbook.** Send feedback prior to next meeting.
Aaron	Send an email to CSPC about proposal to extend the timeline.	Prior to next meeting.
Mike and Krista	Send out homework for group to prepare for next meeting.	With meeting summary from this meeting (See attached).

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

NEXT SCHEDULED MEETING: **Thursday, March 19, 2020   3:00 – 4:30 p.m.**
Location: Distance Learning Room (DLR 70-066)

CONCLUSION
Meeting adjourned at 4:24 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.