
PERSONNEL COMMITTEE MINUTES

Coast Community College District

Special Meeting of the Personnel Committee

Date: February 23, 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 1:35 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; 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; 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; Administrative Director of Human Resources Donna Waldfogel; Coast Federation of Educators Secretary Ann Holliday, and Coast Federation of Educators Representative Bob Fey.

3. **Opportunity for Public Comment**

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

4. **Approval of Minutes: January 17, 2012**

It was moved by Mr. Patterson and seconded by Dr. Prinsky to approve the minutes of the January 17, 2012 Personnel Committee meeting.

Motion carried with the following vote:

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

5. **Update from Human Resources on Draft Policy on Ethical Conduct for Employees**

Ms. Waldfogel provided the Committee with an update on the Board Policy on Code of Professional Ethics for all Employees of the Coast Community College District. Upon Dr. Lipton's recommendations the following changes were made: "must" was moved after "therefore" and in sub paragraph two a comma was utilized rather than a semicolon. Ms. Waldfogel informed the Personnel Committee that the next steps will be: a review with general counsel, a review at the Chancellor's Cabinet, and then back to the Personnel Committee. The Members of the Personnel committee also discussed a possible disciplinary action clause.

6. Update on Faculty Hiring

Ms. O'Connor shared that Coastline College and Golden West College have released eleven faculty pools and Orange Coast College was closing their positions by Wednesday. She added that Coastline College and Golden West College are leading to interviews. Ms. O'Connor explained that there is a very large and diverse volume of applicants for the various faculty positions at the campuses with numbers reaching over one hundred. Committee members discussed diversity and Ms. O'Connor offered to share the Diversity Power Point Presentation.

7. Change to Management Hiring Procedure

Dr. Hirsh walked the members of the Personnel Committee through several changes to the Coast Community College District Management Recruitment and Selection Procedures beginning with the page two, "Announcement of a Position." The position, once open, will be posted for a minimum of fifteen days rather than the twenty days. Next, Dr. Hirsh explained that Constituency Groups will have ten days rather than fifteen to assign a representative to the search committee, as reflected on page three of the document. Committee members discussed the different challenges that lead to the changes and the new challenges that may result from those changes.

8. Update on District/ College Reorganization

Dr. Adrian shared the Coastline College Reorganization Chart with the members of the Personnel Committee. Dr. Adrian explained that twenty percent of management positions have been deleted since 2010 with over five positions in general funds and several changes in titles. Dr. Adrian shared that there have also been several lateral moves within the college's management ranks. Dr. Adrian further commented that two Vice Presidents are being hired externally.

It was moved by Mr. Patterson and seconded by Dr. Prinsky to add the Coastline College Reorganization Chart to the March 7, 2012 Board of Trustees Agenda.

Motion carried with the following vote:

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

9. Set Future Meeting Dates

The next meeting of the Personnel Committee will take place on April 10, 2012 at 2:00 p.m.

10. Adjourn

It was moved by Dr. Prinsky and seconded by Mr. Patterson 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 2:48 p.m.

Secretary of the Board of Trustees