GROSSMONT
COLLEGE

GROSSMONT COLLEGE
Staffing Committee
September 19, 2024 | 3 – 4:30 p.m.
[Zoom Meeting](#)
AGENDA

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*
☒ Agustin Albarran	☐	☐ Joan Ahrens
☐ TBD	☐	☐
	☐	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☐ June Yang	☐ Lisa Brlas	☒ Maura Mehrian
☒ Angela DiDomenico	☒ Graylin Clavell	☐ Luma Shamon
☒ Natalie Ray	☐	☐

EX OFFICIO	RECORDER	*MEMBERS from CSPC and/or FSPC*
☒ Sheree Stopper (VPAS)	☒ Christine Girsch	☐ Agustin Albarran (FSPC)
☐ Luma Shamon (CSPC)	**GUESTS**	☐ Brodney Fitzgerald (FSPC)
☐ Agustin Albarran (FSPC)	☒ Isaac Collier and Amin	☐
	☒ Shawn Hicks	☐

ROUTINE BUSINESS		
1.	**Welcome and Introductions**	All were welcomed to the committee and asked to introduce themselves. Special thanks to the presence of students of our students from ASGC. June Yang is unable to be here and has asked there be no "action" items, only "informational" items so that she is able to participate.
2.	**Establish Quorum** (50% + 1)	Established
3.	**Public Comments**	none
4.	**Additions/Deletions to Agenda**	none
5.	**Approve Meeting Summary & Follow-up**	Table for October: February 15, 2024 Minutes March 21, 2024 Minutes April 18, 2024 Minutes May 16, 2024 Minutes
6.	**President Update**	n/a

ROUTINE BUSINESS	
NEW BUSINESS	
1. **Accreditation Standard 1 (Denise Schulmeyer)**	Shawn Hicks shared 2026 Accreditation cycle update and briefly went through the 1st standard and where they are in the process; completion of initial draft. Standard 1: Mission Statement- the initial draft is going out for vetting to all governance committees. Committee members were asked to review Standard 1 (1.1-1.5 sub standards) and use the document provided to include notes, comments, and suggestions. Key areas of focus: online education and outcomes assessment. **Members to have available for the next Staffing meeting on October 15, 2024.** After the October meeting, this committee will take all individual's feedback, summarize into 1 document and send to Denise Schulmeyer (faculty co-chair) by November 15th. **Graylin to share Standard 1 document with committee members- done 9/19/24** AA is there student interaction for the standards? The document is being shared with all governance committees and asking students present to share with others for their input. Standard 2 will be shared during the October meeting and feedback will be reviewed during the November meeting.
2. **Vote in Faculty Co-Chair**	Agustin suggested a vote by email so the co-chair is in place for the October meeting. • Consensus met for a vote via email.
3. **Review Purpose & Responsibilities**	Graylin shared the Purpose and Responsibilities of the Staffing Committee document All shared in the reading of the document Links located in the Purpose and Responsibilities of the Staffing Committee document: • Agendas and Minutes • -College Council recommendation form • -ACCJC Accreditation Standards (6/2023) 3.1 The staffing handbook is located on the GC website, included in meeting chat link, and here. https://www.grossmont.edu/faculty-staff/participatory-governance/college-council/_assets/pdf/2023/september-2023/gc-governance-handbook-092823-final.pdf Document to be updated to remove outdated information. The document requests 3 members from each constituency group however, 2 are standard for a lot of the campus committees and helps with meeting quorum. Suggestion to have 3 designees and adjust the standard for quorum to 2 and eliminate having a proxy. **A call to be put out for additional members, admin, faculty and classified that will aid in establishing quorum and participation from the appropriate bodies.** Suggestion for members to speak with peers to try and get additional participation.
4. **Review (add/edit) meeting norms**	3:45p Members read the establish norms aloud Angela commented on a previous committee discussion- using the "yes" and "no" in the chat for ease and accurate reading. Nothing was found in the 24SP meeting minutes. Recorder will do further research. **Language to be revised in the *virtual meeting norms* of this document and will be sent out via email for vetting and voted on in October's meeting.**

| 5. **Staffing Plan/Consideration of Consultation** | Staffing plan draft

For those that were not part of the committee last academic year, Graylin reviewed the purpose behind the consideration of needing consultation for the staffing plan. Members began working on a Staffing Plan last year and reviewed the already established plans of other colleges. Compton College had the plan that resonated with the committee the most.

Graylin reached out to CPIE in early spring to obtain data to be used for Grossmont College's plan but was unable to get information due to high volume of workload in that office. Possibility of reaching out to Compton College for their guidance on gathering the data needed. Agustin and Sheree to read the Compton college staffing plan.

From a Google search on the Web
https://www.grossmont.edu/faculty-staff/participatory-governance/college-council/_assets/pdf/2023/september-2023/gc-governance-handbook-092823-final.pdf

from Maura
https://www.compton.edu/about/masterplan/docs/Compton-College-2024-Staffing-Plan.pdf

GC to email the member the link for CC Staffing Plan. Done 9/19/24 4:05p
Students requested to use the OneDrive |

DISCUSSION ON PREVIOUS AGENDA ITEMS *(Time Permitting)*	
6. **Working on the Staffing Plan**	Agustin requested to have the October meeting moved to in-person instead of Zoom. This would be a collaborative working meeting to continue working on the staffing plan, all were in agreement. Meeting room to be arranged, CDC or ASGC

REPORTS	
Classified Staffing Prioritization Comm. (CSPC)	Prioritized Rankings list. Natalie- no recent updates
Faculty Staffing Prioritization Comm. (FSPC)	Agustin- collected data and information from different areas to give consult to the Pres for her recommendations.

FOR CONSENSUS *	
* Consensus is reached when at least 75% of voting members present are in agreement on a decision (Gov. Handbook pg. 10).	
	None for September

FOLLOW-UP		
Who	**Item**	**Timeline**
Groups	Staffing Plan work	October meeting
Joan to share with Graylin	Staffing tables	

WORK AHEAD
- **Develop Staffing Plan**
  2024

NEXT SCHEDULED MEETING: October 17, 2024 (3pm-4:30pm) / ZOOM

CONCLUSION
Meeting adjourned at 4:11pm.

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.

Virtual Meeting Norms

At the meeting held virtually on April 16, 2020, virtual norms were discussed and established.

- Use the "raise hand" feature in Zoom participant window to avoid talking over each other.

- Mute microphone unless talking.

- For consensus items, the Recorder will type the consensus item in the chat window and voting members will enter:
  - "thumbs up" or "approve" for yes votes,
  - "thumbs down" or "do not approve" for no votes, or
  - "thumbs sideways" or "neutral".