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# PERSONNEL COMMITTEE MINUTES

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**Coast Community College District**

**Special Meeting of the Personnel Committee**

**Date: April 10, 2012 at 2:00 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 2:08 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; Human Resources Manager of Recruitment and Staff Analysis Shannon O'Connor; Secretary of the Board Dr. Christian Teeter; Coastline College President Dr. Loretta Adrian; Coastline Community College Interim Fiscal Services Director Richard Kudlik; Orange Coast College Administrative Services Vice President Richard Pagel; Coast Federation of Educators Representative Bob Fey; Golden West College President Wes Bryan; Golden West College Instructional Aide Connie Marten, and Manager Benefits and Employment Services Geri Wile.

3. **Opportunity for Public Comment**

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

4. **Approval of Minutes: February 23, 2012**

It was moved by Mr. Patterson and seconded by Dr. Prinsky to approve the minutes of the February 23, 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**

Dr. Deborah Hirsh provided the members of the Personnel Committee with an update on Draft Policy on Ethical Conduct for Employees. Her update included information on how the document is being revised and approved, including a discussion at the Chancellor's Cabinet Meeting and Vetting by the Academic Senates.

6. **Update on Faculty Hiring**

Ms. O'Connor provided the Committee an update on Faculty hiring at the three campuses. She shares that interviews are in progress and offers are in place for both internal and external positions, with a diverse pool of applicants.

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**7. Discussion on Furloughs**

Geri Wile explained the procedure for implementing Furloughs as they pertain to faculty, to the members of the Personnel Committee. She described the need for negotiation and Board approval to move forward with Furloughs.

**8. Update on Revision to Faculty Hiring Plan**

Dr. Hirsh informed the members of the Personnel Committee that the Faculty Hiring Plan is still being worked on and has not been fully vetted. She further shares that it still has to go to the President's Council, but there is a strong possibility that it will be presented in the May 2, 2012 Board of Trustees Agenda.

**9. Revision to BP 7821 Classified Holiday Administrative Schedule**

BP 7821 was discussed by the members of the Personnel Committee and it was disclosed that this revision will go to the May 2, 2012 Board of Trustees Agenda for approval.

**10. Revisions to BP 7819 Doctor's Verification**

This item was removed from the Agenda.

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

No updates were presented at this time.

**12. Set Future Meeting Dates**

The next meeting of the Personnel Committee will take place on May 7, 2012 at 1:30 p.m.

**13. 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 2:55 p.m.

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Secretary of the Board of Trustees