
REVISED PERSONNEL COMMITTEE MINUTES

**Coast Community College District
Regular Meeting of the Personnel Committee**

Date: October 29, 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 - District General Counsel, Dr. Jack Lipton; Administrative Director of Human Resources, Mr. James Andrews; Coast Federation of Educators President, Mr. Dean Mancina; Coast Federation of Classified Employees President, Ms. Ann Nicholson; Golden West College Personnel Director, Ms. Crystal Crane; Coastline Vice President of Instruction, Dr. Vince Rodriguez; Orange Coast College Director of Personnel, Ms. Dianna E. Deis; Vice Chancellor of Human Resources, Dr. Deborah Hirsh; Student Trustee, Mr. Tanner Kelly; Secretary of the Board, Ms. Julie Frazier-Mathews; Manager of Recruitment, Ms. Shannon O'Connor, and Vice Chancellor of Educational Services and Technology, Dr. Andreea Serban.

3. Opportunity for Public Comment

During Public Comment Ms. Diana Deis introduced herself as the new Orange Coast College Director of Personnel.

4. Approval of Minutes: August 26, 2013

It was moved by Trustee Patterson and seconded by Trustee Prinsky to approve the minutes of the August 26, 2013 Personnel Committee Meeting.

Motion carried with the following vote:

Aye: Trustee Patterson, Trustee Prinsky

No: None

5. Discussion and Possible Action of Human Resources Policies and Administrative Procedures

Dr. Hirsh and Mr. Andrews explained the policy review process for Human Resources.

The Committee discussed various perspectives on the ACCJC recommendations for policy review.

The Committee reviewed the following policies and administrative procedures:

1	BP 3410	Nondiscrimination
2	AP 3410	Nondiscrimination
3	BP 3420	Equal Employment Opportunity
4	AP 3420	Equal Employment Opportunity
5	BP 3430	Prohibition of Harassment
6	AP 3430	Prohibition of Harassment
7	BP 3435	Discrimination and Harassment Investigations
8	AP 3435	Discrimination and Harassment Investigations
9	BP 3550	Drug Free Environment and Drug Prevention Program
10	AP 3550	Drug Free Environment and Drug Prevention Program
11	BP 7120	Recruitment and Selection
12	AP 7120	Recruitment and Selection
13	AP 7120A	Recruitment and Selection for Executive Management Employees
14	AP 7120B	Recruitment and Selection for Management Employees
15	AP 7120C	Recruitment and Selection for Faculty Members
16	AP 7120D	Recruitment and Selection for Confidential Employees
17	AP 7120E	Recruitment and Selection for Classified Employees
18	BP 7125	Verification of Eligibility for Employment
19	AP 7125	Verification of Eligibility for Employment
20	BP 7130	Compensation
21	BP 7140	Collective Bargaining
22	BP 7150	Evaluation
23	AP 7150	Evaluation
24	BP 7160	Professional Development
25	AP 7160	Professional Development
26	BP 7212	Temporary Faculty
27	BP 7216	Academic Employees: Grievance Procedure for Contract Decisions
28	BP 7230	Classified Employees
29	AP 7230	Classified Employees
30	BP 7232	Classification
31	AP 7232	Classification
32	BP 7233	Work Out of Classification
33	AP 7233	Work Out of Classification
34	BP 7234	Overtime
35	AP 7234	Overtime
36	BP 7240	Confidential Employees
37	AP 7240	Confidential Employees
38	BP 7260	Classified Supervisors and Managers

39	BP 7270	Student Workers
40	AP 7270	Student Workers
41	BP 7310	Nepotism
42	AP 7310	Nepotism
43	BP 7330	Communicable Disease
44	AP 7330	Communicable Disease
45	BP 7335	Health Examinations
46	AP 7335	Health Examinations
47	BP 7336	Certification of Freedom from TB
48	AP 7336	Certification of Freedom from TB
49	BP 7337	Fingerprinting
50	AP 7337	Fingerprinting
51	BP 7340	Leaves
52	AP 7340	Leaves
53	BP 7341	Sabbaticals
54	BP 7342	Holidays
55	BP 7344	Notifying the District of Illness
56	AP 7344	Notifying the District of Illness
57	BP 7346	Employees Called to Military Duty
58	BP 7350	Resignations
59	AP 7350	Resignations
60	BP 7365	Discipline and Dismissals-Classified Employees
61	AP 7365	Discipline and Dismissals-Classified Employees

The following policies and administrative procedures were pulled: AP 7120C, BP 7212, BP 7340, and AP 7340.

The following policy and administrative procedure were continued to the following meeting: BP 7344 and AP 7344.

The Committee recommended the reviewed policies and administrative procedures to be forwarded to the full Board for first reading and to include any recommendations by General Counsel.

Motion carried with the following vote:

Aye: Trustee Prinsky, Trustee Patterson

No: None

6. Report from Fiscal Services

a) Number of Part Time Employees

7. Report on Faculty Hiring

8. Report on District/College Reorganization and Consolidation Plans

Agenda items #6a, #7, and #8 were tabled to the next meeting of the Personnel Committee.

9. Future Agenda Items

- a) Report from Fiscal Services: Number of Part Time Employees
- b) Report on Faculty Hiring
- c) Report on District/College Reorganization and Consolidation Plans

10. Future Meeting Dates

The Personnel Committee cancelled the meeting of November 26, 2013 at 2:00 p.m. and agreed to schedule a meeting at another time.

11. Adjourn

It was moved by Trustee Prinsky and seconded by Trustee Patterson that the meeting be adjourned.

Motion carried with the following vote:

Aye: Trustee Prinsky, Trustee Patterson
No: None

The Meeting adjourned at 4: 45 p.m.

Secretary of the Board of Trustees