
PERSONNEL COMMITTEE MINUTES

Coast Community College District

Special Meeting of the Personnel Committee

Date: Wednesday, January 26, 2011 at 2:00 p.m.

Board of Trustees' Conference Room

1370 Avenue, Costa Mesa, CA 92626

1. **Call to Order** – Trustee Prinsky called the meeting to order at 2:06 p.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; Vice Chancellor, Finance and Administrative Services Andrew Dunn; Administrative Director of Human Resources Donna Waldfogel; Golden West College President Wes Bryan; Orange Coast College President Dr. Dennis Harkins; Coastline President Dr. Lori Adrian; Golden West Vice President of Administrative Services Janet Houlihan; Golden West College Director of Personnel Crystal Crane; Human Resources Manager of Recruitment and Staff Analysis Shannon O'Connor; Coastline Community College Director of Personnel Services Carolyn Loy; Coastline Community College Interim Vice President Administrative Services Christine Nguyen; 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 November 15, 2010**

It was moved by Dr. Prinsky and seconded by Mr. Patterson to approve the minutes of the November 15, 2010 Personnel Committee meeting.

5. **Definition of Positions that would be Exempted from the Hiring Freeze**

Ms. Hirsh reported that the District is currently reviewing critical positions that would be necessary for future operations.

6. **District Compensation for Employees Serving in Military Reserves**

The committee members and Ms. Hirsh discussed a legal opinion from District General Counsel concerning employees in the Military Reserves. Ms. Hirsh indicated that three employees are currently impacted by these provisions.

7. Revisions to Management Hiring Policy – Inclusion of the Composition of the Search and Selection Committee within the Policy

The committee members discussed the urgency of completing the revisions to the District's Management Hiring Policy. Mr. Patterson and Ms. Waldfogel discussed timing concerns and Task Force response concerning revisions to the policy. Dr. Prinsky and Mr. Patterson expressed interest in having the revised policy returned to the Board for review as soon as possible.

8. Listing of Retired, Resigned and Departed Employees since July 1, 2010

The committee members reviewed the list of Retired, Redesigned and Departed Employees. Mr. Patterson asked for more specific information concerning salary savings that would be realized by those departing employees during this fiscal year. (This discussion also applies to Item #10)

9. Administrative Procedures for Discipline of Classified Managers

Ms. Hirsh indicated that a draft review of procedures for discipline of Classified Managers is pending.

10. Status of District Reorganization Compensation

The committee members reviewed a proposed reorganization for Golden West College, and discussed with the Chancellor the pending District-wide Reorganization. Dr. Prinsky stressed the importance of continued planning throughout the district for reorganization efforts.

11. Set Future Meeting Dates

No future meeting was set.

12. Adjourn

It as 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 3:50 p.m.

Secretary of the Board of Trustees