
PERSONNEL COMMITTEE MINUTES

**Coast Community College District
Regular Meeting of the Personnel Committee**

Date: December 3, 2013 at 10:30 a.m.

**Board Conference Room
1370 Adams Avenue, Costa Mesa, CA 92626**

1. Call to Order – Trustee Prinsky called the meeting to order at 10:30 a.m.

2. Roll Call

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

In Attendance - Vice Chancellor of Administrative Resources, Mr. Andrew Dunn; District General Counsel, Dr. Jack Lipton; Administrative Director of Human Resources, Mr. James Andrews; Coast Federation of Educators President, Mr. Dean Mancina; Coast Federation of Classified Employees President, Ms. Ann Nicholson; Golden West College Personnel Director, Ms. Crystal Crane; Orange Coast College Director of Personnel, Ms. Dianna Deis; Student Trustee, Mr. Tanner Kelly; Board Secretary, Ms. Julie Frazier-Mathews; Coast Federation of Educators Executive Director, Mr. Bob Fey; Orange Coast College Vice President of Administration, Dr. Rich Pagel, and Coastline Director of Business Services, Ms. Helen Rothgeb.

3. Opportunity for Public Comment

There were no public comments.

4. Approval of Minutes: October 29, 2013

It was moved by Trustee Patterson and seconded by Trustee Prinsky to approve the minutes of the October 29, 2013 Personnel Committee Meeting as amended.

Motion carried with the following vote:

Aye: Trustee Patterson and Trustee Prinsky
No: None
Absent: None

5. Report from Fiscal Services

a) Number of Part Time Employees

Vice Chancellor Dunn provided a brief overview of the FY 2012-2013 Employee Census, as of September 19, 2013. The Committee discussed the data and Mr. Dunn provided further clarification.

Mr. Dunn agreed to return at a later time and provide the Committee Members with an explanation as to why the Actual number of Classified employees exceeded the number of budgeted Classified employees.

In addition, Mr. Dunn provided a brief explanation of the Faculty Obligation Number.

6. Discussion and Possible Action of Human Resources Policies and Administrative Procedures

The Committee reviewed the following policies and administrative procedures, with special attention to the policies for which General Counsel had provided recommendations:

1	BP 7126	Applicant Background Checks
2	AP 7126	Applicant Background Checks
3	BP 7370	Political Activity
4	AP 7370	Political Activity
5	BP 7371	Personal use of Public Resources
6	BP 7380	Retiree Health Benefits: Academic Employees
7	BP 7381	Health and Welfare Benefits
8	AP 7381	Health and Welfare Benefits
9	BP 7385	Salary Deductions
10	AP 7385	Salary Deductions
11	BP 7510	Domestic Partners
12	BP 7700	Whistleblower Protection
13	AP 7700	Whistleblower Protection
14	BP 7835	Employee Due Process

The following policy was deleted: BP 7835 Employee Due Process.

Mr. Andrews explained that the policies and administrative procedures discussed would be presented at the January 18, 2014 Meeting of the Board of Trustees for first reading.

7. Future Meeting Dates

The Personnel Committee cancelled the meeting of January 28, 2014 scheduled for 2:00 p.m. and agreed to schedule a meeting at another time.

8. Adjourn

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

Motion carried with the following vote:

Aye: Trustee Prinsky and Trustee Patterson
No: None
Absent: None

The meeting adjourned at 11: 40 a.m.

Secretary of the Board of Trustees