
PERSONNEL COMMITTEE MINUTES

Coast Community College District
Special Meeting of the Personnel Committee
Date: February 2, 2010 10:00 a.m.
Board of Trustees Office Conference Room
1370 Adams Avenue, Costa Mesa, CA 92626

Procedural Matters

1. **Call to Order-** The meeting was called to order by Mr. Patterson at 10:07 a.m.
2. **In Attendance:** Trustee Jerry Patterson; Trustee Dr. Lorraine Prinsky; Chancellor Dr. Ding-Jo Currie; Vice Chancellor Human Resources Dr. Joseph Quarles; General Counsel Dr. Jack Lipton; Coast Federation of Educators Representative Bob Fey and Staff Assistant Tracey Sanders

3. **Opportunity for Public Comment**

There were no requests to address the Committee during Public Comment.

4. **Committee Organization**

It was moved by Dr. Prinsky and seconded by Mr. Patterson to nominate Mr. Patterson Chair of the Personnel Committee.

Motion carried with the following vote:

Aye:	Mr. Patterson, Dr. Prinsky
No:	None
Absent:	None

It was moved by Mr. Patterson and seconded by Dr. Prinsky to nominate Dr. Prinsky as Vice Chair of the Personnel Committee.

Motion carried with the following vote:

Aye:	Mr. Patterson, Dr. Prinsky
No:	None
Absent:	None

5. **Report on Hiring Freeze**

Chancellor Currie provided a report to the Committee detailing the procedures and timelines of the internal recruiting process, including how positions are deemed necessary, process of transfers, recruitment timelines, the formation of interview committees, and the interview and selection process if there is a successful candidate. Dr. Quarles noted the continued process if there is not a successful candidate.

Dr. Quarles reported that 13 of 16 previous district-wide positions have been eliminated through natural attrition.

Mr. Patterson requested that the Coast Community College District Reorganization/Reassignment Plan provided by Dr. Currie be revised, specifically # 5 under Implementation Procedure, as to how the position is "noticed". Mr. Patterson also requested additional clarification on # 5 citing that the way it currently reads, it appears that if there is not a viable candidate chosen for a given position, the District will post the position externally. However external posting of positions is only to be for Executive Management positions. Dr. Currie indicated that the Reorganization/Reassignment Plan would be re-worded and brought back before the Board for approval.

6. Report on Early Notification Departure Stimulus (ENDS) Program

Dr. Quarles reported that as of February 1, 2010, 56 employees had submitted letters of Intent and of those, 15 had submitted their Irrevocable Letter of Departure. Dr. Quarles noted that the faculty just returned and there would be more letters forthcoming. Mr. Patterson asked if the District would be filling these positions. Dr. Quarles replied that they would not be filled at this time. Once the ENDS Program is over, the positions would be looked at to see how they could be downsized, maintained or combined as in the case of Categorical Programs such as Matriculation and EOPS.

7. Review of Board Personnel and Human Resource Policies

Mr. Patterson reported that many of the District's Policies and Procedures are out of date and need to be reorganized. Mr. Patterson suggested the District model its policy format after the California Community College League's and also pointed out that North Orange County Community College District's policy website is easy to follow and well organized.

8. Review of Board Personnel and Human Resource Procedures

Dr. Quarles provided a binder of all procedures to the Committee and indicated that the electronic files are located on the "P" drive but are only accessible by the Board Office. He added that many of the procedures require updating. Dr. Currie and Mr. Patterson instructed not to place any more of the procedures on the Website at this time until they can be updated.

9. Update on Executive Recruitments

- a. Vice Chancellor of Human Resources**
- b. President, Coastline Community College**

Dr Currie provided the Committee with calendars of procedures and activities for both Search Committees. Rosters of the Search Committee Members are located on the District's website.

10. Set Future Meeting Dates

The Committee set March 15, 2010 at 10:00 a.m. for the next Personnel Committee meeting.

11. Committee Members Comments

There were no additional comments from the Committee.

12. Adjourn

There being no further business, it was moved by Dr. Prinsky and seconded by Mr. Patterson that the meeting be adjourned.

Motion carried with the following vote:

Aye:	Mr. Patterson, Dr. Prinsky
No:	None
Absent:	None

Chair Patterson adjourned the meeting at 11:44 a.m.

Secretary of the Board of Trustees