
PERSONNEL COMMITTEE MINUTES

**Coast Community College District
Special Meeting of the Personnel Committee**

Date: July 27, 2010 10:00 a.m.

Chancellor's Conference Room

1370 Adams Avenue, Costa Mesa, CA 92626

1. **Call to Order** – Trustee Dr. Prinsky called the meeting to order at 10:08 a.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 Deborah Hirsh; Golden West College Director of Personnel Crystal Crane; Orange Coast College Director of Personnel Laury Francis; Administrative Director of Human Resources Donna Waldfogel; President, Coast Federation of Classified Employees Ann Nicholson; 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. **Approval of Minutes: Meeting of May 24, 2010**

It was moved by Dr. Prinsky and seconded by Mr. Patterson to approve the minutes of the May 24, 2010 Personnel Committee meeting.

5. **Follow Up report on Deans, Department Chairs and Program Coordinators**

Ms. Waldfogel provided a District Wide Demographics Report that was prepared prior to the finalization of the ENDS program. Dr. Currie indicated that at the present, release time is disproportionate at each campus, and that a systematic approach is needed towards establishing district-wide standards. It was discussed what each college has done to date towards the reorganization/consolidation. After discussion, it was requested by Mr. Patterson that an updated version of this report be provided at the next meeting.

6. **Status Update on Human Resources Area Policy Review**

Ms. Waldfogel provided a copy of the HR Policy Review Plan for the next three years. Approximately 47 policies will be reviewed each year, for a total of 140 policies. She indicated that subject matter experts will be reviewing each policy to determine what, if any, policy changes are required.

Following the review period, policies recommended for updates or changes will be forwarded to Chancellor's Cabinet. Dr. Currie commented that the Board of Trustees' Office has already started working to re-number all the policies. She added that all Vice Chancellors are involved in the review process, and that Interim Vice Chancellor of Educational Services John Breihan started this process last year with Title 5.

Mr. Patterson requested that Ms. Waldfogel provide a list of participants on the Policy Review Task Force.

7. ENDS Program:

a) Current Status of Transfers/Vacancies

b) Status of Report Concerning Coast Federation of Classified Employees

Ms. Hirsh provided the Committee with the requested follow up report addressing concerns voiced by representatives of the Coast Federation of Classified Employees (CFCE) at the May 24, 2010 meeting. After review and consideration, the administrative decision was to stand by the agreement previously reached that deemed employees ineligible to receive ENDS funding if their formal notice of retirement was offered prior to the start of the program. Mr. Patterson asked for clarification on how the ENDS program had been notified to employees. Ms. Waldfogel explained that memos had been sent out via e-mail, and that Human Resources had conducted workshops. After further discussion and clarification of how the ENDS program was notified to employees, Ms. Nicholson did express her concern that there were some long-term employees who have left the district with negative feelings over the way this program was handled. Dr. Currie thanked Ms. Nicholson for sharing her concerns.

8. Set Future Meeting Dates

The Personnel Committee will meet next on September 20, 2010 at 10:00 a.m.

9. Adjourn

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

Motion carried with the following vote:

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

The meeting adjourned at 11:19 a.m.

Secretary of the Board of Trustees