LONG BEACH COMMUNITY COLLEGE DISTRICT
LONG BEACH CITY COLLEGE

PERSONNEL COMMISSION MEETING MINUTES
(revised)
December 19, 2006

REGULAR SESSION
Mr. McManus called the regular session to order at 5:00 p.m.
He led the audience in the pledge of allegiance.

CLOSED SESSION
Pursuant to Section 54957 of the California Government Code, discussed appointment, employment, discipline or dismissal of public employees. No action was taken during closed session.

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

APPROVAL OF MINUTES
Motion to approve the minutes of December 4, 2006 made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 3/0.

ADJOURN REGULAR SESSION
Regular session of the Personnel Commission was adjourned to hold the public hearing on working-out-of-class appeal.

PUBLIC HEARING – Working out of Class Claim Appeal
Ms. Jennifer Bartz presented information concerning back pay for working out-of-class in the Human Resource Department. Ms. Bartz stated she took over the responsibilities of the Executive Secretary. Ms. Bartz stated former Director of Human Resources, Mr. Tortarolo, told her not to submit an out-of-class pay request, but rather a “Gradual Accretion of Duties” request.

Ms. Bartz resigned her position in June 2006.

Ms. Kossick, Director of Human Resources, became involved when Ms. Bartz requested her retro “out-of-class” pay in September 2006. Ms. Kossick denied her request because there were too many similarities in the duties.
In October 2006 Ms. Bartz sent Ms. DelGaudio, Vice President, Human Resources, an email requesting the retro "out-of-class" pay with interest.

Rose DelGaudio stated that it appeared that Jennifer Bartz did warrant this compensation, however, that decision would have to be made by the Personnel Commission first and then would be moved forward to the Board of Trustees and they would have to approve it.

Motion to take the matter under advisement and seek legal counsel was made by Mr. Gaylord; seconded by Ms. Carlin. *Motion carried 3/0.* Once the Personnel Commission hears from legal counsel, they will issue a written response.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

*Establish New Classification*

Ms. Kossick submitted for approval the new classification of Nurse Practitioner, AFT Salary Schedule, Range 44, for first reading. The item will return on a future agenda for second and approval.

*Establish New Classification*

Ms. Kossick submitted for approval the new classification of Staff Development Coordinator, AFT Salary Schedule, Range 36, for first reading. The item will return on a future agenda for second and approval.

*Request to Transfer*

Ms. Kossick submitted for approval the request to transfer to a closely related class from Senior Clerk to College Center Coordinator. Motion to approve for purposes of discussion was made by Ms. Carlin; seconded by Mr. Gaylord. Karen Johnson was present for the discussion. Mr. Gaylord stated his concerns about allowing Ms. Johnson to interview and not to test for the position. *Motion denied 0/3.*

*Increase Assignment*

Ms. Kossick submitted for approval to request an Increase of Assignment – 75% to 100%, Student Activities Advisor, Student Affairs. Motion to approve was made by Mr. Gaylord; seconded by Ms. Carlin. *Motion carried 3/0.*

*Increase Assignment*

Ms. Kossick submitted for approval an Increase of Assignment – 45% to 100%, Special Program Assistant, Economic Development. Motion to approve was made by Ms. Carlin; seconded by Mr. Gaylord. *Motion carried 3/0.*
Increase Assignment

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Eligibility Lists

Ms. Kossick submitted for approval the eligibility lists—Financial Aid Specialist; Instructional Assistant-ESL Learning Center; Secretary. Motion to approve was made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0.

INFORMATIONAL ITEMS

Job Announcements

Ms. Kossick announced the following active recruitments in the Classified Service (closing dates in parentheses): Educational Technologist II 45% (12/19/06); Web Developer II (12/21/06); Office Assistant (12/21/06); Clerk (12/21/06); Intermediate Clerk (12/21/06); Senior Clerk (12/21/06); EOP&S Program Assistant I (1/3/07); Assessment Technician 45% (1/5/07); Health Services Technician (1/8/07); Job Development Manager (1/11/07).

Next Meeting

Next Meeting is scheduled on January 16, 2007, at 5:00 p.m., Board Room, Building I, LAC.

COMMENTS FROM THE STAFF

Ms. Kossick stated, for informational purposes only, a request for a reconsideration in a disciplinary matter and the Personnel Commission has decided to stand on its decision rendered on December 4, 2006 with regards to the appointment of a new hearing officer and to the payment for the cost of the hearing.

COMMENTS FROM THE COMMISSIONERS

No comments.

COMMENTS FROM THE AUDIENCE

No comments.

ADJOURNMENT

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