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# PERSONNEL COMMITTEE MINUTES

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## Coast Community College District Special Meeting of the Personnel Committee

**Date: April 28, 2014 at 11:00 a.m.**

**Board Conference Room**

**1370 Adams Avenue, Costa Mesa, CA 92626**

### Procedural Matters

1. **Call to Order** - The meeting was called to order at 11:00 a.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; Ms. Ann Nicholson, Coast Federation of Classified Employees President; 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; 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; Ms. Crystal Crane, Acting Administrative Director of Human Resources; Ms. Helen Rothgeb, Coastline College Director of Business Services and Entrepreneurship; Ms. Geri Wile, Manager, Employee Benefits; Ms. Sheryl Area, Orange Coast College Administrative Assistant to the Vice President of Instruction; Mr. Wes Bryan, Golden West College President; Mr. Gregg Carr, Golden West Academic Senate President; Dr. Pedro Gutierrez, Coastline Community College Academic Senate President, and Ms. Denise Cabanel-Bleuer, Orange Coast College Academic Senate President.

3. **Opportunity for Public Comment**

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

4. **Approval of Minutes: February 25, 2014**

It was moved by Trustee Patterson and seconded by Trustee Moreno to approve the minutes of the Regular Meeting of February 25, 2014.

Motion carried with the following vote:

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

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**5. Update on Faculty Hiring Procedures**

Ms. Crane provided an update on the Faculty Hiring Procedures, indicating that the final procedures would be brought back to this Committee in May.

**6. Update on Administrator Retreat Rights Procedure**

Mr. Andrews updated the Committee on the Administrator Retreat Rights Procedure.

**7. Update on the Status of New Faculty Hires**

Ms. O'Conner-Escudero provided an update on the Status of New Faculty Hires by reviewing the Hiring Status Report, Academic Year 2014-2015. The Committee members further discussed this item.

**8. Review of Draft Equal Employment Opportunity Plan**

Ms. O'Conner-Escudero reviewed the draft of the Equal Employment Opportunity Plan. The Committee requested that the final plan be presented to the Personnel Committee and then to the full Board.

**9. Update on Work of the Employee Benefits Committee**

Ms. Wile provided an update on the Employee Benefits Committee. She reported that the Committee had identified the following six priorities:

- Implementing the Pharmacy Management Program
- Changing Pharmacy Co-pays
- Changing Plan Co-pays
- Changing the Plan Deductibles
- Implementing Premium Tiers
- Revising Coverage Services and Levels

Ms. Wile gave a brief overview of the Employer Group Waiver Program (EGWP).

**10. Clarification of the 17 Vacancy Differences on Employee Census between Full-Time Employees as Opposed to Part-Time Employees.**

The Committee members agreed to discuss this item at the next Personnel Committee meeting. Ms. Nicholson reminded the Committee that part-time employees be separated from the Classified Employees in the Employee Census.

**11. Report on Full-Time Employee Positions that were Vacant or Vacated in FY 2013-2014, whether the Position was Filled, Remains Vacant, or Terminated on Reorganization; to be listed by Faculty, Classified, and All Managers Positions**

Mr. Dunn reported on the Employee Vacancy Study - FY 2013-14 as of April 25, 2014. The Committee members asked questions and reviewed the Employee Vacancy Study sheet.

Mr. Moreno requested to have the following added to the Employee Vacancy Study:

- Strategic
- Vacancy

- Recruitment Vacancy

On a motion by Trustee Moreno and seconded Trustee Patterson the Committee requested a quarterly report on full-time employee positions that were vacant or vacated in FY 2013-2014.

Trustee Moreno requested that General Counsel attend all Personnel Committee Meetings.

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

On a motion by Trustee Moreno and seconded by Trustee Patterson the Committee agreed to meet on May 27 instead of May 12, and approve the proposed meeting dates for 2014, with Personnel Committee Meetings scheduled for the second Monday of the month at 11:00 a.m., as needed.

Motion carried with the following vote:

Ayes: Trustee Moreno and Trustee Patterson

Noes: None

Absent: None

## **13. Future Agenda Items**

The Committee added the following for future agenda items:

- a. Clarification of the 17 Vacancy Differences on Employee Census between Full-Time Employees as Opposed to Part-Time Employees and a Separation of the Part-Time Employees from the Classified Employees on the Employee Census
- b. Faculty Hiring/Tenure Track
- c. Final Equal Employment Opportunity Plan

## **14. Adjourn**

There being no further business, it was moved by Trustee Moreno and seconded by Trustee Patterson to adjourn the meeting at 12:20 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