CLOSED SESSION
Pursuant to Section 54957, CA Govt. Code, discussed Personnel matters. No decisions were made in closed session.

REGULAR SESSION
CALL TO ORDER
Ms. Carlin called the regular session to order at 5:15 p.m. and led the audience in the pledge of allegiance.

ROLL CALL
Personnel Commissioners Ms. Carlin, Mr. Gaylord and Mr. McManus were present.

APPROVAL OF MINUTES
Motion to approve the minutes of March 24, 2003, made by Mr. Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.

OLD BUSINESS
None

NEW BUSINESS
Resignation Standing
Submitted for approval, resignation standing of former employee requesting reinstatement. Mr. Tortarolo provided documentation from the employee's former supervisor indicating that the employee left District employment in good standing, and is recommended for consideration of re-employment. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

Eligibility Lists
Submitted for approval, eligibility lists for: Director of Fiscal Operations and Instructional Aide - CBIS. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.
INFORMATION ITEMS
Job Announcements
Mr. Tortarolo announced the following recruitments (closing dates in parentheses): Instructional Aide - Fashion Design (April 16, 2003), Instructional Aide - Foods Laboratory (April 16, 2003), Buyer (April 21, 2003)

Budget Update
Mr. Tortarolo presented a workshop on preparing the Personnel Commission Budget for 2003-04. He explained criteria in the Education Code which established the budgeting authority for Personnel Commissions. Once the Commissioners approve the budget, which has been reviewed with the Superintendent/President, it is forwarded to the Board of Trustees for discussion and concurrence.

This year the budget will reflect the realities of the current state of the state economy, which will reduce the College's funding by approximately 25%.
Efforts were made to reduce non-essential expenditures such as conferences, supplies and advertising, while maintaining staffing levels, employee development programs and recognition of classified employees. Mr. Tortarolo noted that pressures on the budgeting process include increased costs for benefits. Given these difficulties, Mr. Tortarolo was successful in reducing supplies allocations by 14%, operating expenses by 39% and equipment by 75%.

Ms. Willson asked about the origins for the Commission budget and was advised that it is apportioned from District funding. In response to her question regarding the future of the College Police Department, he replied that a decision has not been made, as of this date.

Ms. Albrecht's concern was about Limited Term Employees (LTE's) for 2003-04, specifically in laboratories. Mr. Tortarolo told the audience that the Commission budget didn't fund that type of assignment, and that the few LTE's that had been helping with filing and records maintenance in Human Resources, had been released in December 2002.

Next Meeting
The next meeting is scheduled for April 21, 2003 at 5:15 p.m. in the Board Room, Building would only be approved for I, LAC.

COMMENTS FROM STAFF
None
COMMENTS FROM COMMISSIONERS

None

COMMENTS FROM THOSE IN ATTENDANCE

Ms. Willson asked if all LTE's would be eliminated after June 30, 2003.
Mr. Tortarolo advised that the only acceptable use for LTE's, effective July 1, would be:

1. Substitutes for employee illness/injury,
2. Legitimate short-term assignments extending no longer than six months or 900 hours, or
3. Filling a vacancy in active recruitment

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:40 p.m.