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 April 7, 2003, made by Mr. Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

ADJOUR REGULAR SESSION

The regular meeting of the Personnel Commission was adjourned to proceed to the public hearing on the annual budget.

OPEN PUBLIC HEARING ON ANNUAL BUDGET FOR 2003-2004

Mr. Tortarolo presented the recommended budget of the Personnel Commission for fiscal year 2003-2004, totaling $500,219. This represents a 5% reduction from fiscal year 2002-2003, a reflection of the current statewide budget constraints. The majority of cuts were in the areas of supplies, operations, equipment and conferences. The reduction in operation expenses results, in large part, from elimination of specific examinations and background checks required when hiring College Police employees. If the City of Long Beach Police Department absorbs the current College Police Department, these costs would be eliminated. Should the contract with Long Beach City not materialize, then the budget would need to be revisited to incorporate the mandated costs associated with police hiring requirements.

The only question from the audience referenced the anticipated date when Limited Term Employees (LTE’s), used to supplement regular office
staffing, would be eliminated. Mr. Tortarolo replied that June 30, 2003 is the final date for this use of LTE's.

Motion to approve the Personnel Commission annual budget for 2003-2004 was made by Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.

CLOSE PUBLIC HEARING AND RETURN TO REGULAR SESSION

Ms. Carlin announced that the public hearing was closed, and the Commission would return to the regular meeting.

OLD BUSINESS

None

NEW BUSINESS

Resignation Standing
College Police Officer Submitted for approval, resignation standing of former employee requesting reinstatement. Mr. Tortarolo provided documentation from Alex Gabaldon'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.

New Classification Submitted for first reading, new classification of Special Projects Support Technician - Economic and Resources Development, Range 24, AFT bargaining unit Salary Schedule. He further noted that because this is a new classification, initial recruitment would be designated as "Open"; thereafter, subsequent recruitment would be both "Promotional" and "Open". This item will be presented at the meeting of May 5, 2003 for second reading and final approval.

Modify Assignment Submitted a request to approve modifying the assignment of an Assistant Buyer in Contracting and Procurement from 45%, 10 months, to 100%, 12 months. Ms. Willson opened discussion on this matter, noting that she ordinarily supports full-time positions that confer medical benefits and enhanced retirement growth. However, once this position is modified, one of the incumbent Assistant Buyers, currently assigned 45%, 10 months, would be displaced. The incumbent, and the second Assistant Buyer, assigned 45%, 12 months have both expressed a disinclination to accept this modified position, citing scheduling issues due to family obligations. Several members of the Contracting and Procurement staff expressed dismay at this decision to create a 100 % position, in lieu of the two 45% employees who currently perform the duties. It was noted by co-workers that the two incumbents are very motivated, productive staff members. There
were questions about the cost of such a change, as a full-time employee would be entitled to the full benefit package, while the current two employees would not incur this additional expense. In addition, if neither one chooses to accept the new position, the Department will be left with a vacancy during an extremely busy time of the school year.

Ms. Carlin questioned whether the modified position would be offered to the Assistant Buyer with the longest seniority in the class, and if the employees knew this would occur. Mr. Tortarolo replied yes to both questions. He also advised that it is the Vice President of the area who is requesting this change in the staffing of Contracting and Procurement, and this type of re-alignment is within his scope of authority. Any questions regarding the economic impact of this change need to be addressed by the District, via the Board of Trustees. A final comment from the audience questioned the classification specification for Assistant Buyer, as it is currently written. It was implied that the duties between Buyer and Assistant Buyer have been blurred and if a new employee must be recruited, the current specification might cause problems for the new-hire. Ms. Carlin reminded the audience that the recommendations from the Nash Study have already been accepted and approved, and that this matter may need to be addressed when future classification studies are conducted.

Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

Eligibility Lists
Submitted for approval, eligibility lists for: Instructional Aide - Writing and Reading Center, Program Director - Economic and Resources Development. Motion to approve made by Mr. Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

INFORMATION ITEMS
Next Meeting
The next meeting is scheduled for May 5, 2003 at 5:15 p.m. in the Board Room, Building I, LAC.

COMMENTS FROM STAFF
None

COMMENTS FROM COMMISSIONERS
None

COMMENTS FROM

Ms. Willson asked if there were going to be more than one position
THOSE IN ATTENDANCE created in the proposed new classification of Special Projects Support Technician - Economic and Resources Development. Mr. Tortarolo responded that there was only one position at this time.

ADJOURNMENT There being no further business, the meeting was adjourned at 5:37 p.m.