AGENDA
May 18, 2009 – Regular Meeting
Dyer Hall, FF107, Pacific Coast Campus

Closed Session: 4:30 p.m., Board Conference Room
Open Session: 5:00 pm, Board Room

I. CLOSED SESSION - Pursuant to Section 54957, California Government Code. Discuss appointment, employment, discipline or dismissal of public employees.

II. CALL TO ORDER/PLEDGE OF ALLEGIANCE (Regular Session)

III. APPROVAL OF MINUTES - Regular meeting of May 4, 2009

IV. OLD BUSINESS
   A. None

V. ADJOURN TO PUBLIC HEARING

VI. PUBLIC HEARING ON ANNUAL BUDGET OF PERSONNEL COMMISSION, FISCAL YEAR 2009-2010

VII. RECONVENE REGULAR SESSION

VIII. NEW BUSINESS
   A. Annual Budget of Personnel Commission, Fiscal Year 2009-2010
      Review and Adoption of Proposed Annual Personnel Commission Budget, Fiscal Year 2009-2010
   
   B. Increase in Assignment
      Nurse - 45%, 10 months to 100%, 12 months
   
   C. Eligibility List
      Small Business Development Center Financial Analyst (#08-051)

IX. INFORMATION ITEMS
   A. Next Meeting
      The next regular meeting of the Personnel Commission is scheduled on Monday, June 8, 2009, at 5:00 p.m. in the Board Room, Building I at the Liberal Arts Campus (LAC).

X. COMMENTS FROM THE STAFF

XI. COMMENTS FROM PERSONNEL COMMISSIONERS

XII. COMMENTS FROM THOSE IN ATTENDANCE - In accordance with the provisions of the Brown Act, this is an opportunity for those in attendance to address the Personnel Commission on matters concerning the Classified Service. This is the time to speak and be heard and to share comments with the Personnel Commission and the Commissioners to listen. Therefore, individuals should not expect the Commission to take action on individual comments. A particular position should not be inferred if there are no Commissioners’ comments during this time.

XIII. ADJOURNMENT

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY
Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting, may request assistance by contacting Annalisa Iglesias, Office of the Personnel Commission, Human Resources at (562) 938-4371. Thank you.
CALL TO ORDER

Mr. Thorpe called the regular session to order at 5:03 p.m.

PLEDGE OF ALLEGIANCE

Mr. Thorpe 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

Commissioners Richard Gaylord, Jeannine McManigal-Ball, and Darwin Thorpe were present.

APPROVAL OF MINUTES

Motion to approve the minutes of April 20, 2009, made by Ms. McManigal-Ball; seconded by Mr. Gaylord. Motion carried 3/0.

PUBLIC HEARING ON ANNUAL BUDGET OF PERSONNEL COMMISSION, FISCAL YEAR 2009-2010

A public hearing was held to give concerned persons and organizations the opportunity to express their views and opinions regarding the Personnel Commission budget for the 2009-2010 fiscal year.

Ms. Kossick informed the Commission that she had been approached by the District and asked to make reductions to the Personnel Commission budget for the upcoming fiscal year. She noted that a reduction of $25,000 had been made in “Operating Expenses” and a reduction of $4,000 in “Contingencies.”

The Commission directed Ms. Kossick to increase the operating account to $111,400, and increase the contingencies account to $8,000. The Commission concurred that a public hearing be held for the revised proposed budget at the May 18, 2009 meeting.

OLD BUSINESS

None.

NEW BUSINESS

Resolution – Classified School Employee Week, May 17, 2009 through May 23, 2009

Julie Kossick, Director of Human Resources, submitted for approval a resolution recognizing the week of May 17, 2009 through May 23, 2009 as “Classified School Employee Week.” The Commission thanked the classified service for their valuable contribution to the Long Beach Community College District.

Motion to approve made by Ms. Jeannine McManigal-Ball; seconded by Mr. Gaylord. Motion carried 3/0.
Increase in Assignment – Stacey Smith, Child Development Center Site Supervisor, 11 months to 12 months

Ms. Kossick submitted for approval an increase in assignment for the position of Child Development Center Site Supervisor, from 11 months to 12 months. Stacey Smith is the next senior Child Development Center Site Supervisor with an assignment of less than 12 months.

Ms. Kossick explained that the director of Child Development applied for a grant which was approved. The grant requires that the centers remain open five days a week for 217 days a year. Due to this requirement, the centers, supervisors, and teachers have to be available to meet the needs of the centers. The District intended to increase the number of teachers but after discussion with AFT/LBCCE the increase in staffing will move forward on a trial basis.

Motion to approve made by Ms. McManigal-Ball; seconded by Mr. Gaylord. Motion carried 3/0.

Increase in Assignment – Charline Lang, Child Development Center Site Supervisor, 11 months to 12 months

Ms. Kossick submitted for approval the increase in assignment for the position of Child Development Center Site Supervisor, from 11 months to 12 months. Vicki Vasquez is the next senior Child Development Center Site Supervisor with an assignment of less than 12 months.

Motion to approve made by Mr. Gaylord; seconded by Ms. McManigal-Ball. Motion carried 3/0.

Eligibility Lists

Ms. Kossick submitted for approval eligibility lists for Business Systems Analyst III, Academic Services (#09-030); and Director, Fiscal Services (#09-027).

Motion to approve made by Mr. Gaylord; seconded by Ms. McManigal-Ball. Motion carried 3/0.

INFORMATIONAL ITEMS
Next Meeting

Mr. Thorpe announced that the next meeting is scheduled on Monday, May 18, 2009, at 5:00 p.m. in Dyer Hall, Room FF107, at the Pacific Coast Campus (PCC).

COMMENTS FROM THE STAFF

Ms. Kossick informed the Commission that the final preparations were being made for the Classified School Employee Week events. The invitation was emailed to all classified employees of the Long Beach Community College District.

COMMENTS FROM THE COMMISSIONERS

None.

COMMENTS FROM THE AUDIENCE

None.

ADJOURNMENT

Mr. Thorpe adjourned the meeting at 5:25 p.m.
Division of Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2009-2010
(Education Code Section 45253)

Long Beach Community College, School District, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To the Governing Board and District Administration:
The Public Hearing on this proposed budget will be held at

_________________________
Long Beach City College, 1305 East Pacific Coast Highway, Dyer Hall, Long Beach, CA

(Place)

on ________________, 2009 at ______ o’clock ______ M.

You are invited to attend and present your views.

Signed _______________________
Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County
Office of Education

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the District.

Date of meeting ________________________, 2009

Signed _______________________
Chairman or Director of Personnel Commission

Approval Annual Budget of Personnel Commission

To the Governing Board and Personnel Commission:

This report has been examined and approved by Los Angeles County Office of Education

By ________________________, Deputy

Date ________________________, 2009
### Financial Report for Fiscal Year 2009-2010

#### Expenditure by Object

<table>
<thead>
<tr>
<th>Object Description</th>
<th>Column I 2007-2008 Actual (dollars only)</th>
<th>Column II 2008-2009 Actual or Estimated (dollars only)</th>
<th>Column III 2009-2010 Budget (dollars only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2000 Classified Salaries ¹</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Commission Members ²</td>
<td>$4,500.00</td>
<td>$4,500.00</td>
<td>$4,500.00</td>
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<tr>
<td>Director</td>
<td>64,740.00</td>
<td>66,246.00</td>
<td>66,906.00</td>
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<tr>
<td>Secretaries, Clerks</td>
<td>334,284.00</td>
<td>349,230.00</td>
<td>356,581.00</td>
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<tr>
<td>Other</td>
<td>5,000.00</td>
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<tr>
<td><strong>3000 Employee Benefits</strong></td>
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<tr>
<td></td>
<td>171,580.00</td>
<td>174,500.00</td>
<td>174,769.00</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>580,104.00</td>
<td>599,476.00</td>
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<tr>
<td><strong>4000 Supplies and Equipment Replacement</strong></td>
<td>8,500.00</td>
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<tr>
<td><strong>5000 Operating Expenses</strong></td>
<td>111,400.00</td>
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<tr>
<td><strong>6000 Equipment</strong></td>
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<td><strong>Subtotal</strong></td>
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<tr>
<td><strong>Appropriation for Contingencies ³</strong></td>
<td>8,000.00</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>$709,504.00</td>
<td>$728,876.00</td>
<td>$737,156.00</td>
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</tbody>
</table>

#### Actual Expense

| Actual Expense | $728,876.00 |

#### Amount Budgeted

| Amount Budgeted | $737,156.00 |

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¹ Do not include those expenditures not directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the personnel director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (E.C. Section 45250)

³ Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.
MEMORANDUM

TO: Personnel Commission
FROM: Julie Kossick
DATE: May 12, 2009

SUBJECT: Increase in Assignment, Tina Cassar, Nurse

It is recommended that the Personnel Commission approve the increase of assignment for the position of Nurse from 45%, 10 months to 100%, 12 months.

Rule 10.1.1 provides for the assignment of additional hours to regular employees:

10.1.1 ADDITIONAL HOURS FOR REGULAR EMPLOYEES:
When additional hours are assigned to a regular employee the assignment shall be offered to the employee in the same class with the greatest seniority. If the senior employee declines the assignment, it shall be offered to the remaining employees in the class in descending order of seniority.

As Tina Cassar is the next senior Nurse with an assignment of less than 12 months, Rule 10.1.1 provides for the requested assignment increase.

This assignment change has been approved by the Executive Committee and Fiscal Operations has verified funding.
MEMORANDUM

TO: Personnel Commission

FROM: Julie Kossick

DATE: May 12, 2009

SUBJECT: Adoption of Proposed Personnel Commission Budget, Fiscal Year 2009-2010

The proposed annual budget of the Personnel Commission for the 2009-2010 fiscal year, in the amount of $737,156, is being presented to the Commission for review and adoption pursuant to Chapter 2 of the Personnel Commission Rules and Regulations of the Classified Service and California Education Code Section 88073.

Chapter 2 of the Personnel Commission Rules and Regulations and Section 88073 of the California Education Code state that the Commission shall provide for a public hearing on its proposed budget and that such hearing is to be held no later than May 30 of each year. The Commission shall fully consider the views and opinions expressed by the Board and Administration representatives, or other concerned persons or organizations in adopting the budget for the ensuing fiscal year.
# Annual Financial and Budget Report

## Fiscal Year 2009-2010

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OPEN EXAMINATION
SMALL BUSINESS DEVELOPMENT CENTER
FINANCIAL ANALYST
#08-051

Approved by Personnel Commission Date: May 18, 2008
Expiration Date: November 18, 2009

Number Open Applicants: 78
Number of Candidates Tested: 25
Number of Qualified Candidates: 03

Panelists:
Marty Alvarado – Long Beach City College
Bob Rapoza – Long Beach City College
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Number Qualified: 3