<u>LEARN LIST</u> – What Staffing Committee Needs to Learn (Know) to be Effective:

A. **Program, Division, and College educational documents**:
    1. **Educational Master Plan ***
    2. **Strategic Plan ***
    3. **Annual Unit Plan *** & planning processes and annual goals (as currently in place)
    4. Program Reviews (these are already on the college web site, but would be well placed in our own Canvas shell)
    5. Multiple Year planning processes
    6. Distance Education Master Plan
    7. Guided Pathways as it affects staffing

B. **All documents to do with HR and organizational models**:
    1. **Prioritization processes for faculty and staff as currently exist *** (with an eye to changes, additions, etc.).
    2. Personnel/HR regulations, rules, and processes for all kinds of hires: Staff, NANCE, Adjunct, FT, Retiree, Acting, Interim, Sub, strategic hires, other.
    3. HR forms such as organizational models
    4. Past rubrics from classified and faculty staffing committees (with an eye on making changes, additions, etc.)
    5. Our institution's organization charts with an eye on the overall structure of the college (the bigger picture).

C. **Other key aspects related to the development of an effective Five Year Staffing Plan**:
    1. **Staffing Plan as currently in place ***, especially with an eye on equity and diversity
    2. Compare our salaries, benefits, retirement options to peers (with the Union: advocate for competitive salaries).
    3. Learn best practices for staffing and hiring practices from large organizations, e.g., AAC, AACCJC, other colleges
    4. Keep eyes open to opportunities and share

D. **Budget and related obligations** – **Understand the various formulas**, **do the numbers**:
    1. Budget concepts, including the student-centered funding formula, FTES, FTEF, FON, the 50% rule
    2. Access to data, as well as use, and creation of data concerning staffing needs (with the help of CPIE)
    3. Understanding of generational trends that (can/will/maybe) determine the worker pool. I would add here immigration trends/newcomer population trends.
    4. Use of and access to local and community data: populations, workforce needs
    5. Labor market information showing present and future labor need trends

E. **Planning for Current and Future Personnel needs in terms of our goals for equity and diversity, and other future needs**:
    1. Equity Planning for students, staff, faculty
    2. Professional Development Master Plan: innovative approaches to further equity and diversity goals
    3. Diversity goals in hiring
    4. With HR: develop innovative processes in hiring
    5. With Marketing and HR: how to market Grossmont College to attract prospective hires
    6. Develop a viable succession plan: when to hire retiree replacements, etc.

F. **Other – Know about:**
    1. WorkDay Recruiting
    2. Facilities Master Plan
    3. Technology Master Plan

* Proposed "First Steps" | List compiled SPRING 2019