September 24, 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 September 10, 2012

IV. PUBLIC ANNOUNCEMENT – Commissioners’ appointment to the LBCCD Personnel Commission

V. OLD BUSINESS
A. Establishment of a New Classification, Second Reading
   1) Executive Director, Economic & Partnership Development
   2) Outreach Assistant
   3) Scholarship Specialist
   4) TRIO (Disabled Student Support Services) Supervisor

B. Revised Class Specification, Second Reading
   1) Director, Workforce Development

VI. NEW BUSINESS
A. Extension of Working Out-of-Class Assignment
   1) Academic Administrative Assistant (J. Birdwell)

VII. INFORMATION ITEMS
A. Next Meeting
   The next regular meeting of the Personnel Commission is scheduled on Monday, October 8, 2012, at 5:00 p.m. in the Board Room, T1100, Building T, at the Liberal Arts Campus.

VIII. COMMENTS FROM THE STAFF

IX. COMMENTS FROM PERSONNEL COMMISSIONERS

X. 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.

XI. 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 5:08 p.m.

PLEDGE OF ALLEGIANCE

Commissioner 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 Jeannine McManigal-Ball, and Darwin Thorpe were present. Richard Gaylord was not in attendance.

APPROVAL OF MINUTES

Motion to approve the minutes of the August 20, 2012 meeting made by Ms. McManigal-Ball; seconded by Mr. Thorpe.

*Motion carried 2/0.*

OLD BUSINESS

NEW BUSINESS

Establishment of a New Classification
American Language and Cultural Institute (ALCI) Coordinator
Director, Student Relations
Executive Director, Economic Partnership Development
Outreach Assistant
Scholarship Specialist
TRIO (Disabled Student Support Services) Supervisor
Upward Bound Program Supervisor

Julie Kossick, Director of Human Resources, recommended for first reading an establishment of a new classification for American Language and Cultural Institute (ALCI) Coordinator; Director, Student Relations; Executive Director, Economic Partnership Development; Outreach Assistant; Scholarship Specialist; TRIO (Disabled Student Support Services) Supervisor; and Upward Bound Program Supervisor.

These items will return on a future agenda for second reading and approval.

Ms. Kossick informed the Commission that the hiring authorities for the listed classifications were present to answer questions.

Gregory Peterson, Vice President of Student Support Services, clarified that the Scholarship Specialist classification is structured to serve the Foundation.

Margaret Antonio-Palomares, Director of Upward Bound, requested that few additions be made to the Upward Bound Program Supervisor classification specification. She read her recommendations to the Commission and submitted her request in writing.

*No motion.*
Ms. Kossick recommended for first reading a revised class specification for Director, Workforce Development.

Sheneui Weber, Executive Director of Economic Development, explained that revisions needed to be made to the existing classification specification due to changes that have occurred over time as part of the reorganization process. She said that the revised classification would more appropriately reflect the responsibilities in the Workforce Development area as a result of consolidation.

This item will return on a future agenda for second reading and approval.

No motion.

Mr. Thorpe announced that the next regular meeting of the Personnel Commission would be held on Monday, September 24, 2012, at 5:00 p.m. in T1100, Building T, at the Liberal Arts Campus.

Ms. Kossick reported on the District’s imminent and potential budget cuts. She also gave an overview on the impact the discontinuance of some educational programs will have on classified staff.

None.

None.

Mr. Thorpe adjourned the meeting at 5:27 p.m.