



GROSSMONT COLLEGE
Staffing Committee
19 September 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
<input checked="" type="checkbox"/> Mike Reese	<input checked="" type="checkbox"/> Tasha Courtney	<input type="checkbox"/> Catherine Webb
<input checked="" type="checkbox"/> Marion de Koning, Faculty Co-Chair	<input type="checkbox"/> Peniel Shebi	<input type="checkbox"/> Lida Rafia
	<input checked="" type="checkbox"/> Eric Shults	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input type="checkbox"/> Shina Alagia	<input type="checkbox"/> Caroline Althaus	<input checked="" type="checkbox"/> Barbara Gallego
<input checked="" type="checkbox"/> Janette Diaz	<input type="checkbox"/> Bryan Lam (proxy)	<input type="checkbox"/> Sara Varghese (proxy)
<input type="checkbox"/> Marion de Koning	<input type="checkbox"/> Jessica Lee	<input type="checkbox"/> Cary Willard

EX OFFICIO	RECORDER	MEMBERS from CSPC and/or FSPC
<input checked="" type="checkbox"/> Bill McGreevy (VPAS)	<input checked="" type="checkbox"/> Krista Ames-Cook	<input type="checkbox"/>
<input checked="" type="checkbox"/> Marsha Gable (VPSS)	PROXIES (if applicable)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Brodney (John) Fitzgerald (FSPC)	<input checked="" type="checkbox"/> Bernadette Black (for Bryan Lam)	<input type="checkbox"/>
<input type="checkbox"/> Luma Shamon (CSPC)	<input checked="" type="checkbox"/> Courtney Williams (for Sara Varghese)	<input type="checkbox"/>

ROUTINE BUSINESS	
1. Welcome and Introductions	Meeting convened at 3:08 PM. Introductions made around the table.
2. Public Comment(s)	None
3. Additions/Deletions to Agenda	Request from Barbara G. to refer to College Council’s suggestions for how information is to be presented from this body.
4. Approve Meeting Summaries & Follow-up	<u>August 15, 2019 Meeting Summary</u> : Approved as presented.

DISCUSSION ON PREVIOUS AGENDA ITEMS
--

<p>1. Faculty Staffing Prioritization Committee (FSPC)</p> <p>HANDOUT: Draft FSPC Timeline, Application Questions, Quantitative Data, and Rubric</p>	<p><u>Review Process and Rubric</u> -</p> <ul style="list-style-type: none">- FSPC (Brodney) presented its proposed timeline, application questions, quantitative data, and rubric. Deans will receive instructions/information with timeline and application on Monday, 23 September 2019. Change in process this year – All quantitative data will be gathered and shared on behalf of the divisions. Focus is on qualitative process to explain WHY a new faculty member is needed. The process this year is a beta test.- Inquiry from Barbara as to why the FSPC process needs the quantitative data. Mike responded that the FSPC process was prepared/ revised (in part) after reviewing what other colleges are doing.- Marsha G. pointed out that bullet 4 should be worded: “submit through division deans” since the call will not go out campus-wide. Per Mike, the process this year is going to be more controlled so that it all goes through the instructional deans.- Request to add associate deans (Courtney, Nedra, Beverly, Sara) who may need to hire faculty. Mike will connect with Marsha G. and Bill M. to review updated list before it goes out.- Brodney continued with the timeline: Deadline to submit applications is Oct. 28th.- Tasha (ASGC) asked for clarification of the FSPC acronym.- Mini-presentations will be on Friday, Nov. 8, 2019.- Bill and Marion requested for clarification about “holistically” reviewing the applications. Request for this to be clearer in the cover letter to deans/faculty so the process is more fully understood.- Eric S. (ASGC) asked for clarification on how the ranking is going to be calibrated. Mike responded that the FSPC has been instructed to view the positions from an institutional needs perspective.- Follow up question from Eric: What is the significance of the color coding of text on the timeline? Per Mike, red = key deadlines; black = internal FSPC work timeline- FSPC meeting on 11/15/2019 to possibly re-rank applications; if this is needed, it would be with a super-majority (2/3) vote.- <u>Key Deadlines:</u> 9/23/2019: Request for applications sent to deans to share with departments 10/28/2019: Deadline for deans to submit applications to FSPC chairs 11/8/2019: FSPC hears mini-presentations from requestors on positions (optional) 11/20/2019: FSPC submits results to Staffing Committee 11/22/2019: Staffing Committee submits results to College Council- Staffing Committee may annotate the proposed list from FSPC; College Council may make a recommendation to President.- Clarification requested from Tasha about governance/operational distinction. Does FSPC/CSPC report to Staffing Committee? Yes. Does Staffing Committee report to College Council? Yes, more or less; then the Council makes a recommendation to President who may or may not decide to move forward.- Inquiry about FSPC and CSPC Charges – Can the Staffing Committee “send back” a recommendation or must it be presented as is (although it could be annotated)? CSPC, per Marsha: The Staffing Committee can make changes and send it back to CSPC for updates.FSPC, per Mike: The Staffing Committee may only add annotations. He recalls that during GOSC and participatory governance development/implementation, the Academic Senate President was adamant that the FSPC list be presented without changes, however annotations could be added.- Request from Bill that the wording of the charge/purpose for FSPC and CSPC be reviewed and possibly amended. (Action item for College Council; per Marsha, there will be an evaluation time at the end of semester.) <p>Observation from Barbara that the Staffing Master Plan (5 year) really needs to be developed because it seems like we’re ahead of ourselves. Mike agreed that this is the case, however it’s always been this way and now that we recognize this we are trying to correct it. For the Staffing Committee, Planning is separate from Budget.</p>
--	---

	<p>Back to FSPC Application overview, blue category (Brodney):</p> <ol style="list-style-type: none"> 1. For what discipline (or sub-discipline) are you requesting a FT faculty position? If it is for a sub-discipline, then review the data for that area only. 2. Required? Possibly pull this position out from the prioritization list. 3. New faculty since end of spring semester? Need to know this b/c the data of the new hires will not be present when the report is run, so this needs to be taken into account. 4. Categorically funded? Specific rules on how the money can be spent. 5. to 10. There will be a limit to the number of words/characters for each of these. <ul style="list-style-type: none"> - WSCH/FTEF ratio = productivity (ROI); how much we get out of how much we pay. - Qualitative Data – this will be pulled from the AUPs. - Quantitative Data from Reports (from prior spring semester) – this will be supplied for the divisions and compiled from 3 or 4 different reports. <ul style="list-style-type: none"> - Inquiry from Janette about the difference of census enrollment and final enrollment? Per Mike, census enrollment is used by the state to base a large part of our funding and final enrollment is the number at the end of semester that is used for retention rate. The final enrollment does not factor in if the student successfully completed the course. Request to add “total successful completion” to the list of Quantitative Data. - Comment from Marion that knowing the success rate may or may not provide a compelling description as to why a new faculty member is needed. - Computed Quantitative Data (Item #3) is related to reassigned time. Explanation of RT for new members (contractual and discretionary). - Inquiry from Barbara if the courses that are being added are Articulated (or not) because this is an important consideration. - Definition of Extra Pay (XPAY) shared. FT faculty who teach above receive extra pay and these are counted as Adjunct work. - Inquiry from Tasha: What else is looked for when deciding if a new faculty is needed? Example shared about cybersecurity faculty based on workplace needs/trends. <p>Overview of automatic rubric to produce score from quantitative data.</p> <ul style="list-style-type: none"> - Quantitative only looks at what has happened in the past. Qualitative can forecast toward the future. - Item 2: Is large proportion of instruction from PT faculty? Important to work toward the 75% suggestion (GC is currently at approx. 50%). - Question from Marion: How was the 3500 number determined in item 4? Per Mike, this was based on discussions between the FSPC members and was tested on divisions (small, medium, large). From Bill, Is this number based on duplicated students? No, and Mike corrected it to read “For each 3500 enrollments per semester” rather than “3500 students”. - Item 6: Consider adding or modifying “retention rate” to “success rate”. - From Eric: Do Withdrawals (“W”) affect the success rate? Per Mike, it depends on how the equation is run. - From Janette: How was the 80% rate determined for item 6? Per Mike, this was also an arbitrary number from the FSPC committee. Request to adjust the number to 75% to more closely match the current situation (73%). Per Courtney: There are several programs in place that will improve this number over time and the results will be a lagging indicator.
<p>2. Staffing 101</p>	<p><u>Let’s schedule some topics:</u> FON (Faculty Obligation Number) – Sue Rearic</p>
<p>3. Staffing Plan</p>	<p>TABLED - How will we accomplish this? Can Catherine help us? Invite Catherine Webb to a future meeting to discuss how to develop our 5-year plan.</p>

NEW BUSINESS	

COMMITTEE REPORTS	
Budget Committee	None
Faculty Staffing Prioritization Committee	See above
Classified Staffing Prioritization Committee	None
Other(s):	N/A

FOR CONSENSUS	

FOLLOW-UP		
Who	Item	Timeline
Mike or Krista	Invite Sue Rearic to attend a future Staffing Committee meeting to discuss FON (Staffing 101 topic).	October or November 2019 meeting
Mike or Krista	Invite Catherine Webb to attend a future Staffing Comm. meeting discuss how to develop our 5-year Staffing Plan.	October or November 2019 meeting

<p>4. WORK AHEAD</p> <ul style="list-style-type: none"> • Announcements • Preparations for future meetings

<p>NEXT MEETING: Thursday October 17, 2019 3:00 – 4:30 p.m. Location: Distance Learning Room (DLR) (70-066) * NOTE: New location for rest of 2019 and 2020.</p>
--

CONCLUSION
Meeting adjourned at 4:25 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.