
PERSONNEL COMMITTEE MINUTES

Coast Community College District

Special Meeting of the Personnel Committee

Date: Tuesday, July 26, 2011

Board of Trustees' Conference Room

1370 Avenue, Costa Mesa, CA 92626

1. **Call to Order** – Trustee Prinsky called the meeting to order at 3:00 p.m.

2. **Roll Call**

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

In Attendance - Acting Chancellor, W. Andrew Dunn; Vice Chancellor Human Resources Dr. Deborah Hirsh; Administrative Director of Human Resources Donna Waldfoegel; Golden West College President Wes Bryan; Coastline Community College President Dr. Lori Adrian; Orange College President Dr. Dennis Harkins; Coastline Community College Interim Fiscal Services Director Richard Kudlik; Coastline Community College Faculty Cheryl Stewart; Coast District Management Association President Vince Rodriguez; Coastline Community College Interim Vice President, Administrative Services Christine Nguyen; Orange Coast College Academic Senate President Vesna Marcina; Coast Federation of Educators Representative Bob Fey; Coast Federation of Educators Secretary Ann Holliday; Coast Federation of Classified Employees President Ann Nicholson; District Legal Counsel Dr. Jack Lipton and Secretary of the Board, 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 June 30, 2011**

It was moved by Mr. Patterson and seconded by Dr. Prinsky to approve the minutes of the June 30, 2011 Personnel Committee meeting.

5. **Update on District Management Hiring Policy**

Committee Members reviewed the Management Recruitment and Selection procedures. Changes noted that the EEO Coordinator was not a member of the Search Committee, but a non-voting advisor. Additional changes were noted regarding discrimination complaints in the recruiting processes.

Committee members discussed the pros and cons of allowing interim management employees to apply for their positions permanently. Dr. Hirsh publicly acknowledged the efforts of a Human Resources task force that worked on the hiring procedures. Task Force committee members provided input on the development of the hiring procedures with the Personnel Committee.

On a motion by Trustee Prinsky and seconded by Trustee Patterson, the Committee voted to send the hiring procedures and revisions to the Board's Management Hiring Procedures, as presented to the Personnel Committee, to the full Board of Trustees at the August 3, 2011 meeting.

6. Discussion on the Development of a District Bullying Policy

Dr. Prinsky provided a draft policy on Workplace Bullying to the Personnel Committee, and discussed a process for developing a final policy on Workplace Bullying. Mr. Patterson suggested continued collaboration between the Personnel Committee and all District constituencies to discuss and develop one single District policy on Bullying.

7. Adjourn

It was moved by Mr. Patterson and seconded by Dr. Prinsky that the meeting be adjourned. The next meeting of the Personnel Committee was scheduled for September 27, 2011 at 1:00 p.m.

Motion carried with the following vote:

Aye: Chair Prinsky, Mr. Patterson

No: None

No: None

The meeting was adjourned at 4:17 p.m.

Secretary of the Board of Trustees