November 5, 2012 – Regular Meeting  
Board Room, Building T, Liberal Arts Campus  

Closed Session: 4:30 p.m.  
Open Session: 5:00 p.m.  

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 October 22, 2012  

IV. ADJOURN TO PUBLIC HEARING  

V. PUBLIC HEARING ON COMMISSIONERS' APPOINTMENT TO THE LONG BEACH COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION  

VI. RECONVENE TO REGULAR SESSION  

VII. OLD BUSINESS  
A. Establishment of a New Classification – Second Reading  
   Director, Student Relations  

VIII. NEW BUSINESS  
A. Revised Class Specification – First Reading  
   SBDC Client Supervisor  

IX. INFORMATION ITEMS  
A. Next Meeting  
   The next regular meeting of the Personnel Commission is scheduled on Monday, November 19, 2012 at 5:00 p.m. in the Board Room, T1100, Building T, at the Liberal Arts Campus.  

VII. COMMENTS FROM THE STAFF  

VIII. COMMENTS FROM PERSONNEL COMMISSIONERS  

IX. 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.  

X. 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
Commissioner Darwin Thorpe called the regular session to order at 5:00 p.m.

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

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.

PLEDGE OF ALLEGIANCE
Thomas Hamilton, AFT President, led the audience in the Pledge of Allegiance.

APPROVAL OF MINUTES
Motion to approve the minutes of the October 8, 2012 meeting made by Mr. Gaylord; seconded by Ms. McManigal-Ball.

Motion carried 3/0.

OLD BUSINESS
Establishment of a New Classification – Second Reading
Upward Bound Program Supervisor
Julie Kossick, Director of Human Resources, recommended, for second reading and approval, an establishment of a new classification for Upward Bound Program Supervisor for second reading and approval.

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

Motion carried 3/0.

If approved, the new classification would be placed on the Management Team Salary Schedule, 2012-2013 at Range 12.

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

Motion carried 3/0.

Revision of Personnel Commission Rules and Regulations – Second Reading
Chapter 16 and Chapter 18
Ms. Kossick submitted, for second reading and approval, revisions made to Chapter 16 and Chapter 18 of the Long Beach Community College Personnel Commission Rules and Regulations of the Classified Service.

Ms. Kossick recommended the item be pulled for further review and modifications per documentation provided by AFT President Thomas Hamilton.

Motion to postpone to a later date made by Ms. McManigal-Ball; seconded by Mr. Gaylord.

Motion carried 3/0.
NEW BUSINESS

Revised Class Specification
EOPS Program Manager

Ms. Kossick recommended, for approval, a revised classification for EOPS Program Manager. A title change to EOPS Program Coordinator was requested by the department because the position does not have supervisory responsibilities.

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

Motion carried 3/0.

Request for Re-classification
Instructional Assistant, Advance Transportation & Technology (D. Dovalis)

Ms. Kossick recommended for approval a request for re-classification of Demetre Dovalis’ position of Instructional Assistant to Instructional Assistant, Advance Transportation & Technology.

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

No motion carried 3/0.

Eligibility Lists
Senior Administrative Assistant (#13-004)

Ms. Kossick recommended for approval an eligibility list for Senior Administrative Assistant.

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 regular meeting of the Personnel Commission would be held on Monday, November 5, 2012, at 5:00 p.m. in T1100, Building T, at the Liberal Arts Campus.

COMMENTS FROM THE STAFF

None.

COMMENTS FROM THE COMMISSIONERS

None.

COMMENTS FROM THOSE IN ATTENDANCE

None.

ADJOURNMENT

Mr. Thorpe adjourned the meeting at 5:21 p.m.