



LONG BEACH
CITY COLLEGE



2019-2020

PERSONNEL COMMISSION ANNUAL REPORT LONG BEACH CITY COLLEGE

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Long Beach City College Mission

Long Beach City College is committed to providing equitable student learning and achievement, academic excellence, and workforce development by delivering high quality educational programs and support services to our diverse communities.

Values

Purposeful

The College provides students clear pathways and support to attain their career and educational goals.

Focused

The College embraces a long-term commitment to innovative student success.

Nurturing

The College provides an environment in which students, faculty, and staff build relationships that are understanding and supportive.

Connected

The College is recognized as integral to an inclusive, vibrant, and prosperous local, regional, and global community.

Respectful

The College values and celebrates the exemplary contributions of faculty, staff, and its community partners in supporting students.

Statement of Ethics

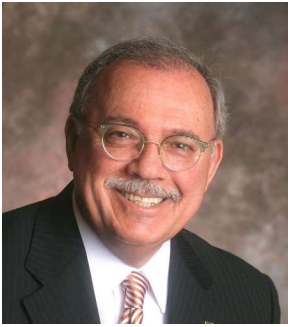
We, members of the Long Beach Community College District Personnel Commission and staff, believe:

- We exercise our responsibilities within all applicable federal and state laws.
- Equal opportunity should be provided to ALL and ALL shall be allowed to present their qualifications under a system of merit selection.
- Efficiency of the classified service begins with individual responsibility to a shared ethical and work-related commitment by all employees in the workplace.
- As leaders in support of the Merit System, we set the ethical tone by our personal conduct and our institutional leadership.
- Implicit in our support of the Merit System is our obligation to administer state and federal laws honestly in the mutual interest of citizens, elected representatives, management, and employees.
- We should continue to seek, through state legislation and local policies, rules and processes which will further the interests of efficiency and fairness under the Merit System guidelines.
- We should conduct ourselves both on and off the job in such a manner as to create faith in the objectivity and impartiality of our decisions.

Personnel Commission Annual Budget

Annual Financial and Budget Report Fiscal Year 2019-2020			
Expenditure by Object	2017-2018 Actual*	2018-2019 Actual or Estimated*	2019-2020 Budget*
2000 Classified Salaries (1)			
Commission Members (2)	3,350.00	4,400.00	4,400.00
Director	65,057.00	64,613.00	89,161.00
Secretaries, Clerks	217,273.00	260,122.00	256,625.00
Others	58,029.00	5,100.00	5,100.00
3000 Employee Benefits	151,968.00	170,003.00	187,864.00
Subtotal	495,677.00	504,238.00	543,150.00
4000 Supplies and Equipment Replacement	9,842.00	28,550.00	21,050.00
5000 Operating Expenses	27,450.00	58,450.00	65,950.00
6000 Equipment	0.00	11,325.00	11,325.00
Subtotal	37,292.00	98,325.00	98,325.00
Appropriation for Contingencies (3)			
Total Expenditures	532,969.00	602,563.00	641,475.00

Personnel Commissioners



Richard F. Gaylord – Chairperson

Mr. Richard Gaylord is the Board of Trustees' appointee. He has been a licensed real estate broker for 40 years and served as President of both the California and the National Associations of REALTORS®. Mr. Gaylord has been active in numerous community organizations, having served as Chairman of both the City of Long Beach Civil Service and Planning Commissions. He also served as Chairman of the State of California Board of Behavioral Science Examiners. In addition to other honors and awards, Mr. Gaylord received the 2015 Lifetime Achievement Award from the Long Beach Branch of the NAACP.



Jeannine McManigal-Ball – Vice Chairperson

Ms. Jeannine McManigal-Ball is the Commissioners' appointee of the Board of Trustees and Classified Employees Union. She graduated from Long Beach City College before receiving her Bachelor's Degree from the University of Southern California, a Master's Degree from Cal State Long Beach, and an Administrative Credential from the University of California at Irvine. She is recently retired from Los Alamitos High School, after 35 years in education, and has been an active union member throughout. In 2018, she was honored as Orange County Outstanding Arts Educator.



Jeffrey Kellogg – Member

Mr. Jeff Kellogg is the Classified Employees' appointee. He has professionally specialized in Educational and Facility Master Planning and State Reporting and Accreditation Compliance for California community college districts over the past fifteen years. Born and raised in Long Beach, and, following his days as a student at LBCC, he attended the University of Oregon, earning his Bachelors of Science Degree. As former Vice Major, Long Beach City Council member, Long Beach City College Trustee, and LBCC Alumni Hall of Fame inductee, Mr. Kellogg remains an active member of the Long Beach community.

Executive Directors, Classified Human Resources



**Caroline Chretien-Shook – Executive Director,
Classified Human Resources**

Caroline Chretien-Shook is the Executive Director, Classified Human Resources at Long Beach City College. As Executive Director, Ms. Chretien-Shook manages employment programs and aspects of human resources for LBCC’s classified professionals that include recruitment, selection, employment, and position classification and compensation. She worked in the field of human resources prior to emigrating from the French territory of New Caledonia to the United States in 2008. Preceding her appointment to Executive Director, Classified Human Resources, in August 2019, Ms. Chretien-Shook was the Interim Executive Director for LBCC since July 2018, and worked in the LBCC human resources department in various capacities since 2015. Caroline is passionate about LBCC, its employees, and the community we serve and has always been a proponent of diversity, equity, and inclusion. Her experience and background help her best serve and support the diverse Long Beach community in a purposeful, respectful, and kind manner.



**Jennifer Ramos – Interim Executive Director,
Classified Human Resources**

Jennifer Ramos has served as the Interim Executive Director, Classified Human Resources at Long Beach City College since late January 2020. She manages employment programs and aspects of human resources for LBCC’s classified professionals in Ms. Chretien-Shook’s absence. Prior to joining Long Beach City College, Jennifer worked for 12 years in the field of human resources and worked for two merit system school districts. She has enjoyed learning about the District’s organizational structure for classified employee groups while working on the classification study since March 2020.

A Merit System District

The Merit System was established at LBCCD in July of 1978, by act of the Classified Employees of the College, according to California Education Code §88000 - §88180. At LBCCD, excellence in the support of public education is the ultimate goal of the Merit System. Guiding this achievement are the following general principles:

- Hire and promote employees on the basis of ability, with open competition in initial appointment.
- Prevent appointments to positions based on politics or personal favoritism.
- Ensure that employees doing like work are similarly classified and receive like pay.
- Provide fair and impartial personnel rules and consistency of administration of the rules.
- Assure fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, gender, age, or religious creed, and with proper regard for their privacy and constitutional rights as citizens.
- Impartial hearing of appeals on disciplinary actions.
- Career service employees are encouraged to remain with and to promote within the College in an effort to retain the services of qualified employees.

Dual Hat District

Personnel Commission Serves:

4 Vice President areas
25 Departments
410 Job Classifications
Approximately 540 Active Classified Employees

Employee Groups:

Classified bargaining unit employees represented by AFT
Classified confidential employees
Classified managers and supervisors
Classified administrators

PC/HR Functions:

Pre and Post Employment Processing
Recruitments
Classification and Compensation
Training and Development
Employee Relations
Leave Administration

Administering The Merit System

The Personnel Commission plays a critical role in the selection of LBCCD's excellent classified staff. Working through its Executive Director, the Commission has a threefold responsibility:

- To cooperate with the governing board and administrators in the quest for competent employees and best practices in personnel administration;
- To represent the interests of the general public by providing a personnel system dedicated to hiring and retaining highly qualified/competent workers in the service of the jurisdiction; and,
- To see that classified employees receive fair and equitable treatment.

The focus of the Personnel Commission for the 2019-2020 school year was to strategically assess high priority recruitments to start the hiring process as quickly as possible enabling early entry into the market, continue the comprehensive classification and compensation study, strengthen professional development efforts including inclusivity initiatives and improvements, redevelop and streamline the onboarding and new hire orientation process, and to continue to enhance customer service.

We are grateful for the expertise of these subject matter experts and extend our gratitude to the many individuals who so generously gave their time to serve as raters. Commitment to excellence truly is visible in the workforce of the Long Beach Community College District.

Personnel Commission Organizational Chart



Annual Report of Recruitment Activities

The recruitment life-cycle requires coordination and customer service. Our Human Resources Specialists confer with hiring authorities, determines recruitment strategies, develops and coordinates mentor outreach and recruitment programs, selects publications for advertising; prepares, reviews, distributes job announcements, advertisements and other recruiting materials; supervises and oversees application screening; determines examination pass points; approves/disqualifies applicants with convictions in accordance with California Education Code and Penal Code; ensures interview questions comply with equal employment opportunity regulations and the job classification; directs the creation of hiring lists and prepares statistical reports; processes appeals and protests regarding test results from applicants.

- 10K Small Business Associate Director
- Academic Administrative Assistant
- Admissions and Records Technician II
- Business Systems Analyst IV
- Child Care Assistant
- Child Development Center Associate Teacher
- Curriculum Database Specialist
- Custodian
- Director, Student Conduct and Student Life
- Director, Special Projects
- Event and Stadium Maintenance Technician
- Financial Aid Accounting Technician
- Financial Aid Specialist
- Functional Lead Analyst, Student Support Services
- Graphic Design Specialist
- Grounds Maintenance Worker
- Human Resources and Payroll Assistant
- Human Resources Manager - Classified / Academic
- Human Resources Specialist (2)
- Instructional Aide, Student Success Center
- Instructional Assistant
- Instructional Lab Support Assistant
- Library Assistant
- Matriculation Aide
- Online Learning Coordinator
- Program Manager Categorical
- Senior Administrative Assistant – HR/ Mandated Cost
- Senior Administrative Assistant (2)
- Senior Grants Development Analyst
- Senior Office Assistant
- Skilled Maintenance Worker
- Special Event Assistant
- Student Activities Advisor
- Student Support Services Aide
- Technology Service Manager
- TRIO DSPS Supervisor
- Workforce Development Program Specialist

All recruitments were placed on hold from March – June of 2020 due to the COVID-19 pandemic. During this time, the PC staff developed a plan to move the recruitment process virtually.

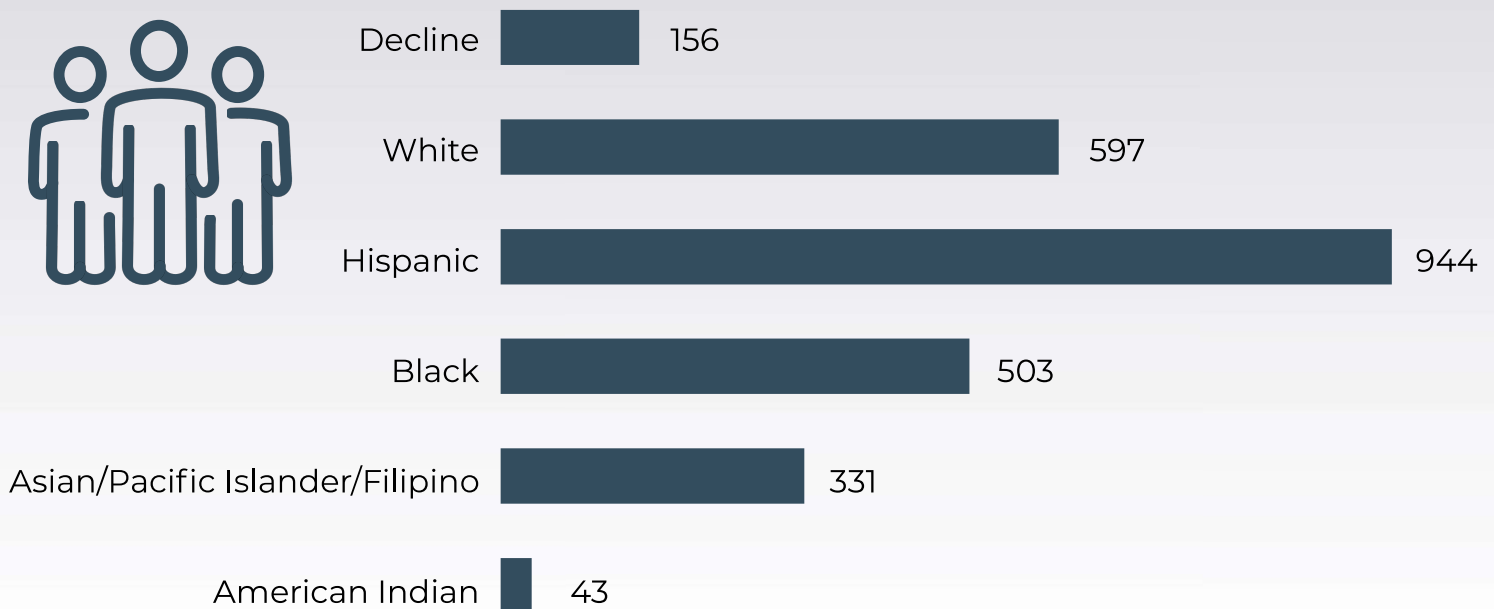
Recruitment Stats

2019 – 2020

As of June 2020, we began to add structure to the remote recruitment process to further reduce interview biases, thereby increasing diversity & inclusion.

- Added standardized rating criteria used in oral panel interviews, specifically, definitions and rating guidelines
 - Exceptional, Strong, Moderate, and Limited ratings
- Added competency modeling to recruitment efforts
 - Use competencies in job bulletins under ideal candidate profile
 - Use competency definitions to develop test parts with hiring managers and increase content validity
 - List competencies before each interview question so that rater panel knows what to measure in each question
- Conduct in-depth rater briefings
- Conduct in-depth debriefings to ensure rating consistency across interviewers and rating panels
- Concerted efforts to have rating panels consist of diverse backgrounds
- Developing checklists and templates for enhanced standardization

Applicant Ethnicity



Classified Diversity & Employee Demographics

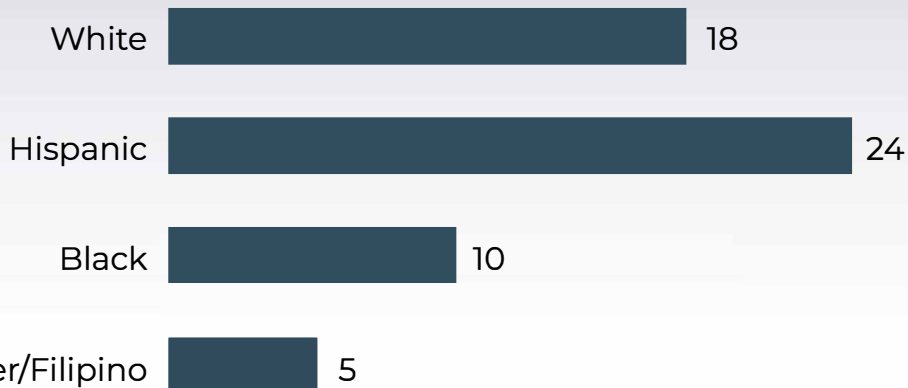
CLASSIFIED STAFF DIVERSITY - DEMOGRAPHICS

	2015/16	2016/17	2017/18	2018/19	2019/20
Black or African American	14.00%	14.37%	16.00%	17.00%	17.95%
Hispanic or Latino	27.00%	26.45%	27.00%	27.00%	28.18%
Asian/ Native Hawaiian or Pacific Islander	18.00%	17.70%	18.00%	18.00%	17.75%
Native American or Alaska Native	2.00%	1.87%	2.00%	2.00%	1.88%
White	39.00%	39.58%	37.00%	35.00%	34.24%
Total Ethnic Diversity	61.00%	60.42%	63.00%	65.00%	65.76%
Number of Current Management	488	480	499	472	479

MANAGEMENT TEAM DIVERSITY - DEMOGRAPHICS

	2015/16	2016/17	2017/18	2018/19	2019/20
Black or African American	14.00%	12.00%	13.00%	16.00%	15.64%
Hispanic or Latino	15.00%	17.00%	18.00%	19.00%	23.13%
Asian/ Native Hawaiian or Pacific Islander	22.00%	19.00%	16.00%	16.00%	17.01%
Native American or Alaska Native	0.00%	0.00%	0.00%	0.00%	0.00%
White	49.00%	52.00%	53.00%	49.00%	44.22%
Total Ethnic Diversity	51.00%	48.00%	47.00%	51.00%	55.78%
Number of Current Management	106	131	148	127	147

New Hire Ethnicity



2020 California Community Colleges Classified Employee of the Year Award



Aaron Turner

Custodian
Facilities, Maintenance Operations

The Board of Governors of the California Community Colleges annually honors classified employees who demonstrate a high level of commitment and professionalism. Our 2020 Long Beach City College and The California Community Colleges Classified Employee of the Year is Aaron Turner, Custodian, Facilities, Maintenance Operations.

Aaron Turner exemplifies Long Beach City College's mission to support diverse communities and put students first, all while encouraging those around him to keep a positive attitude. His co-workers see him as a go-to person on campus.

As a member of Long Beach City College's Classified Senate, Turner has served on the Faculty and Staff Diversity Committee and the district's Equal Employment Opportunity Advisory Committee, among others. But his leadership goes well beyond campus.

Mr. Turner was integral in starting an African-American Fathers group in Long Beach fostering relationships with youth and young adults in an effort to keep them on track, ensuring that they stay in school, further their education, and work toward a rewarding future. On weekends, Aaron spends much of his time to beautifying his neighborhood, contributing to a sense of community pride and safety.

Professional Development

Classified New Employee Orientation

The New Employee Orientation program is designed to provide a comprehensive introduction into Long Beach City College with the purpose of providing information and resources to support staff and student success. The orientation has been revamped to increase employee engagement, build professional relationships between colleagues, and increase retention. All while being 100% remote due to the pandemic.



Annual Classified Luncheon

Our annual luncheon was put on hold due to the pandemic. In collaboration with the LBCC Communications Department, a special video was created to send a thank you to staff from the Personnel Commissioners and it was shared during Classified Employee Week in May 2020.



Classified Professional Development Day

Human Resources was excited to provide classified employees with trainings promoting success in current and future positions. For the 2019-2020 academic year, the District held a successful Classified Professional Development Day with engaging team-building, effective listening, goal setting, healthy body and mind trainings and workshops, as well as resume and interview preparation.



Vision for Success

Our Vision for Success Professional Development series is designed to support the Guided Pathways initiative by helping staff better understand their strengths, the role implicit stereotypes play in our daily interactions, the unique and varied profile of our students, and ultimately, how their leadership through service supports our students' success, institution, and the community.

CLASSIFIED
SERVICE
RECOGNITION

40 Years

Jane Baker
Sandra Rice
Daniels Douglas

35 Years

Jimmie Flowers
August Luuga

30 Years

Darren Feenstra
Cynthia Smith
Stuart Hively
Daron Sorg

25 Years

Ruben Amador
Maria Delgado

20 Years

Chau Bui
Bounrith Ly
Camtu Cao
Savoun Meak
RaShada Cook
Sharon Milkes
Christopher Dorsey
Blanca Morales
Colleen Gagne
Monika Mravec
Stephen Gary
Derek Oriee
Timothy Heffern
Antionette Summerville
Kevin Heller
Adam Teraoka
Rene Hoyo
Sunleng Touch

20 Years (continued)

Rogelio Isaslazo
Gabriel Watson
Herman Jarrett
Sheneui Weber
Hue Lam

15 Years

Francine Baldwin
Wendi King Lopez
Larry Campbell
Jeff Kyle
Ho Chan
Loan Ngo
Tammy Clark
Sharon Olsen
La Tonyua Harden
Rena Pheng
Julie Daniels
Stacey Smith-Clark
Pamela Garrison
Jerome Thomas
Ericka Gutierrez
Cong Trinh
Brittany Khan

10 Years

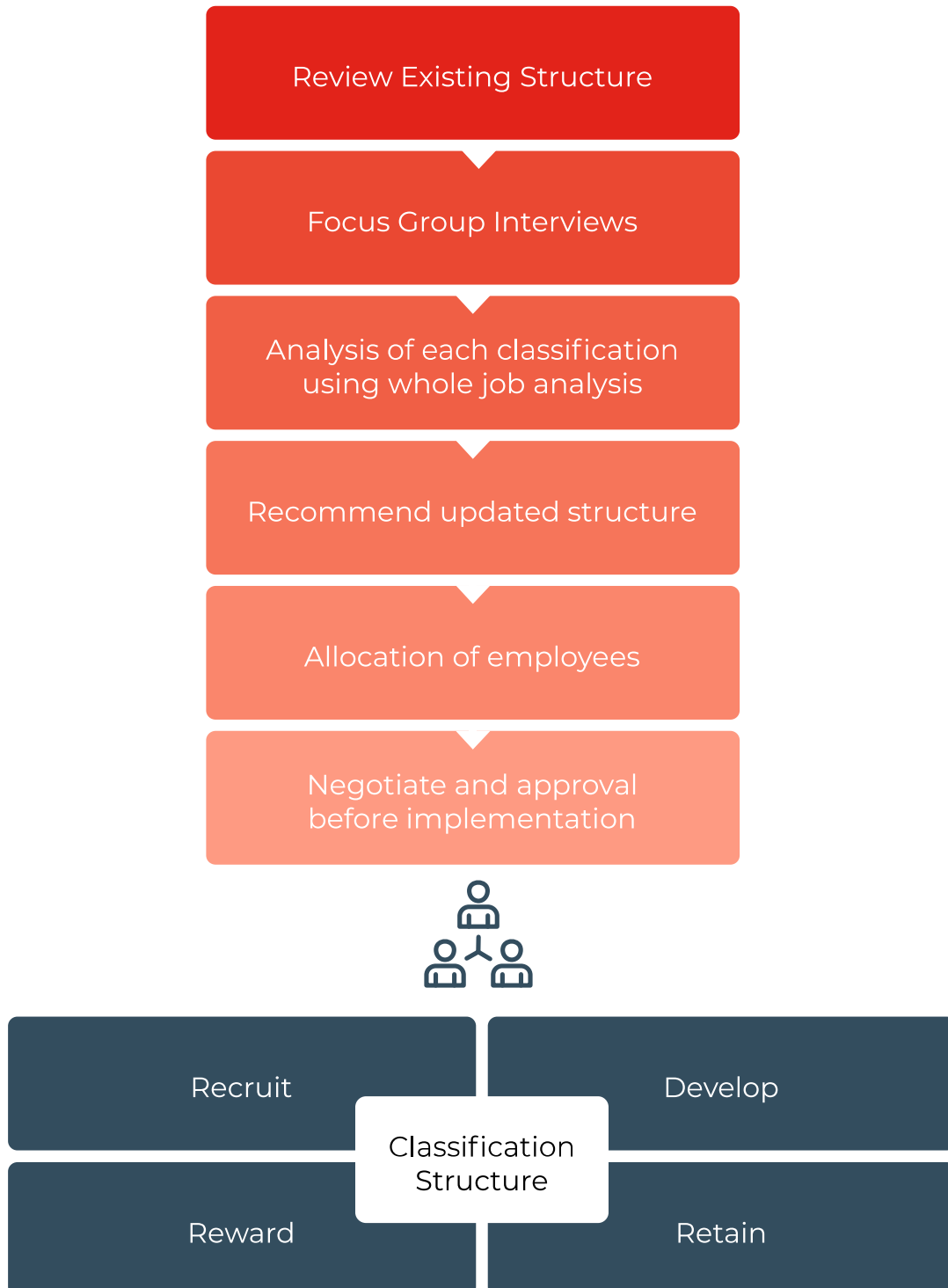
Sundee Dominguez
Erin Murphy
Diane Duarte
Andrea Reid
John Brent Gilmore
Roland Ticzon
Audrey Hann
Debra Wall

5 Years

Rhonda Augustine
Khantina Malinis
Chrysallis Baldonado
Cheryl Lynn Melendez
Mark Birong
Jennifer Mendoza
Sara Castro
Latika Mohan
Tomas Ceja
Matthew James Myrtle
Andrea Cerda
Martha Ornelas Jr.
Katherine Conchada
Elizabeth Perez
Rodriguez
Gabrielle Cross
Jaemie Perez
Darren Duarte
Joann Ramirez
Jason Gerber
Karsten Raymond
Traci Glassock
Rachele Ross
Leah Goold-Haws
Raymond Saldana
Mireille Hernandez
Matthew Scholes
Lubert Iglesia
Peleise Smith
Melissa Infusino
Paola Sosa
Heather Kane
Janine Umemoto
Taylor Kliesen
Lizzette Villegas
Amy La
Roland Curtis
Williams Jr.
Carolina Lepe Diaz

Classification Study

The Personnel Commission team has been dedicated to the ongoing classification study for classified staff. This fiscal year Personnel Commission staff met with over 100 classified employees in focus groups to gather information related to work performed by bargaining unit members. The goal is to create a classification structure that allows LBCC to recruit, develop, retain, and reward employees.



Personnel Commission Meeting Dates 2019 - 2020

DAY	DATE	LOCATION	CAMPUS
Monday	July 15, 2019	Board Room	Liberal Arts
Monday	August 5, 2019	Board Room	Liberal Arts
Monday	August 19, 2019	GG238	Pacific Coast
Monday	September 9, 2019	Board Room	Liberal Arts
Monday	September 23, 2019	Board Room	Liberal Arts
Monday	October 7, 2019	Board Room	Liberal Arts
Monday	October 21, 2019	Board Room	Liberal Arts
Monday	November 4, 2019	GG238	Pacific Coast
Monday	November 18, 2019	Board Room	Liberal Arts
Monday	December 9, 2019	Board Room	Liberal Arts
Monday	January 13, 2020	Board Room	Liberal Arts
Monday	January 27, 2020	GG238	Pacific Coast
Monday	February 10, 2020	Board Room	Liberal Arts
Monday	March 2, 2020	Board Room	Liberal Arts
Monday	March 16, 2020	Board Room	Liberal Arts
Monday	April 6, 2020	Via Zoom	Via Zoom
Monday	April 20, 2020	Via Zoom	Via Zoom
Monday	May 4, 2020	Via Zoom	Via Zoom
Monday	May 18, 2020	Via Zoom	Via Zoom
Monday	June 8, 2020	Via Zoom	Via Zoom
Monday	June 22, 2020	Via Zoom	Via Zoom

Contact Us

Human Resources and the Personnel Commission
are located in the T Building at the Liberal Arts Campus.

Liberal Arts Campus

4901 East Carson Street, Long Beach, CA. 90808

Pacific Coast Campus

1305 East Pacific Coast Highway, Long Beach, CA. 90806
Phone: (562) 938-4372

**www.lbcc.edu/human-resources
www.lbcc.edu/personnel-commission**