

**Coast Community College District**  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

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## **BP 2225 Board of Trustees' Personnel Committee**

### **PURPOSE**

The Board of Trustees' Personnel Committee (The Committee) is established under the authority of the Board of Trustees and reports directly to the Board. The primary purpose of this Committee is to assist the Board of Trustees in reviewing personnel matters including but not limited to, staff appointments, and issues concerning employee discipline/dismissal. The Committee is further charged with the review, and as necessary, the development and revision of all District personnel policies, ensuring that they are consistent with state and federal laws, and accreditation standards.

### **GOALS AND OBJECTIVES**

While advising the Board of Trustees concerning personnel policy matters, the Committee also provides an open avenue of communication consistent with the Brown Act between the Board of Trustees and the District's Executive Management concerning all issues of personnel policy. The Committee has the following goals and objectives:

- To ensure that all District policies concerning personnel matters are in compliance with all applicable state and federal laws, and accreditation standards.
- Establishment of a system of regular reporting by the colleges and District office to the Committee and the full Board of Trustees on all District personnel and collective bargaining matters;
- Increased collaboration and dialogue between the Board and Executive Management concerning personnel matters.
- Coordination with the District General Counsel to ensure the District's compliance with all state and federal personnel requirements.

### **COMPOSITION OF THE PERSONNEL COMMITTEE**

The Committee shall consist of two Members, a Chair and Vice-Chair, who serve alternating terms of service, each with equal voting rights. Initially, one Member of the Committee will serve starting January 2010 with the term ending in December 2011. The term for the second Member of the Committee shall begin in January 2010 and end in December 2012. Thereafter, each Member of the Committee shall serve a two-year term of service on an alternating basis. Members of the Personnel Committee shall possess a basic understanding of personnel laws and shall have a requisite interest in personnel issues in the District and three colleges.

The Vice Chancellor of Human Resources, or designee, will consult with and advise the Committee on an ex-officio basis. The District General Counsel shall also aid and

represent the Personnel Committee in all legal matters.

## **RESPONSIBILITIES**

The Committee is responsible for the oversight of the District-wide human resources matters through a review of all Board policies concerning personnel matters, holding of Closed Session meetings to make recommendations to the full Board of Trustees on matters concerning employee appointments, leaves of absence, public employee performance evaluations, and issues concerning employee discipline/dismissal/release. The Committee has the following responsibilities:

- Receives updates on the status of personnel matters and collective bargaining issues at the District Office and three colleges and reports to the Board of Trustees as appropriate;
- Review, in collaboration with the Vice Chancellor of Human Resources, Board Clerk, and District General Counsel, all District policies concerning personnel issues;
- Propose amendments to, or if necessary, develop new Board policies for recommendation to the full Board of Trustees to ensure District compliance with all state and federal regulations concerning personnel matters;
- Within the Closed Session exceptions of the Ralph M. Brown Act, meets with the Vice Chancellor of Human Resources and District General Counsel to address issues related to personnel appointments, public employee performance evaluations, employee/discipline/dismissal and release, and provides updates and recommendations on such matters to the full Board of Trustees.
- Review recommendations for sabbaticals and/or leaves of absence for faculty members and staff submitted by the District's Human Resources Department prior to being presented to the full Board of Trustees for approval;
- Reviews and provides oversight for the full Board of Trustees concerning the annual process for the evaluation of the Chancellor;
- With the advice and input of the Vice Chancellor of Human Resources and District General Counsel, reviews any new legislation or newly adopted statewide policies concerning community college personnel matters;

## **CLOSED SESSION**

The following are legally authorized exceptions to the Ralph M. Brown Act open meeting requirements in which personnel matters can be discussed:

- (a) Consideration of appointment, employment, dismissal or evaluation of an employee;
- (b) Consideration of complaints brought against employees;
- (c) Consultation with legal counsel concerning personnel issues related to anticipated, threatened or existing litigation.

## **ETHICAL CONDUCT**

Members of the Committee are expected to conduct business in the most ethical way possible and to adhere to the Code of Ethics adopted by the Board of Trustees on September 5, 2007.

## **MEETINGS**

The Committee shall meet as needed.

## **REPORTING**

The Committee will report to the Board of Trustees as appropriate.

Adopted January 20, 2010  
Replaces CCCD Policy 010-2-25, Fall 2010