
PERSONNEL COMMITTEE MINUTES

Coast Community College District
Regular Meeting of the Personnel Committee
Date: September 8, 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 – Dr. Tom Harris, Interim Chancellor; 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. Julie Frazier-Mathews, District Director of the Office of the Board of Trustees/Secretary of the Board; Mr. Bob Fey, Coast Federation of Educators Executive Director; Mr. Gregg Carr, Golden West College Faculty; Ms. Crystal Crane, Acting Administrative Director of Human Resources; Dr. Richard Pagel, Orange Coast College Vice President of Administrative Services; Ms. Ann Nicholson, President of Coast Federation of Classified Employees; Ms. Christine Nguyen, Coastline Community College Vice President of Administrative Services; Ms. Diana Deis, Director of Personnel Services Orange Coast College; Ms. Ann Holliday, Coastline Community College Academic Senate President; Ms. Shannon O'Connor-Escudero, Human Resources Manager Recruitment and Staff Analysis; Dr. Dennis Harkins, President Orange Coast College; Dr. Loretta Adrian, President Coastline Community College

- 3. Opportunity for Public Comment**

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

- 4. Approval of Minutes: August 11, 2014**

It was moved by Trustee Moreno and seconded by Trustee Patterson to approve the minutes of the Regular Meeting of August 11, 2014.

Motion carried with the following vote:

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

5. Faculty Hiring Update

Ms. Crystal Crane presented and distributed to the Committee the following:

- Full-Time Faculty Recruitment Process Outline
- Faculty Staffing Analysis
- Hiring Status Report for Academic Year 2014-2015
- Faculty Retirement for 2013/2014

6. Report and Discussion on Job Fair Plans & Recruitment Strategies Details

Ms. Shannon O'Connor-Escudero presented an update on the California Community College Registry Job Fair and other Recruitments Fairs.

7. Discussion and Possible Action of Human Resources Board Policies and Administrative Procedures

Mr. James Andrews presented the following Board Policies and Procedures for review. The Committee directed Mr. Andrews to work with legal counsel to revise the language and return the policies and procedures for consideration at a future meeting:

1. **BP 7110 Delegation of Authority for Human Resources**
2. **BP 7310 Nepotism**
3. **AP 7310 Nepotism**
4. **BP 7335 Health Examinations**
5. **AP 7335 Health Examinations**
6. **BP 7340 Vacation and Leaves**
7. **AP 7340 Vacation and Leaves**
8. **BP 7344 Notifying the District of Illness**
9. **AP 7344 Notifying the District of Illness**
10. **BP 7345 Catastrophic Leave Program**
11. **AP 7345 Catastrophic Leave Program**
12. **BP 7350 Resignations**
13. **AP 7350 Resignations**
14. **BP 7355 Retirements**
15. **AP 7355 Retirements**

8. Review of Future Meeting Dates

The Committee approved the following future meeting dates:

- a. **October 13, 2014**
- b. **November 10, 2014**
- c. **December 8, 2014**

9. Future Agenda Items

The Committee requested to have the following item placed on the next Personnel committee agenda:

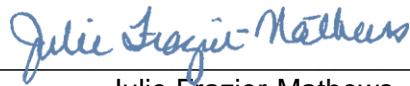
- a. **Faculty Hiring Data**

10. Adjourn

There being no further business, it was moved by Trustee Patterson and seconded by Trustee Moreno to adjourn the meeting at 12:29 p.m.

Motion carried with the following vote:

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



Julie Frazier-Mathews
District Director of the Office of the Board of Trustees/Secretary of the Board