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## PERSONNEL COMMITTEE MINUTES

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**Coast Community College District**  
**Regular Meeting of the Personnel Committee**  
**Date: February 25, 2014 at 2:00 p.m.**  
**Board Conference Room**  
**1370 Adams Avenue, Costa Mesa, CA 92626**

### **Procedural Matters**

1. **Call to Order** - The meeting was called to order at 2:00 p.m.
2. **Roll Call**

Trustees Present: Trustee Moreno and Trustee Patterson  
Trustees Absent: None

**In Attendance** - Mr. W. Andrew Dunn, Vice Chancellor of Finance and Administrative Services; Dr. Jack Lipton, District General Counsel; Mr. James Andrews, Executive Director of Human Resources; Mr. Dean Mancina, Coast Federation of Educators President; Ms. Ann Nicholson, Coast Federation of Classified Employees President; Ms. Dianna Deis, Orange Coast College Director of Personnel Services; Ms. Julie Frazier-Mathews, Secretary of the Board/District Director of the Office of the Board of Trustees; Mr. Bob Fey, Coast Federation of Educators Executive Director; Dr. Dennis Harkins, Orange Coast College President; Dr. Loretta Adrian, Coastline College President; Ms. Helen Rothgeb, Coastline College Director of Business Services and Entrepreneurship; Ms. Christine Nguyen, Coastline College Vice President of Administration Services; Ms. Gena Merrigan, Golden West College Acting Director for Human Resources; Ms. Shannon O' Conner-Escudero, Manager Recruitment and Staff Analysis, and Ms. Crystal Crane, Acting Administrative Director of Human Resources.

3. **Opportunity for Public Comment**

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

4. **Selection of Chair**

On a motion by Trustee Patterson and seconded by Trustee Moreno the Committee voted to elect Trustee Moreno as Chair of the Personnel Committee.

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Motion carried with the following vote:

Ayes: Trustee Moreno and Trustee Patterson  
Noes: None  
Absent: None

**5. Approval of Minutes: December 3, 2013**

It was moved by Trustee Patterson and seconded by Trustee Moreno to approve the minutes of the Regular Meeting of December 3, 2013.

Motion carried with the following vote:

Ayes: Trustee Moreno and Trustee Patterson  
Noes: None  
Absent: None

**6. Discussion of Full-Time Faculty Planning (Chancellor's Report Dated February 19, 2014)**

The Committee members discussed the GISS update/faculty hiring recommendation memorandum and the Process Summary for Full-Time Faculty Recruitment.

**7. Coast Community College District Diversity Report: Preliminary Review and Discussion**

Ms. O'Connor-Escudero presented a preliminary draft of the Diversity Report to the Committee members and indicated that a PowerPoint presentation along with Diversity Report would be presented at the March 19, 2014 Board Meeting.

On a motion by Trustee Moreno and seconded by Trustee Patterson the Committee members voted to request a coordinated schedule on the hiring process for full-time faculty recruitment, and also discuss if the committee schedule would meet or beat the summer schedule, and clarification on the 2013 State report on new versus replacement FON.

Motion carried with the following vote:

Ayes: Trustee Moreno and Trustee Patterson  
Noes: None  
Absent: None

**8. Employee Census Update**

Mr. Dunn reviewed the Employee Census - CFCE All Budgeted Funds February 25, 2014, the number of actual classified employees versus the number of budgeted classified employees. Mr. Dunn indicated that he would address the 17 vacancy differences, in particular full-time employees as opposed to part-time employees.

**9. Future Meeting Dates:**

The Committee agreed to cancel the March 25, 2014 Personnel Committee meeting.

**10. Discuss and Action to Approve Proposed Meeting Dates for 2014**

The Board Secretary would research future meeting dates and report them at the next Personnel Committee meeting.

**11. Future Agenda Items**

The Committee added the following for future agenda items:

- a. Clarification to the 17 vacancy differences on employee census between full-time employees as opposed to part-time employees
- b. Discuss and Action to Approve Proposed Meeting Dates for 2014

**12. Adjourn**

There being no further business, it was moved by Trustee Moreno and seconded by Trustee Patterson to adjourn the meeting at 3:45 p.m.

Motion carried with the following vote:

Ayes: Trustee Moreno and Trustee Patterson

Noes: None

Absent: None

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Secretary of the Board/District Director of the Office of the Board of Trustees