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# PERSONNEL COMMITTEE MINUTES

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**Coast Community College District**

**Special Meeting of the Personnel Committee**

**Date: May 7, 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 1:36 p.m.

2. **Roll Call**

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

**In Attendance** - Human Resources Manager of Recruitment and Staff Analysis, Shannon O'Connor; Secretary of the Board, Dr. Christian Teeter; Orange Coast College Administrative Services Vice President, Dr. Richard Pagel; Coast Federation of Educators Representative, Bob Fey; Administrative Director of Human Resources, Donna Waldfoegel; Fiscal Services Director, Richard Kudlik; Coastline Vice President of Administrative Services, Christine Nguyen; Orange Coast College Director of Personnel Services, Laury Francis; Coast Federation of Classified Employees President, Ann Nicholson, and Orange Coast College President, Dr. Dennis Harkins.

3. **Opportunity for Public Comment**

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

4. **Approval of Minutes: April 10, 2012**

It was moved by Trustee Patterson and seconded by Dr. Prinsky to approve the minutes of the April 10, 2012 Personnel Committee Meeting.

Motion carried with the following vote:

Aye: Chair Prinsky, Trustee Patterson  
No: None  
No: None

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

Ms. Waldfoegel gave the members of the Personnel Committee an update on the Draft Policy on Ethical Conduct for Employees. She shared that the draft had gone to the Chancellor's Cabinet and stopped at the Academic Senates. She informed the Committee that once the draft leaves the Academic Senates, it will go back to the Chancellor's Cabinet and end with a review by District General Counsel.

6. **Update on Faculty Hiring**

Ms. O'Connor provided the Committee an update on faculty hiring at the three campuses. She shared that Orange Coast College is waiting to hear back from one position before hiring is complete. Ms. O'Connor further shared that Golden West

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College was holding interviews the week of May 7 and May 14, including final interviews for a Librarian and Chemistry Faculty. She informed the Committee that the vast majority of new hires were part time faculty going on to tenure track positions.

**7. Update on District/College Reorganization and Consolidation Plans**

Dr. Harkins informed the Committee that the search for Dean of Enrollment services has started and Interim Associate Dean of Student Services position will be eliminated. Dr. Harkins further informed the Committee that ASOCC will help fund two additional student services positions: the position held by Carla Martinez and a cash handling position at the Recycling Center. Dr. Harkins further shared that Orange Coast College will be canceling their lease for the Reprographic Center for a \$100,000 savings, with one person retiring and one person to be reassigned to work in the mail room. Dr. Pagel added that part time employees will be reduced by half. Dr. Pagel further added that Orange Coast College will be asking its Foundation to fund student workers for weekend hours at the library. Dr. Harkins summarized that Orange Coast College is working to reduce General Funds and the Student Government budget will come to the Board of Trustees in June.

Mr. Bryan informed the members of the Personnel Committee that Golden West College is working on a mini reorganization and they will be able to present on in June.

Ms. Nguyen informed the members of the Personnel Committee that Coastline College is finalizing hiring this year as part of last year's reorganization.

**8. Diversity Report (Prior to Presenting in Open)**

Ms. O'Connor presented a preliminary draft of the Presentation Staffing and Diversity Trends Fall 2009-Fall 2011.

**9. Set Future Meeting Dates**

The next meeting of the Personnel Committee will take place on June 27, 2012 at 1:30 p.m.

**10. Adjourn**

It was moved by Dr. Prinsky and seconded by Trustee Patterson that the meeting be adjourned.

Motion carried with the following vote:

Aye: Chair Prinsky, Trustee Patterson  
No: None  
No: None

The meeting was adjourned at 2:44 p.m.

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Interim Secretary of the Board of Trustees