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# PERSONNEL COMMITTEE MINUTES

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## Coast Community College District

### Special Meeting of the Personnel Committee

Date: Thursday, March 17, 2011 at 3:00 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 3:05 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 W. Andrew Dunn; Administrative Director of Human Resources Donna Waldfogel; Golden West College President Wes Bryan; Coastline Community College President Dr. Lori Adrian; Coastline Community College Director of Personnel Services Carolyn Loy; Coastline Community College Interim Vice President, Administrative Services Christine Nguyen; Coast Federation of Educators Secretary Ann Holliday; Coast Federation of Classified Employees President Ann Nicholson; Coast Federation of Educators Representative Bob Fey, 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 January 26, 2011**

It was moved by Mr. Patterson and seconded by Dr. Prinsky to approve the minutes of the January 26, 2011 Personnel Committee meeting.

5. **Status of Revisions to District's Management Hiring Policy**

Ms. Hirsh provided an overview of the revisions to the Management Hiring Policy, and discussed the process status and pending Task Force meetings. She indicated that the Task Force is reviewing reference check procedures, and an additional report will be provided at the next Personnel Committee Meeting on April 13, 2011. Mr. Patterson requested additional information be provided regarding procedures for reference-checking and developing interview questions for Search Committees.

6. **Status of Procedures for Discipline of Classified Managers**

Ms. Waldfogel provided an update on the procedures for discipline of Classified Managers. She indicated that the draft has been reviewed by the CDMA and has now been forwarded to the District General Counsel for review.

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**7. District Organization Chart Showing Positions Eliminated, Vacancies and Combined Positions**

The organization chart showing positions eliminated, vacancies and combined positions was reviewed at the March 16, 2011 Board of Trustees' Meeting. Ms. Hirsh provided an overview of the current District Organization. The Committee reviewed organizational charts of the three colleges and the District Office. Mr. Patterson requested a list of functional areas that could be consolidated to reduce layoffs and increase salary savings.

**8. Personnel Changes in Academic Units: Positions Eliminated and Vacancies**

Ms. Hirsh distributed information regarding the positions eliminated and vacancies.

**9. Definition of Critical Positions Necessary for Future Operations**

Ms. Hirsh described the progress made regarding the definition of critical positions necessary for future operations. Dr. Prinsky requested that Coastline Community College prioritize its list of vacant positions, and a request was made for further information on vacancies to be provided to the full Board of Trustees before proceeding with any recruitment activities.

**10. Salary Savings Realized from Retired, Redesigned and Departed Employees**

This topic was covered in previous discussion.

**11. District-Wide Reorganization**

This topic was covered in previous discussion.

**12. Set Future Meeting Dates**

The next Personnel Committee Meeting was scheduled for Wednesday, April 13, 2011 at 1:00 p.m.

**13. 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 5:00 p.m.

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Secretary of the Board of Trustees