
PERSONNEL COMMITTEE MINUTES

Coast Community College District

Special Meeting of the Personnel Committee

Date: August 26, 2013 at 2:00 p.m.

Board Conference Room

1370 Adams Avenue, Costa Mesa, CA 92626

1. **Call to Order** – Trustee Prinsky called the meeting to order at 2:00 p.m.

2. **Roll Call**

Trustees Present: Trustee Lorraine Prinsky and Trustee Jerry Patterson

Trustees Absent: None

In Attendance - Secretary of the Board, Ms. Julie Frazier-Mathews; District General Counsel, Dr. Jack Lipton; Vice Chancellor of Administrative Services and Finance, Mr. Andrew Dunn; Coast Federation of Educators Representative, Ms. Ann Holiday; Coast Federation of Educators Executive Director, Bob Fey; Administrative Director of Human Resources, Mr. James Andrews; Coast Federation of Educators President, Dean Mancina; Coast Federation of Classified Employees President, Ms. Ann Nicholson; Orange Coast College Vice President of Administrative Services, Dr. Richard Pagel; Coastline President, Dr. Loretta P. Adrian; Coastline Vice President of Administrative Services, Ms. Christine Nguyen; Orange Coast College Academic Senate President, Ms. Denise Cabanel-Bleuer; Association of Confidential Employees President, Ms. Julia Clevenger; Golden West College Academic Senate President, Mr. Gregg Carr; Golden West College Personnel Director, Ms. Crystal Crane, and Coast Federation of Classified Employees Executive Director, Ms. Katherine Reedy.

3. **Opportunity for Public Comment**

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

4. **Approval of Minutes: May 2, 2013**

It was moved by Trustee Patterson and seconded by Trustee Prinsky to approve the minutes of the May 2, 2013 Personnel Committee Meeting.

Motion carried with the following vote:

Aye: Trustee Prinsky, Trustee Patterson

No: None

5. **Discussion and Possible Action to Approve Board of Trustees' Committee Calendar**

Trustee Prinsky explained that the Board Office had conducted research and provided recommendations for regular Meetings through the end of Fiscal Year 13-14.

On a motion by Trustee Prinsky and seconded by Trustee Patterson, the Committee voted to approve the Draft Board Committee Calendar with Regular Meetings of the

Personnel Committee taking place the last Tuesday of the month at 2:00 p.m., as needed.

Motion carried with the following vote:

Aye: Trustee Prinsky, Trustee Patterson

No: None

6. Human Resources Policies and Administrative Procedures

a) Classified Hiring Policy and Procedure

Mr. Andrews provided an overview of the process applied for revising Board Policy 7856 Classified Hiring and the corresponding CCCD Classified Recruitment and Selection Procedures. He stated that they were drafted such that they align with Board Policy, Coast Federation of Classified Employees (CFCE) Bargaining Agreement requirements, Equal Employment Opportunity requirements, and had been reviewed by the District Hiring Task Force.

Mr. Andrews covered the following topics: Recruitment, Development and Distribution of Job Announcement, Announcement of the Position, Application Requirements, Search Committee, Search Process, Selection Committee, and Selection Process.

Trustee Patterson requested further information regarding the transfer list procedure for selecting members to fill vacancies and Mr. Andrews explained that it was a simple procedure where qualified members met with managers to determine if it would be a good fit.

The Committee discussed the possibility of combining Board Policy 7856 and Board Policy 7859 and for various reasons arrived at the conclusion that these policies should remain independent of one another.

On a motion by Trustee Patterson and seconded by Trustee Prinsky, the Committee voted to recommend CCCD Classified Recruitment and Selection Procedures be presented to the Board of Trustees for adoption.

Motion carried with the following vote:

Aye: Trustee Prinsky, Trustee Patterson

No: None

b) Confidential Hiring Policy and Procedure

Mr. Andrews shared that the Confidential and Classified Hiring Procedures were near mirror images and therefore did not go through a detailed overview, but rather welcomed questions.

Trustee Patterson asked if there were prescribed differences between Confidential and Classified employees and Mr. Andrews explained that California Education Code specified that a limited number of positions were Confidential. He further explained that the District Employs 10 Confidential Employees and that these positions are re-evaluated when vacant to determine the classification needs of the position.

On a motion by Trustee Patterson and seconded by Trustee Prinsky, the Committee voted to recommend CCCD Classified Recruitment and Selection Procedures be presented to the Board of Trustees for adoption.

Motion carried with the following vote:

Aye: Trustee Prinsky, Trustee Patterson

No: None

7. Report from Fiscal Services

8. Report from Faculty Hiring

Agenda Item # 7 Report from Fiscal Services and Agenda Item # 8 Report from Faculty Hiring were addressed at this time

- a) Budget Positions
- b) Filled Positions
- c) Current Vacancies

Mr. Dunn provided a summary of Position Control Flow and explained that this process matches money to people. He further stated that Position Control Flow begins as a site based request, moves to Chancellor's Cabinet for approval, is presented to the Board of Trustees for approval, and is finally processed by the District Finance and Administrative Services Department.

Mr. Dunn explained that the District planned to fund 1,277 positions which was 60 fewer than had been funded in Fiscal Year 12-13. According to Mr. Dunn's presentation, these positions consisted of 430 Certificated Employees, 706 Classified Employees, 10 Confidential Employees, and 131 Management positions.

Trustee Patterson asked why there was such a significant difference in funded positions and Ms. Holiday noted that at least 30 positions were eliminated due to the discontinuation of the Coastline One Stop Center. Other factors reviewed included General Fund Positions, Non-General Fund Positions, and Vacancies.

Trustee Prinsky asked what percentage of employees were employed on a part time basis and Mr. Dunn shared that he would investigate and provide this figure at the next Meeting of the Personnel Committee.

Mr. Dunn reviewed Faculty Obligation Numbers with the Committee.

9. Report on District/College Reorganization and Consolidation Plans

There were no reports made during the presentation of Agenda Item # 9.

10. Future Agenda Items

There were no future Agenda Items recorded.

11. Adjourn

The Meeting adjourned at 3:12 p.m.

Secretary of the Board of Trustees