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# PERSONNEL COMMITTEE MINUTES

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## Coast Community College District

### Special Meeting of the Personnel Committee

Date: January 17, 2012 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 1:50 p.m.

2. **Roll Call**

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

**In Attendance** - Vice Chancellor Human Resources Dr. Deborah Hirsh; 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; District Legal Counsel Dr. Jack Lipton; Secretary of the Board Dr. Christian Teeter; Student Trustee and Chair of The District Student Council Joe Venegas III; Dean Mancina Health Pro/AFT Union; Coastline College President Dr. Loretta Adrian; Coastline Community College Interim Vice President, Administrative Services Christine Nguyen; Coast Federation of Classified Employees President Ann Nicholson; Coastline Community College Interim Fiscal Services Director Richard Kudlik; Orange Coast College Administrative Services Vice President Richard Pagel; and District Student Council Vice Chair Vanessa Ruyf.

3. **Opportunity for Public Comment**

There were no requests to address the Committee during Public Comment.

4. **Approval of Minutes: October 24, 2011**

It was moved by Mr. Patterson and seconded by Dr. Prinsky to approve the minutes of the October 24, 2011 Personnel Committee meeting.

Motion carried with the following vote:

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

5. **Review of Board Policy 2225 Personnel Committee**

Chair Dr. Lorraine Prinsky directed a discussion on Board Policy 2225 Personnel Committee. Clarification was provided by Dr. Prinsky and Dr. Lipton as to what items should be discussed and who should be present at Closed Session. The role of the Personnel Committee, its relation to the Board of Trustees and how the platforms varied were discussed. It was made clear that Personnel items that could benefit from discussion are welcome by the Committee.

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**6. Review Draft Bullying Definition from District Student Council Pertaining to the Student Code of Conduct**

District Student Council Vice Chair Vanessa Ruyf gave the Committee an overview of the development and need for a Bullying Definition. An active discussion followed and Vice Chair Vanessa Ruyf and District Student Council Chair Joe Venegas III received several suggestions from our staff. Further analysis of the definition led to a unanimous agreement to modify the language. Upon Dr. Lipton's advice the intent clause was revised from "behavior intended" to "which appears to a reasonable person as intended."

**7. Update from Human Resources on Civility/Bullying Definitions and Policy**

Dr. Hirsh provided the Committee with an update on the Progress of the Draft Policy on Ethical Conduct for all Employees. She shared that a Draft would be ready for distribution at the next meeting. Executives exchanged ideas on Civility and Ethics as it pertains to Districts' Employees.

**8. Update on Faculty Hiring: Estimated Numbers of Full-Time Faculty to be Replaced at Each College and Estimated Number of Part Time Faculty who might be Included in Hiring Plans**

Ms. O'Connor provided the Committee with an update on Faculty Hiring. She shared that there are currently twenty-six positions pending: Six positions at Coastline, Eleven postings at Orange Coast College, Five Postings at Golden West College, and 4 Postings Pending at Orange Coast College. Ms. O'Connor commented that Human Resources is actively working on Recruitments via Postings, and Job Fairs. The Coast Community College District will be a part of the Community College Job Fair on January 28. The Committee was informed that twenty-six of the twenty-nine positions vacated by retirees will be filled very soon.

Dr. Loretta Adrian provided the Committee with an update on Full Time Faculty Hiring at Coastline College. She shared that there were four retirements used to find new faculty.

Mr. Bryan provided the Committee with an Update on Full Time Faculty Hiring at Golden West College.

**9. Update on District/College Reorganization**

Dr. Loretta Adrian provided the Committee with a report on reorganization at Coastline College. She shared that Coastline College is moving to a two Vice President System focusing on internal reorganization. Managers are being shifted into areas where they are most needed. She cited Distance Learning as an instance where managers were shifted into an area that needed more support. Dr. Adrian informed the Committee that title changes were another facet of reorganization at Coastline College. Ms. Adrian shared that Committees for the Vice Presidents have been formed and that the committee should expect to see new titles by the next meeting.

Trustee Jerry Patterson clarified the scope of reorganization as not being limited only to staffing but also to ideas.

**10. Set Future Meeting Dates**

The next meeting of the Personnel Committee will take place on February 23, 2012 at 1:30 p.m.

**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 2:55 p.m.

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Secretary of the Board of Trustees