

**Special Meeting  
Board of Trustees  
Coast Community College District**

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**Date: Wednesday, May 2, 2012**

**Location: Coast Community College District  
Board Room  
1370 Adams Avenue  
Costa Mesa, California 92626**

**Time: 9:30 p.m. or at the Adjournment of  
the May 2, 2012 Regular Board of  
Trustees' Meeting**

***A G E N D A   I T E M S***

- 1. Call to Order**
- 2. Roll Call**
- 3. Opportunity for Public Comment**

*Members of the public have the opportunity to address the Board of Trustees on any item that has been described in this notice, before or during consideration of the item. Persons wishing to make comments are allowed 5 minutes. A "Request to Address the Board of Trustees" card needs to be completed and filed with the Secretary of the Board of Trustees prior to speaking.*

- 4. Approval of Amended Board Resolution #11-32, Reorganization and Lateral Transfer Plan**

Resolution #11-32, Reorganization and Lateral Transfer Plan, provided a mechanism for the District to limit external hiring during the State's ongoing fiscal crisis. The State's financial challenges are continuing and having a significant fiscal impact on the District; therefore, continuance of the Plan is still recommended. However, exceptions need to be made for organizational effectiveness. The proposed amendment to Resolution #11-32 is to allow the immediate external/full recruitment for the position of Director of Accessibility Center for Education (ACE) at Golden West College, to replace the incumbent

whose contract is expiring. The immediate recruitment will ensure a seamless transition and compliance with the requirements of the Office of Civil Rights.

It is recommended that the Board adopt amended Resolution #11-32 as presented. A copy of the amended Resolution 11-32 is attached to each Trustee's Agenda.

**Fiscal Impact:** No fiscal impact.

## **5. Adjournment**

It is the intention of the Coast Community College District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Coast Community College District will attempt to accommodate you in every reasonable manner. Please contact the Secretary of the Board of Trustees at (714) 438-4848 as soon as possible to inform us of your particular needs so that appropriate accommodations may be made.

## **RESOLUTION # 11-32 - AMENDED**

### **Coast Community College District Board of Trustees Resolution #11-32**

#### **Revision to Reorganization and Lateral Transfer Plan**

WHEREAS, the Board of Trustees approved a Reorganization and Lateral Transfer Plan ("Plan") on December 9, 2009; and

WHEREAS, the Board of Trustees has determined a need to make revisions to the Plan in order to add exempted positions retroactive to April 1, 2011, and also to reaffirm and clarify some of the administrative procedures for the Plan that were approved on February 17, 2010, December 8, 2010, August 3, 2011; and October 17, 2011;

WHEREAS Section 53021(c)(1) of Title 5 of the *California Code of Regulations* allows for filling positions without recruitment in the event of a "reorganization that does not result in a net increase in the number of employees"; and

WHEREAS Section 53021(c)(2) of Title 5 of the *California Code of Regulations* allows for filling positions without recruitment in the event that "one or more lateral transfers are made and there is no net increase in the number of employees."

THEREFORE, BE IT RESOLVED that the Board of Trustees, in furtherance of the Plan, hereby continues the hiring freeze, and internal-only recruitment, for all new openings, except for the chancellor, vice-chancellor, president, vice-president, dean of counseling and special programs, director of the Accessibility Center for Education (ACE) and full-time faculty positions; and

THEREFORE, BE IT FURTHER RESOLVED that the Board of Trustees reaffirms and clarifies some of the procedures for the Plan, noting that the Plan involves:

- (a) carefully evaluating the necessity of filling every vacant position throughout the District in order to save on personnel costs;
- (b) implementing a lateral transfer process for faculty, staff, and management;
- (c) for positions deemed necessary for replacement by the President's Council or the Chancellor, further examination for lateral reorganization/reassignment by the College/District site where the vacancy resides;

- (d) if a site reorganization/reassignment is not viable, then the District Office of Human Resources will review the District-wide transfer list and initiate lateral transfer interviews as appropriate with the site supervisor and/or personnel screening committee;
- (e) if the transfer process does not yield a viable candidate, the vacant position will be posted on the District's website for ten days for an internal recruitment and selection process, with all permanent District employees eligible to apply; and
- (f) if the internal recruitment effort does not generate a successful candidate, then the Chancellor may authorize an external recruitment on a case-by-case basis.
- (g) a complete freeze on any further recruitments with the exception of those already in process until the adoption of the 2012-2013 final budget.

I, Christian Teeter, Secretary of the Board of Trustees of Coast Community College District hereby certify that on May 2, 2012 this Resolution was adopted by the Board by a vote of .

Aye:

No:

Abstain:

IN WITNESS THEREOF, I have hereunto set my hand and seal this 2nd day of May, 2012.

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Christian Teeter, Ed.D.  
Secretary of the Board of Trustees