
PERSONNEL COMMITTEE MINUTES

Coast Community College District

Special Meeting of the Personnel Committee

Date: Monday, November 15, 2010 at 10:00 a.m.

Board of Trustees' Conference Room

1370 Avenue, Costa Mesa, CA 92626

1. **Call to Order** – Trustee Prinsky called the meeting to order at 10:05 a.m.

2. **Roll Call**

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

In Attendance - Chancellor Dr. Ding-Jo Currie; Vice Chancellor Human Resources Deborah Hirsh; Administrative Director of Human Resources Donna Waldfogel; Golden West College President Wes Bryan; Golden West Vice President of Administrative Services Janet Houlihan; Coast Federation of Educators Representative Bob Fey; Golden West College Director of Personnel Crystal Crane; President, Coast Federation of Educators Dean Mancina; President, 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 September 20, 2010**

It was moved by Mr. Patterson and seconded by Dr. Prinsky to approve the minutes of the September 20, 2010 Personnel Committee meeting.

5. **Further Discussion regarding Faculty and Staffing Plan, and**

6. **District and College Reorganization Plans**

Dr. Currie noted that the review of the structure is ongoing. Colleges are looking at how they are reorganizing themselves. Dr. Currie also noted that at the District Office some reorganizing had already begun. She noted concerns in the Payroll Department and a new hire in that area. Other vacancies are still under review.

Mr. Patterson asked for the number of vacancies at the District Office, and requested more information about District Information Systems (DIS). Dr. Currie described reorganization in that department under the leadership of Nabil Abu Ghazaleh, Vice Chancellor of Educational Services and Technology, adding that a plan for the DIS organization would be in place within six months. Managers at the District Office are also taking on additional responsibilities.

Dr. Harkins provided an update on the Orange Coast College reorganization process. He described the process on campus, noting that progress is being made in terms of a framework to guide reorganization; however, it has been disrupted by the ENDS program impact.

Dr. Harkins indicated that a contingency plan has been created, and that further work is being pursued. Dialogue is taking place on the campus regarding various processes with a focus on student success, focusing on technology with an emphasis on long term planning. There are three questions: What do we do to support students' success? What do we need to support staff and faculty? Can technology serve us rather than we serve technology? The College Council is having conversations about restructuring. Assessment is being used as part of the college's planning number – to get feedback about the way the college is currently organized. They hope to have a dialogue in February to discuss the information obtained. Dr. Harkins provided documentation to the Committee summarizing some of the organization's processes for reorganization.

Mr. Bryan provided an overview of a proposed reorganization for Golden West College. He indicated that he hoped to enter a recruitment for a new Vice President position and also noted that job descriptions for the GWC Vice Presidents would be rewritten, as only two Vice Presidents would remain. Dr. Prinsky expressed appreciation for Mr. Bryan's efforts.

7. Discussion of Procedures for Management Hiring Policy

Ms. Hirsh noted that shared governance is ongoing, and that the process continues. Ms. Hirsh noted that the procedures would be provided at a future Chancellor's Cabinet meeting. Mr. Patterson discussed administrative procedures and their relationship to the policy for Management Hiring. Dr. Prinsky expressed hope in seeing the administrative procedures being presented to the full Board of Trustees in January 2011. Dr. Prinsky noted that if an outside recruitment is conducted, the Board of Trustees should be aware of the procedures used for the recruitment. Mr. Patterson also expressed the importance of procedures going to the Board of Trustees *first*, before any recruitment is done. **Mr. Patterson requested that the composition of the Search and Selection Committee for any Management Hiring policy be included in the policy itself.**

8. Explanation of MOU's and Side Letters

Dr. Currie described the two items. She noted that a "MOU" applies to all members of a group, whereas "side letters" pertain to a particular situation, where there are items for a smaller group that do not apply to all groups – it is an exception. Mr. Mancina noted that the District had used the terms interchangeably in the past, adding that side letters can sometimes only apply to a specific person. Mr. Patterson expressed concerns, and noted that the ideas should be better designed and suggested that the District General Counsel look at the matter further.

9. Status of External Hiring Freeze

Ms. Hirsh noted that the Board has approved provisions for external hires and suggested that the policy not be changed for this purpose; however, she suggested that further revisions should be made which do not inadvertently eliminate people who could be internal candidates for vacancies, so opportunity is not denied. Mr. Patterson discussed the possibility of not continuing the external freeze. Dr. Currie noted that the external freeze could still be necessary given the current budget deficit, but there are certain

positions for which internal candidates are not qualified. Mr. Patterson asked if there could be a better definition of what positions would be excepted from the freeze.

10. Anticipating Faculty Retirements in Relation to FON

Dr. Currie confirmed that the FON requirement has continued to be suspended by the Board of Governors. The District is still at 412 for its obligation and its number currently is 432. Mr. Mancina indicated that the State Chancellor's Office miscalculated in 2006 when the District entered stabilization, and that the true number is approximately 443.

11. Compensation for Employees Serving in Military Reserves

Further research will be conducted on this matter by Human Resources for discussion at a future meeting.

12. Set Future Meeting Dates

The Personnel Committee will meet next on Wednesday, January 26, 2011 at 2:00 p.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 12:00 p.m.

Secretary of the Board of Trustees