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# PERSONNEL COMMITTEE MINUTES

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## Coast Community College District

### Special Meeting of the Personnel Committee

Date: Tuesday, September 27, 2011 at 1:00 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 1:05 p.m.

2. **Roll Call**

Trustees Present: Dr. Lorraine Prinsky and Mr. Jerry Patterson

Trustees Absent: None

**In Attendance** - Chancellor Dr. Andrew Jones; Vice Chancellor of Finance and Administrative Services W. Andrew Dunn; Vice Chancellor Human Resources Dr. Deborah Hirsh; Administrative Director of Human Resources Donna Waldfogel; Golden West College President Wes Bryan; Coastline Community College President Dr. Lori Adrian; Golden West Vice President of Administrative Services Janet Houlihan; Coastline Community College Interim Vice President, Administrative Services Christine Nguyen; Orange Coast College Director of Personnel Laury Francis; Human Resources Manager of Recruitment and Staff Analysis Shannon O'Connor; 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 July 26, 2011**

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

5. **District and College Reorganization Update**

The Committee did not receive an update at this time; an update will be provided to the Committee in late Fall, 2011.

6. **Explanation of Voluntary vs. Involuntary Transfer of Employee(s) Process**

Dr. Hirsh provided the Committee with contract language concerning voluntary and involuntary transfers of classified staff.

7. **Status of Hiring Freeze**

On a motion by Mr. Patterson and seconded by Dr. Prinsky, the Committee voted to direct the Vice Chancellor of Human Resources to revise Board Resolution #11-32 to allow the Chancellor to decide the status of open recruitments as opposed to the Board

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of Trustees, and to refer the revised resolution to the District General Counsel for review.

Motion carried with the following vote:

Aye: Chair Prinsky, Mr. Patterson

No: None

No: None

**8. Update on District Bullying Policy**

On a motion by Mr. Patterson and seconded by Dr. Prinsky, the Committee voted to request that the Vice Chancellor of Human Resources review the draft Board Policy and prepare a definition of bullying, and to return the updated draft policy to the Committee for review.

Motion carried with the following vote:

Aye: Chair Prinsky, Mr. Patterson

No: None

No: None

**9. District's Non-Discrimination Statement**

The Committee reviewed proposed language related to non-discrimination. Further discussions will continue on the content and form of this language.

**10. Full Time Faculty Hiring: Plan and Process for Replacement of Retiring Faculty under Faculty Retirement Incentive**

Dr. Hirsh provided an update to the Committee on the current faculty hiring plan. The Committee expressed interest in commencing faculty hiring to replace retiring faculty members.

**11. Set Future Meeting Dates**

The next meeting of the Personnel Committee was scheduled for October 24, 2011 at 1:30 p.m.

**12. 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

No: None

The meeting was adjourned at 2:15 p.m.

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Secretary of the Board of Trustees