
PERSONNEL COMMITTEE MINUTES

**Coast Community College District
Special Meeting of the Personnel Committee
Date: May 24, 2010 2:00 p.m.
Board of Trustees Office Conference Room
1370 Adams Avenue, Costa Mesa, CA 92626**

1. **Call to Order** – Chair Patterson called the meeting to order at 2:01 p.m.

2. **Roll Call**

Trustees Present: Mr. Jerry Patterson and Dr. Lorraine Prinsky
Trustees Absent: None

In Attendance - Chancellor Dr. Ding-Jo Currie; Vice Chancellor Human Resources Dr. Joseph Quarles; Orange Coast College President Dr. Dennis Harkins; Golden West College President Wes Bryan; Orange Coast College Vice President of Administrative Services Rich Pagel; Golden West College Vice President of Administrative Services Janet Houlihan; Golden West College Director of Personnel Crystal Crane; Administrative Director of Human Resources Donna Waldfogel; President, Coast Federation of Classified Employees Ann Nicholson; President, Coast Federation of Educators Dean Mancina; CFCE Representative Connie Marten; and Secretary of the Board of Trustees Dr. Christian Teeter

3. **Opportunity for Public Comment**

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

4. **Review of Executive Recruitments**

- a. Vice Chancellor of Finance and Administrative Services**
- b. Vice Chancellor of Educational Services and Technology**
- c. Vice Chancellor of Human Resources**

Dr. Currie noted that the announcements have been sent out for the Vice Chancellor positions for Finance/Administrative Services and Educational Services and Technology. The Committee confirmed the interviews with the Board were scheduled for August 26 and August 27. Dr. Prinsky noted that the Board would announce the new appointment for Vice Chancellor of Human Resources on May 26, 2010. Dr. Currie expressed appreciation to the staff and the Board of Trustees for a smooth, efficient recruiting process.

5. Report on Personnel Reorganization

- a. Replacements**
- b. Transfers**
- c. Vacancies**
- d. ENDS Program Update**

Dr. Quarles provided the Committee with a review of the ENDS program. He noted that 108 vacancies came from the ENDS program and other vacancies. Dr. Quarles indicated that the net savings to be achieved from the ENDS program is approximately \$7.8 million. Dr. Currie confirmed that the total amount of vacancies in the District amounts to \$10,000,000 – the net savings is less due to a backfill for the Faculty. Dr. Currie discussed staff allocations, possible transfers, and shifting of staff throughout the District to help meet needs on the three campuses. Ms. Nicholson asked if transfers would be done temporarily or permanently. Dr. Currie confirmed that transfers would be permanent. Dr. Currie noted that reductions in personnel would amount to a total of 7% of the total staff of the District.

Dr. Quarles provided the Committee with a report on the transfers throughout the District. He confirmed that few transfers have occurred pending the outcome of the ENDS program.

6. Discussion of Deans, Department Chairs and Program Coordinators

Mr. Patterson noted that the report for this item is not available. Mr. Patterson confirmed that the report could be available by the Summer of 2010, perhaps in July 2010. The Committee set the next meeting for July 27, 2010 at 10:00 a.m. in the Chancellor's Conference Room, with the report due at that time.

Dr. Prinsky asked about the status of the Vice President of Instruction position at Golden West College. Mr. Bryan responded that work was being done to fill this vacancy as soon as possible. She expressed concern, giving the external hiring freeze, about individuals going into positions in which they were not fully qualified for.

It was moved by Dr. Prinsky and seconded by Mr. Patterson to place the report for Deans, Department Chairs and Program Coordinators on the Agenda for the July 27 Personnel Committee.

Motion carried with the following vote:

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

7. Discussion of Concerns on Implementation of ENDS Program

Ms. Nicholson provided the Committee with a summary of the implementation of the ENDS program. She described inconsistencies throughout the implementation of the ENDS program in terms of individuals who were eligible and who were not. Ms. Nicholson provided the Committee with specific names of individuals throughout the District who had been treated in varying ways regarding their participation in ENDS. Dr. Quarles provided a summary of Board approvals for numerous individuals that had retired/resigned in the ENDS program. Ms. Marten expressed concern about the timing of the announcement of the program with respect to the timing of retirements for employees. Ms. Nicholson added that many people gave notice in order to give the maximum amount of time for their departments to plan – and where given conflicting

information about whether they would be part of the ENDS program or not. Ms. Nicholson reinforced the point that Classified Staff members were often mixed up and confused about the ENDS process, and that they were not sure who was eligible and who was not. Mr. Patterson suggested that this matter be referred back to staff, with addition of some cases who have requested to be a part of the ENDS program, including consideration of the individuals provided to the Committee by CFCE, in regards to fairness, equity, or what information had been shared.

It was moved by Mr. Patterson and seconded by Dr. Prinsky that the seven ENDS cases discussed, plus the staff member with cancer, be referred to staff for review and be returned to the Committee or Board with a recommendation on how to proceed.

Motion carried with the following vote:

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

8. Report on Board Personnel & Human Resources Policies and Procedures

a. Status of Human Resources Department Review of Board Policies

Ms. Waldfogel provided a draft review schedule for Personnel Policies and Procedures, indicating that the oldest policies in place would be reviewed first. She discussed that the policies related to Sexual Harassment, Workplace Violence and Nepotism would be looked at first by the Human Resources Department for review and revision. Ms. Waldfogel said the department would review 28 policies per year over the next five years. Mr. Patterson expressed concern about the five year time window, and asked if the process could be expedited. He asked if the process could be streamlined such that a review could be expedited, with steps skipped in order to make the appropriate revisions. The Committee confirmed that the time frame would be over three years, as opposed to the proposed five years.

9. Approval of Minutes - Meeting of April 28, 2010

It was moved by Dr. Prinsky and seconded by Mr. Patterson to approve the Special Meeting Minutes of April 28, 2010.

Motion carried with the following vote:

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

10. Set Future Meeting Dates

The Personnel Committee will meet next on July 27, 2010 at 10:00 a.m.

11. Adjourn

It was moved by Dr. Prinsky and seconded by Mr. Patterson that the meeting be adjourned.

Motion carried with the following vote:

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

The meeting adjourned at 3:42 p.m.

Secretary of the Board of Trustees