AGENDA
September 13, 2010 – Regular Meeting
Board Room, Building T, Liberal Arts Campus

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

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

III. APPROVAL OF MINUTES - Regular meeting of August 30, 2010

IV. OLD BUSINESS - None

V. NEW BUSINESS
   A. Establishment of a New Classification – Second Reading
      • Deputy Director, Purchasing and Contracts
        Range 16, Management Team Salary Schedule, 2010/2011
      • Director, Business Support Services
        Range 20, Management Team Salary Schedule, 2010/2011
      • Grants Senior Accounting Technician
        Range 32, AFT Salary Schedule, 2009/2010
   B. Eligibility Lists
      • Sr. Accounting Technician (#11-001)

VI. INFORMATION ITEMS
   A. Next Meeting
      The next regular meeting of the Personnel Commission is scheduled on Monday, September 27, 2010 at 5:00 p.m. in the Board Room, Building T, Liberal Arts Campus (LAC).

VII. COMMENTS FROM THE STAFF

VIII. COMMENTS FROM PERSONNEL COMMISSIONERS

IX. COMMENTS FROM THOSE IN ATTENDANCE

X. ADJOURNMENT

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.

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.
MINUTES: AUGUST 30, 2010
Board Room, Building T, LAC, 5:00 p.m.

CALL TO ORDER
Richard Gaylord called the regular session to order at 5:04 p.m.

PLEDGE OF ALLEGIANCE
Mr. Gaylord asked Ms. Jeannine McManigal-Ball to lead 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 the July 26, 2010 meeting made by Ms. McManigal-Ball; seconded by Mr. Thorpe.

Motion carried 3/0.

OLD BUSINESS
None.

NEW BUSINESS
Establishment of a New Classification
First Reading
Ms. Kossick submitted for first reading, new classifications for Deputy Director, Purchasing and Contracts; Director, Business Support Services; and Grants Senior Accounting Technician. These items will return on a future agenda for second reading and approval.

Motion to approve made by Mr. Thorpe; seconded by Ms. McManigal-Ball.

Motion carried 3/0.

Working Out-of-Class Requests
Ms. Kossick submitted for approval, working out-of-class requests for Tim Wootton as Director of Facilities; Medhanie Ephrem as Deputy Director, Operation and Maintenance; Sulicarina Serrano as ERD Education Program Coordinator; and Edward Lang as Lead Custodian. Approval of these working out-of-class assignments will provide work continuity in the Facilities Department and ERD Department while providing cost savings to the District.

Motion to approve made by Mr. Thorpe; seconded by Ms. McManigal-Ball.

Motion carried 3/0.

Transfer to a Related Class Request
Ms. Kossick submitted for review and recommendation, a request from Ericka Gutierrez to transfer to a closely related classification from Instructional Assistant to Financial Aid Specialist. Ms. Gutierrez has held the positions of Accounting Assistant I and EOPS Program Specialist.

The request for transfer to a related class was not approved 0/3.
Professional Expert Requests

Ms. Kossick submitted for approval, two professional expert requests for Women’s Basketball Assistant Coach. Riki Harada and Pablo Martinez will assist the Head Coach in the Women’s Basketball Program.

Motion to approve made by Mr. Thorpe; seconded by Ms. McManigal-Ball.

Motion carried 3/0.

Eligibility Lists

Ms. Kossick submitted for approval, an eligibility list for Educational Technologist II (#10-030); ERD Education Program Coordinator (#10-024P); Math Laboratory Coordinator (#10-028P); Research Analyst II (#10-021); and Web Developer I (#10-023P).

Motion to approve made by Ms. McManigal-Ball; seconded by Mr. Thorpe.

Motion carried 3/0.

INFORMATIONAL ITEMS

Next Meeting

Mr. Gaylord announced that the next regular meeting of the Personnel Commission would be held on Monday, September 13, 2010 at 5:00 p.m. in the Board Room, T Building, at the Liberal Arts Campus (LAC).

COMMENTS FROM THE STAFF

Ms. Kossick shared how meaningful College Day had been for her this year because of the topic of student engagement and retention. Ms. Kossick explained how the Personnel Commission is an integral part of student success by staffing the college, including the success centers, with the most qualified pool of employees available. She gave an analogy to explain how HR is a big collaborator in LBCC’s vision for excellence.

COMMENTS FROM THE COMMISSIONERS

Ms. McManigal-Ball said she also enjoyed College Day. She thought the breakfast was fantastic, the presentation was excellent, the guest speaker was phenomenal, and the Pacific Coast Campus looked great. She added that student engagement is very meaningful to her as a teacher and as a commissioner. Ms. McManigal-Ball thanked the Union for the blue AFT shirt she received.

Mr. Thorpe said he could not remember the last time a College Day had been held at the Pacific Coast Campus and how important that was for the employees. Mr. Thorpe thanked Ms. McManigal-Ball for representing the Commission at the event.

COMMENTS FROM THE AUDIENCE

Jonathan Eckman, Custodial Supervisor, informed the Commission that future Personnel Commission dates were no longer posted on the LBCC website. Ms. Kossick explained that updates had been made to the website and that some features on the Personnel Commission webpage had been changed or removed. She reassured Mr. Eckman that measures are being taken to accommodate future meeting dates. Mr. Thorpe took this opportunity to mention that he feels the Personnel Commission webpage needs to be easier to find.

ADJOURNMENT

Mr. Gaylord adjourned the meeting at 5:20 p.m.