
PERSONNEL COMMITTEE MINUTES

**Coast Community College District
Special Meeting of the Personnel Committee
Date: September 20, 2010 at 10:00 a.m.
Board of Trustees' Conference Room
1370 Adams Avenue, Costa Mesa, CA 92626**

1. **Call to Order** – Trustee Patterson called the meeting to order at 10:00 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; Human Resources Manager Geri Wile; Golden West Vice President of Administrative Services Janet Houlihan; Orange Coast College Director of Personnel Laury Francis; President, Coast Federation of Educators Dean Mancina, Coast Federation of Classified Employees Ann Nicholson; 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 July 27, 2010**

It was moved by Mr. Patterson and seconded by Dr. Prinsky to approve the minutes of the July 27, 2010 Personnel Committee meeting.

5. **Appointment of Chair, Personnel Committee**

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

Motion carried with the following vote:

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

6. **Review of Members of Policy Review Task Force Provided by HR Department**

The Committee reviewed the list of Task Force members for the HR policy review.

7. Report on Deans, Department Chairs and Program Coordinators

The Committee reviewed a report provided by Dr. Currie on Department Chairs and Program Coordinators.

8. ENDS Program Update Concerning Classified Personnel

The Committee reviewed a memo provided by Ms. Hirsh concerning the impact of the ENDS Program. The Committee members and Ms. Nicholson provided comments and expressed appreciation to Human Resources for making efforts to improve communications concerning staff eligibility for any future incentive programs.

9. Management Hiring Policy and Administrative Procedures/Practices

Mr. Mancina asked for a status of where the District was with its Management Hiring Policy.

The Committee commented on the existing Hiring Policy approved by the Board in March 2010. Mr. Patterson expressed an interest in seeing administrative procedures for the Hiring Policy as soon as possible, and discussed the possibility of a larger policy for the Board to consider. Ms. Hirsh indicated that procedures were currently being drafted and will most likely be available by November 2010.

10. District Reorganization

Dr. Currie noted that plans differ at the campuses and District office. Dr. Currie added that a variety of vacancies have not been filled. It was mentioned that numerous managers in the District had left and were not being replaced, and one manager has been away indefinitely due to illness.

Dr. Prinsky commented on the issues of reorganization. She indicated that there would be a review of the District and three colleges, and reorganization would occur in a rational way, that is looking at the whole organization and re-structuring accordingly. Ms. Hirsh noted that planning was being done at all levels of the District to reduce the impact on staff members. Dr. Currie noted for example that Coastline College and Golden West College would be sharing Information Technology Directors. Management from Orange Coast College would also be providing support to District IT services. Dr. Currie mentioned that the incoming Vice Chancellor of Educational Services and Technology would also be evaluating the IT organization throughout the District.

Ms. Hirsh and Dr. Currie provided the Committee with background on management changes occurring within the District Office's Human Resources, Payroll and Benefit Departments, and that multiple managers had assumed extra duties.

Mr. Patterson emphasized that the reorganization focuses on the entire organization, not just the District Office.

Mr. Pagel provided the Committee with an overview of reorganization activities at Orange Coast College. He noted that 3 Dean positions have been eliminated at the college. Dr. Currie and Mr. Bryan provided updates on Coastline Community College and Golden West College, respectively. Mr. Bryan noted that Golden West College is

working on a reorganization plan. He noted that the campus had placed about \$1.7 million into its part-time faculty overload account to address the loss of faculty.

Mr. Mancina noted that the faculty obligation totals are at a critical stage. He noted that the District needs to hire at least 20 faculty. He stated that, even without a retirement incentive, more faculty may retire. Mr. Mancina added that minimum faculty obligations will have to be met over the long term. **Dr. Prinsky requested that this item be placed on a future agenda of the Personnel Committee.** Dr. Currie noted that faculty are only being hired in critical areas. Mr. Mancina requested clarification for the faculty totals, and noted that the previous requirement of 456 full time faculty would likely come back once District funding levels rose. **Dr. Prinsky noted that future discussion would take place in terms of a faculty and staffing plan.**

11. Emeritus Status

The Committee members discussed the Chancellor's recommendation for Emeritus Status for Vice Chancellor Brahmhatt and agreed to have the recommendation brought to the full Board of Trustees for consideration.

12. Set Future Meeting Dates

The Personnel Committee will meet next on Monday, November 15, 2010 at 10:00 a.m.

13. 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 Prinsky, Mr. Patterson
No:	None
Absent:	None

The meeting adjourned at 11:25 a.m.

Secretary of the Board of Trustees