
PERSONNEL COMMITTEE MINUTES

Coast Community College District

Special Meeting of the Personnel Committee

Date: October 24, 2011 at 1:30 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 1:32 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 Human Resources Dr. Deborah Hirsh; Administrative Director of Human Resources Donna Waldfogel; Golden West College President Wes Bryan; Orange Coast College Director of Personnel Laury Francis; Human Resources Manager of Recruitment and Staff Analysis Shannon O'Connor; Coast Federation of Educators Secretary Ann Holliday; 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 September 27, 2011**

It was moved by Mr. Patterson and seconded by Dr. Prinsky to approve the minutes of the September 27, 2011 Personnel Committee meeting.

Motion carried with the following vote:

Aye: Chair Prinsky, Mr. Patterson
No: None
No: None

5. **Update on District Bullying Policy**

The Committee members, Dr. Hirsh and Dr. Jones discussed a draft policy on bullying. Dr. Jones recommended to take provisions of the policy and add them to a District Code of Conduct with an emphasis on civility, and to return the item to the Committee at a later date.

6. **Update on Faculty Retirements and Hiring Plan**

Dr. Hirsh announced that an estimated thirty faculty members had accepted the early retirement incentive. College executives discussed activities at each campus for the review of faculty needs. Mr. Patterson requested that the Committee be provided the number of full-time faculty needing to be replaced at each college, as well as the total number of part-time faculty that would be included as part of the replacements.

7. District's Non-Discrimination Statement

Committee members reviewed proposed changes to the District's Non-Discrimination Statement. Dr. Hirsh advised the Committee that the proposed changes would be submitted to the Board of Trustees for future review.

8. Management Evaluation Process

9. Management Professional Development

Dr. Hirsh discussed the Management Evaluation Process and Management Professional Development items together. She provided the Committee with an overview of the current Management Evaluation Process and advised the Committee that further review would continue through the end of the fiscal year.

Dr. Hirsh discussed new opportunities and ideas in the area of Management Professional Development and spoke of the possibility of leveraging staff with Doctorate and Masters degrees to develop new opportunities in professional development, and also suggested further discussion of a District Leadership Academy.

10. Set Future Meeting Dates

The next meeting of the Personnel Committee will take place the week of January 17, 2012.

11. 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 2:49 p.m.

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Secretary of the Board of Trustees