



GROSSMONT COLLEGE
Staffing Committee
March 21, 2019
3:00 p.m. – 4:30 p.m.
ASGC Board Room
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"/> Michael Reese	<input checked="" type="checkbox"/> Carlos Espinosa	<input type="checkbox"/> Catherine Webb
<input checked="" type="checkbox"/> Marion de Koning	<input type="checkbox"/> VACANT	<input type="checkbox"/> Lida Rafia
	<input type="checkbox"/> VACANT	
ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input checked="" type="checkbox"/> Jennifer Bergovoy	<input type="checkbox"/> Caroline Althaus	<input checked="" type="checkbox"/> Barbara Gallego Proxy: Heriberto Vasquez
<input type="checkbox"/> VACANT	<input checked="" type="checkbox"/> Bryan Lam	<input type="checkbox"/> Sara Varghese
	<input checked="" type="checkbox"/> Jessica Lee	<input checked="" type="checkbox"/> Cary Willard Proxy: Genie Montoya
EX-OFFICIO	RECORDER	
<input type="checkbox"/> Bill McGreevy	<input checked="" type="checkbox"/> Linda Daley	
<input type="checkbox"/> Marsha Gable		
<input checked="" type="checkbox"/> Proxy: Brodney Fitzgerald		
<input type="checkbox"/> Luma Shamon		
ROUTINE BUSINESS		
1. Welcome and Introductions	Mike welcomed the members and guests.	
2. Public Comment	There were none.	
3. Additions/Deletions to Agenda	There were none.	
4. Approve Meeting Notes & Follow-up 2/21/19 Minutes	Approved with revised norm to read: Members agree to plan a social event, preferably off campus, at least once a year to enhance the group. (added “at least”)	
NEW BUSINESS		
5. Classified staffing process	The classified staffing process normally kicks off in the spring. Marsha has suggested we use the same process that we have in the past. She provided drafts of the Classified Staffing Committee Timeline 2018-2019 , the Classified Staffing Request Form , and the rubric . Once the committee has completed their process they make recommendations to the College Council. The final decision rests with the college president.	
6. Building a Canvas shell resources container 2016-2022 Strategic Plan Educational Master Plan	Mike submitted a request to Dawn Heuft and Janet Gelb for a new Canvas shell. This shell will provide a place to collect information useful to this committee.	

<p>7. What we need to learn to be effective in this committee</p>	<p>The idea for this committee is to develop a five year staffing plan for faculty and staff. The plan will need to be flexible and responsive to changes, such as new programs and facilities. Annual reviews will need to be accomplished to consider how to move forward effectively. In order to do all of this, we need to educate ourselves with the processes that are already in place.</p> <p>The current rubrics used by the classified and faculty staffing committees were discussed. It needs to be decided if they will be revised or will remain as they are. Past processes did not include deliberations among members once presentations were given. Presentations were made, rubrics completed and the rankings churned out. There needs to be a process for committee members to discuss their thoughts.</p> <p>Things we need to learn to be effective in this committee:</p> <ul style="list-style-type: none"> • Rules regarding adjuncts and full-time faculty • Personnel/HR regulations, rules, and processes • Past rubrics from classified and faculty staffing committees • HR forms such as org mods and strategic hires • Diversity • Equity • Different categories of employees: NANCE, Adjunct/PT, FT, Retiree, Acting Interim, Sub • We must be able to access, use, and create data • CPIE can help us with the plan • Annual unit planning process • Budget concepts, including the student-centered funding formula, FTES, FTEF, FON, the 50% rule • Innovative processes in hiring, professional development, succession planning • Our institution’s org charts • Structures that affect staffing, e.g., Guided Pathways • Salaries compared to peers, benefit programs, retirement concepts • Workday or PeopleAdmin • Program reviews • Marketing – how to find the right people and make ourselves more marketable • Best practices from large organizations, e.g., AAC, ACCJC • Generational trends that determine worker pool • Labor market information that determines our future directions • Educational Master Plan • Strategic Plan • Facilities Master Plan • Distance Education Master Plan • Technology Master Plan • Professional Development Master Plan • Equity Plan • Use and access local and community data • Consider an environmental scan • College processes and look at practices from other colleges, including hiring practices • Keep eyes open to opportunities and share • How to design a rubric
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COMMITTEE REPORTS

There were none.

DISCUSSION	
8. Revisit norms	One revision was made to the norms as described in Item #4.

FOR CONSENSUS	
9.	N/A

FOLLOW-UP		
Who	Item	Timeline
Mike/Linda Daley	Add necessary documents to the newly created Canvas shell	ASAP
Mike/Linda Daley	Provide committee members with sign-in for Canvas shell	ASAP
All committee members	Review documents contained in Canvas shell and formulate questions. Consider changes that could be made.	Next meeting – April 18, 2019

PARKING LOT ITEMS
There were none

<p>10. WORK AHEAD</p> <ul style="list-style-type: none"> • Announcements • Preparations for future meetings
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<p>NEXT MEETING: April 18, 2019 – 3:00-4:30 – ASGC Board Room</p>
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