



**2017-2018**

**ANNUAL  
REPORT**

**LONG BEACH COMMUNITY COLLEGE  
DISTRICT**

**PERSONNEL  
COMMISSION**

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4901 E. Carson Street, Suite T1045 | Long Beach, CA 90808

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# Long Beach City College's 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.

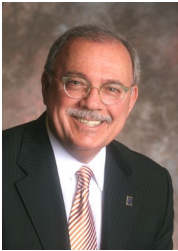
# Personnel Commissioners & Executive Director, Classified Human Resources

## **Jeannine McManigal-Ball – 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 a department chair at Los Alamitos High School and has been an active union member for over 30 years.

## **Richard F. Gaylord – Vice 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.

## **Thomas Hamilton – Member**



Mr. Thomas Hamilton is the Classified Employees' appointee. He has lived and worked in Long Beach the majority of his life, having been a former student of Long Beach City College and an employee of LBCC for 20 years before retiring in June 2018. Mr. Hamilton worked at the Pacific Coast Campus as a Vocational Instructional Technician in Cabinet Making/Carpentry and, prior to his retirement, he served for 6 years as the Council of Classified Employees President. As a former student, employee, and Union President, Mr. Hamilton has been proudly invested in the progress of the LBCC Community.

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



Caroline Chretien-Shook is currently the Interim Executive Director, Classified Human Resources at Long Beach City College. She first joined the dynamic LBCC team as the assistant to the Director, Classified Human Resources and Personnel Commission. She then transitioned to interim assignments as Human Resources Analyst and Human Resources Manager – Classified. Caroline is passionate about LBCC, its employees, and the community we serve; she believes in diversity, equity, and inclusion. Caroline has been a human resources professional for over 14 years, both domestically and internationally. Her experience combined with her dual French-American citizenship, along with her French, Asian, and Pacific Islander background, help her best serve and support the diverse Long Beach community in a purposeful, respectful, and kind manner.

# 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 upon 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.



# Administering The Merit System

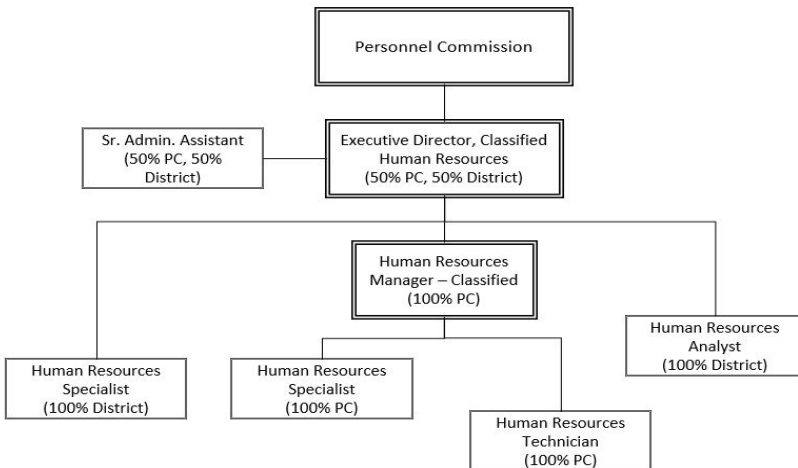
The Personnel Commission plays a critical role in the selection of LBCCD's excellent classified staff. Working through its Executive Director, the Commission has a threefold responsibility:

- 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 2017-2018 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, 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



# Personnel Commission Annual Budget

## Annual Financial and Budget Report Fiscal Year 2017-2018

Expenditure by Object	2015-2016 Actual*	2016-2017 Actual or Estimated*	2017-2018 Budget*
<b>2000 Classified Salaries <sup>(1)</sup></b>			
Commission Members <sup>(2)</sup>	\$ 3,150.00	\$ 4,400.00	\$ 4,400.00
Director	71,205.00	71,763.00	71,763.00
Secretaries, Clerks	230,317.00	237,662.00	251,320.00
Other	1,827.00	5,100.00	5,000.00
<b>3000 Employee Benefits</b>	132,889.00	149,759.00	165,957.00
<b>Subtotal</b>	439,388.00	468,684.00	498,440.00
<b>4000 Supplies and Equipment Replacement</b>	9,756.00	28,250.00	28,250.00
<b>5000 Operating Expenses</b>	17,160.00	58,750.00	58,750.00
<b>6000 Equipment</b>	1,957.00	11,325.00	11,325.00
<b>Subtotal</b>	28,873.00	98,325.00	98,325.00
<b>Appropriation for Contingencies <sup>(3)</sup></b>			
<b>Total Expenditures</b>	\$ 468,261.00	\$ 567,009.00	\$ 596,765.00

# Professional Development

## Classified New Employee Orientation

The New Employee Orientation program is designed to provide a comprehensive induction into Long Beach City College with the purpose of providing information and resources to support staff and student success. The orientation includes an overview of the history of the College followed by information relevant to the College and its departments. The orientation is currently in the process of being revamped to increase employee engagement, build professional relationships between colleagues, and increase retention.



## Annual Classified Luncheon

Classified staff were honored for their contributions to the College at the Annual Classified Staff Appreciation Luncheon. Guests were encouraged to “shoot for the stars” as leaders of LBCC for this year’s space-themed luncheon. Collaborative team building activities focused on reinforcing

institutional knowledge of LBCC gave guests the opportunity to develop their leadership, adaptability, communication, and teamwork skills in a fun and engaging environment.

## Classified Professional Development Day



Human Resources was excited to provide classified and confidential staff with trainings to promote success in current and future positions. For the 2017-2018 academic year, the District held a successful Classified Professional Development Day emphasizing trainings and workshops in software programs, employee and student safety, interview preparation, and leadership development.



# Annual Report of Recruitment Activities

Academic Administrative Assistant (2)

Academic Scheduling Analyst

Accountant

Administrative Assistant

Applications Development Analyst IV (2)

Applications Development Analyst V

Career Pathways Coordinator (2)

Child Care Assistant (3)

Child Development Associate Teacher

Child Development Center Program Assistant

Coordinator, Interpreter Services

Culinary Arts Lab Instructional Assistant

Custodian

Data Scientist

Director, Career Pathways Support Services

Director, Community Relations and Enrollment Development

Director, Financial Aid

Director, Network Services

Director, Planning

Director, Student Health Services and Student Life

Director, Superintendent – President’s Office

Executive Director, Public Affairs and Marketing

Graphic Design Specialist

Grounds and Transportation Supervisor

Grounds Maintenance Worker

Human Resources Manager – Classified

Instructional Aide, Student Success Center

Instructional Assistant

Instructional Assistant, Language Arts

Instructional Associate – ESL

International Student Program Manager

# Annual Report of Recruitment Activities

Library Assistant

Matriculation Aide

Mental Health Clinician (2)

Multimedia Services Technician

Nurse

Office Assistant

Outreach and Recruitment Specialist

Performance Accompanist – Dance

Records Specialist

Reprographics and Mail Assistant

Science Laboratory Equipment Technician (2)

Senior Office Assistant

Senior PeopleSoft Database Administrator/Systems Manager

Sports Information Specialist

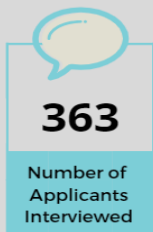
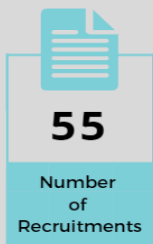
Student Support Services Program Supervisor

Vice President, Business Support Services

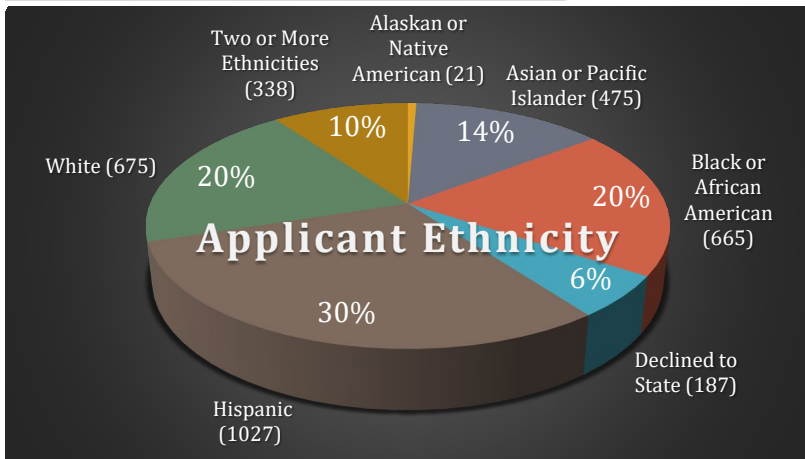
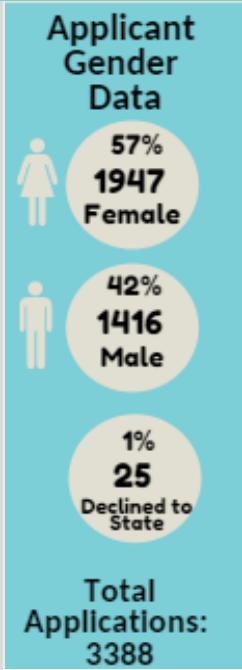
Web Developer II

# RECRUITMENT STATS

## 2017-2018



Stats for 2016-2017	
Number of Recruitments:	69
Number of Applicants:	2657
Applicants Tested:	955
Applicants Interviewed:	299
Applicants Eligible:	317
Eligibility Lists Certified:	64
Number of Applicants Hired:	78



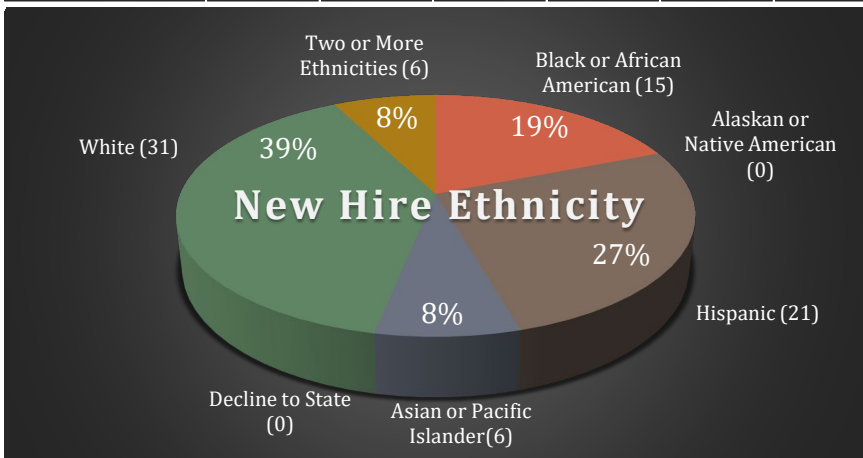
# Classified Diversity & Employee Demographics

## Classified Staff Diversity – Demographics

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Black or African American	14.00%	14.00%	14.00%	14.00%	14.00%	16.00%
Hispanic or Latino	23.00%	24.00%	24.00%	27.00%	27.00%	27.00%
Asian/Native Hawaiian or Pacific Islander	18.00%	18.00%	18.00%	18.00%	18.00%	18.00%
Native American or Alaska Native	1.00%	2.00%	2.00%	2.00%	2.00%	2.00%
White	44.00%	42.00%	42.00%	39.00%	39.00%	37.00%
<b>Total Ethnic Diversity</b>	<b>56.00%</b>	<b>58.00%</b>	<b>58.00%</b>	<b>61.00%</b>	<b>61.00%</b>	<b>63.00%</b>
<b>Number of Current Classified</b>	<b>377</b>	<b>394</b>	<b>405</b>	<b>488</b>	<b>480</b>	<b>499</b>

## Classified Management Diversity - Demographics

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Black or African American	14.00%	13.00%	12.00%	14.00%	12.00%	13.00%
Hispanic or Latino	16.00%	15.00%	17.00%	15.00%	17.00%	18.00%
Asian/Native Hawaiian or Pacific Islander	21.00%	21.00%	19.00%	22.00%	19.00%	15.00%
Native American or Alaska Native	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
White	49.00%	51.00%	52.00%	49.00%	52.00%	55.00%
<b>Total Ethnic Diversity</b>	<b>51.00%</b>	<b>49.00%</b>	<b>48.00%</b>	<b>51.00%</b>	<b>48.00%</b>	<b>45.00%</b>
<b>Number of Current Management</b>	<b>91</b>	<b>92</b>	<b>101</b>	<b>106</b>	<b>131</b>	<b>142</b>



# Outstanding Colleagues



## Laura Rantala

Student Technology  
Help Desk Manager

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Laura has worn many hats during her time at LBCC: Lab Coordinator for the LAC Multidisciplinary Success Center, president of the Library/Learning Resources Associates foundation group, and current instructor. In 2017, she assumed a new challenge as the College's first Student Technology Help Desk Manager; in this role, she has developed a new program designed to help LBCC students master the technological aspects of their education. Her passion is helping students by meeting them "where they're at" and bringing the wisdom of her own community college and university mentors to bear on those interactions.



## Jerome Thomas

Media Producer

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Jerome's willingness to learn and expand his horizons, his dedication to the College, his remarkable skill set, and his mental flexibility all add to his excellence. His insistence on quality is appreciated all over campus and in the community, as his work has been on buses and billboards supporting LBCC. Often this means manning both a video camera and shooting stills at the same time. He also volunteered to learn the elements of media creation and operation for the college-wide signage system. He shows his generosity in sharing time or talent for the benefit of students, colleagues, and the College in general. He empowers instructors to produce their own videos and helps with the editing, shooting, and conversion, as well as posting them on YouTube. He accomplishes all of this with a great smile and wonderful sense of humor.

# LBCC Classified Employee of the Year



## Jimmie Flowers

Equipment Technician

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Equipment technician Jimmie Flowers has been selected by Long Beach City College as its nominee for the 2018 Classified Employee of the Year through the Chancellor's Office, Board of Governors and the Foundation for California Community Colleges.

Jimmie began his career as a Custodian in 1985, but his LBCC story begins long before. His childhood was often spent on the Liberal Arts Campus watching basketball games, hanging with the campus rabbits and visiting his mother Barbara Ware-Williams, who worked in the locker room.

Throughout the past two years, he has worked with colleagues in forming the Classified Senate (now serving as its Vice President), participating in the LEAD academy and Leadership Alliance Program as he remains an eager participant in all things LBCC.

"Jimmie's positivity is contagious," said Athletic Director Randy Totorp. "After 30 years of service, he continues to seek personal and professional improvement. This is a well-earned honor."

An organizer and mentor in the annual Male Summit at LBCC, Jimmie says he always tries to lead by example in helping to make LBCC the most welcoming place possible. "If it's Spring Sing, Science Night, or any event, I try to support LBCC because it's like family here and I need to chip in to do my part," he said.

# Classified Service Recognition

## 40 Years

*Randy Harveston*

*Fred Rossmannek*

## 30 Years

*Cindy Jackson*

*Raotana Tim*

*Mike Morgan*

## 20 Years

*Cindy Baker*

*Mary McEldowney*

*Jill Birdwell*

*Sarah Neal*

*Sean Dominguez*

*Cherri Phillips*

*Harold Foot*

*Mara Phuorng*

*Brendan Hayes*

*Michele Pope*

*Maggie Huerta*

*Maria Rubalcava*

*Robert Johnson*

*Lisa Stewart*

*Nong Khong*

*Lourdes Thrift-Viveros*

*Ariane Le*

*Scott Voelker*

*Elizabeth Madera*

*Debra Watts*

*Melissa Martinez-Acosta*

## 15 Years

*Mayra Aguilar*

*Farsio Kottab*

*Aaron Anderson*

*Jeffrey McFarland*

*Chyde Bowser*

*Franc Menjivar*

*Soledad Burton*

*Gregg Montgomery*

*Lisa Duckworth*

*Ryan Thomas*

*Helen Duran*

*Sandra Torres*

*Leah Flores*

*Christine Tran*

*Sylvia Garcia*

*Susan Trask*

*Gloria Gonzalez-Wilson*

*Levi Webb*

*Brian Harvey*

*David Whiteman*

# Classified Service Recognition

## 10 Years

*Lefia Alvial  
Christopher Baker  
Tracy Bejarano  
Angel Bolanos  
Jose Bonilla  
Romada Chit Uys  
Travis Cleveringa  
Anthony Cyr  
Conrrado Duran  
Rick Evans  
Nikki Frederick  
Elizabeth Gallardo  
Kimberly Garcia  
Rosamaria Gutierrez  
Alejandro Hernandez  
Juan Herrera  
Eileen Hindman  
Iris Jokanovich*

*Rachel Kempf  
Kaye Koppe  
Lennox Lashley  
Tamara Lincoln  
Doris May  
Sue Meyer  
Sean Michael  
Blanca Navarro  
Kemberly Quiroz  
Nancy Ratsamy  
Evelyn Reed  
Danny Renteria  
Jeffrey Smeding  
John Thompson  
Leon Vo  
Therese Wheeler  
Scott Zurvich*

## 5 Years

*MeghanRose Bertell  
Michelle Bowen  
Tonee Burdick  
Kimberly Casuga  
Benjamin Chase  
Petra Crane  
Charles Dequeant  
Barbara Devall  
Nathanael Grinnell  
Mary Hegarty  
Jennifer Holmgren  
Penelope Johnson*

*Mark Marano  
Roberta Maroney  
James Martinez  
Leticia Martuccio  
Alexis Kargas  
Alan Moloney  
Alma Muñoz  
Susana Murillo-  
Ramirez  
Elyse Nuguid  
Robert Olson  
Ryan Paris*

*Jerhome Peña  
Teila Robertson  
Rick Roessler  
Vanessa Sanchez  
Talisa Saunders  
Marc Smith  
Kyne Thach  
Charace Thompson  
Alegre Willhite  
Douglas Wood  
Darlene Woodson  
Chingmin Wu*





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# Please Visit Us



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

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