GROSSMONT
COLLEGE

GROSSMONT COLLEGE
Staffing Committee
16 April 2020 | 3:00 p.m. – 4:30 p.m.
Zoom Meeting

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	☒ 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 (see above)	☐ Vacant	☒ Cary Willard

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

ROUTINE BUSINESS	
1. **Welcome and Introductions**	Mike opened the meeting at 3:01 PM and introductions were made around the Zoom meeting.
2. **Establish Virtual Norms**	Suggestions for virtual norms were shared and how best to reach consensus was discussed. Virtual Norms that were established include: (1) use the raise hand feature to avoid talking over people and (2) mute microphone unless talking. Discussion also included how to best handle voting for consensus items. Use of chat window is probably the most efficient. Recorder will type the consensus item in the chat window and voting members will enter "thumbs up" or "approve" for yes votes, enter "thumbs down" or "do not approve" for no votes, and enter "thumbs sideways" or "neutral". These were added to the meeting norms page for this committee and will be reviewed at the next meeting.
3. **Establish Quorum** (50% + 1)	Established, 14 out of 16 voting members present.
4. **Public Comments**	None
5. **Additions/Deletions to Agenda**	None
6. **Approve Meeting Summary & Follow-up**	February 20, 2020 Meeting Summary Approved with no corrections.

REPORTS	
President's Report (Nabil)	Part of keeping people abreast of what is taking place is coming back and providing progress reports, especially with how the information relates to staffing. To start with, you may have picked up on the sense that the budget coming in for the upcoming year is going to be very difficult. Three sources for this: declining enrollment and thus revenue decline; state taxes delayed; and anticipated effects of COVID-19 unknown at this time. We have been advised to do revenue reduction estimates of 5%, 10%, and 15%. To put this in perspective, staffing is 86% of the district's budget. At the college level, it's a little bit higher. We have to plan for a pretty serious reduction in our budget. This is unprecedented perhaps in our lifetimes. Some of the immediate items are rapid reductions – this has hit us hard and fast. We can always hope that the budget reductions are not as severe as we've been told to plan for. We have to plan so we're prepared. In an environment like that, you do not go out and hire a lot of new people. While there have been a number prioritizations through this committee and that have gone through College Council, there have been rollbacks in what can move forward at this time. What I'm sharing at this point is the plan for the next three months (approximately August 2020). This does not limit us from changing course. We'll start to revisit these conversations after we see the revenues. Decisions will be revisited then when more information is known. One set of data relates to faculty. The faculty positions have been narrowed down to 2 positions – Communication and Biology. Communication was held over from last year because the pool was not satisfactory last year. Biology is an area where we have been cancelling classes that were fully enrolled because we didn't have faculty for instructional capacity to fill the classes. Also, Biology is losing more faculty due to retirements. The other faculty positions (from the prioritization list) are either delayed or not proceeding at this time. Second set of data relates to classified staffing and administrative positions. There are a lot of vacant positions and he highlighted the positions where he is holding off for now. - Holding off with permanently filling the Admin. Asst. III position in Counseling. - Another position in A&R (A&R Specialist) is on hold. - Out of class positions (interim) positions will be reviewed on a case-by-case basis, except in urgent situations. We need to actively save our expenditures. - Two business services positions are on hold until we re-open and will then review these again. - A job placement specialist position in Career Center that's funded by Strong Workforce – waiting until we see if the Strong Workforce funding is being reduced or not. - Three custodian positions and one custodian senior position are on hold until we reopen. Almost no custodial work is being done at this time. When we reopen campus we'll review the budget again and revisit these. - EOPS/CARE had proposed a position with their categorical funds, and this one is also on hold. Categorical funds can also be reduced in times of economic uncertainty. - Fin. Aid Services Specialist – holding off on this until a further analysis of the funding is done. - Health Professions Specialist (AHN) – also on hold and other staff are being asked to help cover. - PVAC Technician is on hold until the campus is open. - Library Tech. II – on hold at least until the library reopens.

- Student Services Assistant (testing center) – going to ask the department about restructuring this position.
- Outreach Coordinator (Administrative) – going to see about shifting the funds and fill on an interim basis with grant funding rather than student success funding if possible; shifting resources to cover this.
- PVAC Director (Administrative) on hold for the upcoming months unless the economy rebounds strongly. May have to do without this position for at least one year.

Long list of positions that are suspended until we return to campus and we see the budget forecast/numbers.

Opened it up to questions:
From Marion: For Fall 2020 – how to reassign faculty who are not able to teach classes online if a hybrid option is not available? Per Nabil, this is a complex conversation and he is not comfortable having it Nabil without having Academic Senate involved. There are too many variables. We may end up going into faculty service areas to see which faculty can teach in other areas. If we go there, this will be done on a case-by-case basis. There is an expectation that by fall we may/will have partial access to campus.

Follow up question from Marion re: Early Retirement Incentives? Nabil states that he's heard this in more than one places. This is handled in another department (HR) and he's not in a position to discuss this at this time.

Question from Evan: Appreciates the status update. He listened to the state chancellor's press conference to the news media and the reference about remote teaching may continue into the fall. Per Nabil, we don't have a specific date for any reopening yet. It's unwise for us to only plan for one scenario. Everything has to be on our planning table. This is a highly infectious disease. Much of our time is being spent with how to adapt for the current situation, how to plan for future scenarios, and how to plan for recurring flare ups.

Question from Barbara: In reference to the out-of-class approval comment from earlier. A&R is one of the departments that have several out-of-class assignments. Nabil commented that he always reviews out-of-class assignments and there are several in A&R and Financial Aid. He promised that he will ask first before making decisions – what breaks if we don't fill this out-of-class position?. The idea of not hiring new people is the concern/worry that we won't have the budget to keep these people when we have a big hit next year. Future out-of-class assignments would be to save dollars when the campus is closed. Could even have some people return to their original assignments to save money. Another area he's going to review is substitutes (especially from outside the institution) who in some cases are being paid more than the regular employees. Needs to put away some dollars to an ending balance that is going to be our buffer when we are hit with a full budget reduction that is coming our way. All the decisions are about the core operations and making sure the core staff are funded. Need to protect the core and protect the experience we have on campus. The existing staff are very valuable. They carry the culture and operations of the institution.

Question from Liz: How do you anticipate the delays in the budget to impact the prioritization committee work? Per Nabil, for the last 15 years, he has seen value in having the prioritization committees do their work, even when there is no money, to have the conversations for the collective thinking to understand the key and critical positions versus the positions that are helpful, but may be less critical. For example, establishing what is the order? Who has a voice in this conversation? Value of the prioritization is to know what breaks if we don't fill this position? Follow up question about the timeline for this work and the budget decision. Per Nabil, the budget decision is a rolling reality. We've seen the impacts on the global economy and immediate impacts with the delay in

	collecting state income taxes. The global impacts will continue to hit us one way or another. The timeline is unknown and we are operating in uncertainty.
	Question from Janette: Are furloughs part of the conversation – now or in the future given the current situation? Per Nabil, there has been no conversation about furloughs or layoffs. These circumstances are based on unknown factors and the district's philosophy about its employees. Also, its ability to rein in spending. Everyone needs to seek ways to cut expenditures.
	Question from Bryan: Building on prioritization question from Liz. Our priorities have shifted in the last month and in light of Accreditation recommendations, should we be reevaluating in how we're addressing distance education (DE)? Per Nabil, the prioritization process is taking the broad knowledge of the institution and looking at all the factors. For example, even though the budget is down, we may need to look at emergent needs to see if other areas need to be addressed.
	Comment from Bill: Reminder about budget projections from 3 months ago and it was already not looking good and we were going to need to cut expenditures. Then Covid-19 hit and we really don't know the full budget impacts of this including categorical funding. We were already not in a good place.
	Per Nabil: This (declining budget) has been developing for a bit. He thanked the group for the opportunity to provide this update.
Classified Staffing Prioritization Comm. (CSPC)	Per Aaron – No report.
Faculty Staffing Prioritization Comm. (FSPC)	Per Brodney – No report.

DISCUSSION ON PREVIOUS AGENDA ITEMS	
1. **Staffing Glossary (TABLED)**	Review draft staffing glossary (Attachment). Action Item: Committee members were asked to review the draft glossary and send any comments, revisions, or additions to Krista prior to the next meeting.

Meeting Summary continued on next page

NEW BUSINESS	
1. **District fiscal state**	Mike mentioned that Nabil touched on some of this in his report. Bill added that some of the previous projections were not looking good, even before COVID-19. He checked in with district business services this morning and there isn't much new information yet except what was shared at DEC. From DEC, the current FY 19-20 budget year, the net ending balance was going to negative $1.8M for the district based on state projections. Bill predicts this will be greater because of the delay in collecting state income tax. Next year's projections without a COLA increase were already looking at negative $9M. This is all projections at this point. He wishes he had better news to share. Mike commented that at least we can see the train coming and we're hopefully able to get out of the way. Bill likes to call the projections the "ghost of future budgets" because this is what's coming if we make no changes.
2. **Current status of hiring**	Nabil covered this topic previously. Basically we're only hiring essential. One of the ways to cut is to not hire. A lot of things are on hold right now. Question from Brodney: Is there any talk of changing the SCFF? Per Bill, not anything I've heard about. Question to Catherine if she's attending tomorrow's SCFF webinar. She is probably not able to attend – has a conflict on her calendar and Bill has 4 conflicts. Question from Bryan about extending the hold harmless years? Per DEC, there has been speculation this may get extended 1 or 2 years, but nothing has been set yet.
3. **Summer, fall, next spring**	Summer is getting cut back because we are under hold harmless at this time. Providing essential classes so students can meet what they must take. Approximately 25% schedule (70 sections). Most of the classes are high demand, high enrollment with the exception of some required athletics courses. Academic Senate will approve on Monday (4/20) a remote learning emergency addendum (get from recording) since the official DE approvals are required by December. Fall is yet to be determined. Two or three scenarios are being developed. Question from Marion: Will faculty still get paid 40 hours for teaching for remote teaching the first time or hybrid? Per Mike, once instructors have gone through the DE training, the first time they teach remote/online they will receive the 40 hours of pay. A streamlined DE training is being developed. Question from Evan: Will we accept DE training from other campuses that faculty have received? Per Marion, if they are part of Region X, then yes (get official list of campuses from Marion de Koning). Another option may be the ability to "test out" of training for the faculty who have currently developed their courses for the current situation. Mike addressed this – the self-paced training will be to fill in gaps. Question from Mike for Evan: What was it like to be on campus today? Per Evan, it's a ghost town – he was waiting for the tumble weeds. It was very eerie and sort of scary. It's nice to have the construction fences down. Overview of when/how people can have access to campus (from Mike): Only 2 people are allowed at any one time during the week (8 – 5). If you need a lot of time, you're going to be pushed to the end possibly. It has to be very controlled and you must go through your VP to get on the list. Javier added that he's appreciative that some in his division were able to get on campus to complete student reports.
4. **Emergency/temporary DE blanket addendum**	Discussed above.

5. **Support for faculty**	Two check out sessions for laptops to faculty. Barbara has been a big part of this, along with Eric Klein and Jacob Angelo. There will be one more session next week (Friday, April 24) for faculty. Approximately 40 devices remain. Barbara shared about the Google Docs form for requesting laptops. Action Item: Barbara will share the link to Google Docs form with Krista. Completed: Link shared to Staffing Committee, FSPC, and CSPC on 4/16/2020. Other training available for faculty to develop DE certification. @ONE webinars, plus workshops through Dawn and Janet. Please stay in touch with folks and it's important to get outside. Javier shared what his division is doing – once a week check in on Mondays with an inspirational quote (from CDC) and James Foran is sharing a recipe each week.
6. **Support for students**	Comment from Renee about faculty and student support – almost all services are available via Zoom. Weekly sessions are being well-attended. A great opportunity for anyone who needs PD hours or extra credit. Proof of attendance slips are available. Career counseling appointments are available virtually. Action Item: Renee will share virtual opportunities from Career Services with Krista. Completed: Info. forwarded to Staffing Comm., FSPC, and CSPS on 4/16/2020. Support for students: Aaron shared about the economic stimulus package (CARES) that Pres. Trump signed. We're expecting $3.5M to come to GC and we're going to implement this as quickly as possible. We've had a series of supports that are available through scholarships, etc. Emergency grant application – encourage students to continue to apply. Received 4K applications and helped approx. 400 so far. Sara shared that Mental Health has been up and online and is now a full tele-health site. Intake form and then services are determined. Community resources are available and are being routed this way. Common Ground area – Karaoke, and other drop-in meetings, including Dungeons & Dragons; ASGC elections are happening right now. Student Services is trying to become TikTok famous. *ADDED:* Classified / Administrative Support: Aaron shared that Professional Development opportunities from HR for classified and can be customized for individualized support. Krista shared about Classified / CSEA topics. Bryan added about Vision Resource Center and CSEA mental health.
7. **Staffing Plan**	Attachments Article: "Drafting a Staffing Plan" Plans from 5 Colleges: Riverside, Barstow, Berkeley, Compton, Mt. San Jacinto Catherine - Excited about the idea that we're going to start talking about a staffing plan. All of our governance areas have a component for developing plans related to their areas. One of the things she wants to make sure we're doing is that the plans are well-integrated with each other (i.e., Facilities Master Plan – a new building). Catherine is able to support the process to connect us with the work that is being done in other groups so the planning is not being done in silos. The attachments shared with today's agenda are relatively recent plans. One thing we can do to improve our plans is keeping in mind environmental concerns and labor market projections. Excited to facilitate this work. Marion – Reviewed the staffing plans shared with the agenda. Compton plan is very data-driven. Request to include the list of data we need to consider when developing the plan. Action Item: Review the staffing plans. Be prepared to draft a list of data we should consider when drafting a staffing plan.
8. **Next meeting**	Thursday, May 21st from 3:00 to 4:30 PM. Marion requested: At the end of this spring 2020 semester, the co-chair of this committee moves (rotates) to a staff member. Request to self-nominate and possibly vote at the next meeting.

FOR CONSENSUS *
* Consensus is reached when at least 75% of voting members present are in agreement on a decision (Gov. Handbook pg. 10).

FOLLOW-UP		
Who	**Item**	**Timeline**
All committee members	Review the Governance Handbook (Staffing, FSPC, and CSPC) and send your input, philosophy, and feedback to Mike and Marion (copy Krista).	**Link to Governance Handbook** Send by: Tuesday, May 19, 2020
All committee members	Review draft staffing glossary and send any comments, revisions, or additions to Krista prior to the next meeting.	Send to Krista prior to May 19, 2020.
All committee members	Review the staffing plans shared with meeting agenda. Be prepared to draft a list of data we should consider when drafting a staffing plan.	Sample Staffing Plans to be reviewed at next meeting.
All committee members	Review virtual norms added to last page of this meeting summary.	To be reviewed at next meeting.

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

NEXT SCHEDULED MEETING: **Thursday, May 21, 2020   3:00 – 4:30 p.m.**
Zoom Meeting

CONCLUSION
Meeting adjourned at 4:32 p.m.

<center>***Committees are to establish norms***</center>

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".