LONG BEACH COMMUNITY COLLEGE DISTRICT
LONG BEACH CITY COLLEGE
PERSONNEL COMMISSION MEETING MINUTES
JULY 14, 2003

CLOSED SESSION
Pursuant to Section 54957, CA Govt. Code, discussed Personnel matters. No decisions were made in closed session.

REGULAR SESSION
CALL TO ORDER
Ms. Carlin called the regular session to order at 5:17 p.m. and led the audience in the pledge of allegiance.

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

APPROVAL OF MINUTES
Motion to approve the minutes of June 16, 2003, made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

OLD BUSINESS
New Classification - Human Resources Benefits Specialist
Mr. Tortarolo advised that this matter was being pulled at this time.

New Classification - Associate Director - Foundation
Submitted for second reading and approval, the classification of Associate Director-Foundation, Management/Supervisory position, range 10 on the Management Team salary schedule. Mr. Tortarolo noted that paragraph five under "Essential Duties and Responsibilities" was being corrected to read "Maintain database of donors and potential donors" rather than "constituents". He asked the Commissioners to accept this change before approving the classification. Mr. Gaylord agreed to the change in wording and Mr. McManus reminded the Director to review the lifting requirement. Motion to approve, with the change in wording, made by Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.
Mr. Tortarolo advised that this item was being pulled at this time.

New Classification

Administrative Support Manager

Submitted for first reading, modification of "Education and Experience" requirements for Construction Coordinator. Mr. Tortarolo explained that, during the course of the Nash classification study, the equivalency for education requirements was omitted. Our standards for classifications provide for substituting a portion of experience for education. Mr. Tortarolo believes that accepting extensive experience, five years or more, would provide qualified candidates for this classification. Motion to approve made by Mr. Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.

Resignation Standing College Police Officer

Submitted for approval, resignation standing of former employee requesting reinstatement. Mr. Tortarolo provided documentation from John Meyer’s former supervisor indicating that the employee left District employment in good standing, and is recommended for consideration of re-employment. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

Recognition of Frito Lay

Submitted for approval, a Resolution recognizing the contribution of the Frito Lay Company to Classified Employees Recognition Week activities. Motion to approve made by Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.

INFORMATION ITEMS

Job Announcements

Mr. Tortarolo announced the following recruitments (closing dates in parentheses): Data Software Technician - Economic and Resource Development, 45% (7/14/03).

Next Meeting

The next meeting is scheduled at 5:00 p.m., August 11, 2003 in the Board Room, Building I, LAC.

COMMENTS FROM STAFF

Mr. Tortarolo advised that he would include a discussion of the situation surrounding the classification of Student Support Services Project Coordinator, as an Information item at the next meeting.
Mr. Gaylord noted that the Commission had requested that the requirements for lifting twenty-five pounds and possessing a driving license would be reviewed for all classifications, to determine if these requirements were essential to performing the duties of each classification.

Ms. Willson stated that she was looking forward to seeing the classification of Student Support Services Project Coordinator on the next agenda.

There being no further business, the meeting was adjourned at 5:30 p.m.