
PERSONNEL COMMITTEE MINUTES

Coast Community College District

Special Meeting of the Personnel Committee

Date: June 25, 2012 at 12:30 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; Interim Secretary of the Board, Daryl Betancur; Orange Coast College Administrative Services Vice President, Dr. Richard Pagel; Fiscal Services Director, Richard Kudlik; Coast Federation of Educators, Dean Mancina; Vice Chancellor of Human Resources, Dr. Deborah Hirsh, and District General Counsel, Dr. Jack Lipton.

3. **Opportunity for Public Comment**

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

4. **Approval of Minutes: May 7, 2012**

It was moved by Trustee Patterson and seconded by Dr. Prinsky to approve the minutes of the May 7, 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**

Dr. Hirsh provided the members of the Personnel Committee with an update on the Human Resources Draft Policy on Ethical Conduct for Employees. She began by informing the Committee that rather than going through the Cabinet and Board of Trustees they wanted to bring it to the Personnel Committee for discussion.

Dr. Hirsh led a discussion on the definition and scope of the following words: civility, integrity, and respectful. The Personnel Committee decided to replace the word respectful with the word collegial.

It was moved by Dr. Prinsky and seconded by Trustee Patterson that the Draft Policy on Ethical Conduct for Employees be referred to the July 18, 2012 Board of Trustees Meeting.

Motion carried with the following vote:

Aye: Chair Prinsky, Trustee Patterson

No: None

No: None

6. Update on Faculty Hiring

Ms. O'Connor provided the Committee an update on faculty hiring at the three campuses. She shared that at Coastline College all recruitments are complete with one exception, which will be re-advertised; 5 of 6 positions are faculty incentive replacement. Ms. O'Connor informed the Committee that at Golden West College all positions are completed and 10 of 13 positions are faculty incentive replacement. Lastly, Ms. O'Connor shared that at Orange Coast College all recruitments are complete with 4 of 15 being faculty incentive replacement.

7. Update on District/College Reorganization and Consolidation Plans

This item will be returned to the August 17, 2012 meeting of the Personnel Committee.

8. Diversity Report (Prior to Presenting in Open)

Ms. O'Connor presented a preliminary draft of the Presentation Diversity Trends Fall 2009-Fall 2011. Topics included: Staffing by Numbers, District Diversity Distribution Trends, Coastline College Diversity Distribution Trends, Golden West College Diversity Distribution Trends, Orange Coast College Diversity Distribution Trends, District Trends by Gender and Occupation, Coastline College Trends by Gender and Occupation, Golden West College Trends by Gender and Occupation, Orange Coast College Trends by Gender and Occupation, Faculty Student Body and Environmental Population by Ethnicity, Educational Administrators, Tenure Track Faculty, Part-Time Faculty, Classified Management, and Classified Support. Ms. O'Connor pointed out that she did not use FTE as a measure, but instead used bodies and although this made a difference in the numbers, the difference in measure did not make a significant impact on percentages, which was her method of reporting.

The following recommendations were made: indicating that the document used head counts rather than FTE's, last page needs to say diversity report by primary assignment, the indication of an unknown category to account for those who do not report gender and ethnicity information, and label different percentage figures to indicate what they are referring to.

Dean Mancina recommended that work be done on AB 852 first right of refusal for teaching assignments two year bill and its potential for helping in the District's numbers. It was determined that the Legislative Affairs Committee will be delegated this assignment and work with the legislative consultants to ask for this forecast.

9. Set Future Meeting Dates

The next meeting of the Personnel Committee will take place on August 17, 2012 at 1:00 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 1:20 p.m.

Secretary of the Board of Trustees