LONG BEACH COMMUNITY COLLEGE DISTRICT
LONG BEACH CITY COLLEGE

PERSONNEL COMMISSION MEETING MINUTES
August 11, 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 5:00 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 July 14, 2003, made by Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.

OLD BUSINESS
Modify Education and Experience - Construction
Mr. Tortarolo submitted, for second reading and approval, the Education and Experience requirements for the classification of Construction Coordinator. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

NEW BUSINESS
Eligibility Lists
Mr. Tortarolo submitted for approval the eligibility lists for Admissions and Record Technician II, Instructional Aide - Family and Consumer Studies/Child Development, Instructional Toolroom Mechanic - Auto Body, and Media Producer. He noted that there was only one person on the Media Producer list and explained that it is difficult to attract candidates familiar with the College's broadcast equipment, as opposed to that used in the commercial broadcast field. In addition to the single ranking, there is an approved reinstatement candidate available for consideration. Motion to approve made by Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.
<table>
<thead>
<tr>
<th>INFORMATION ITEMS</th>
<th>Job Announcements</th>
<th>Testing Reclassification</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Mr. Tortarolo announced the following recruitments (closing dates in parentheses): Instructional Aide - Nutrition (8/12/03); Accounting Assistant I (8/14/03); Associate Director - Foundation (8/20/03); Administrative Secretary (8/21/03); Studio Laboratory Assistant - Music, Radio and Television (8/21/03).</td>
<td>Mr. Tortarolo addressed the status of the employees recommended for reclassification as a result of the Nash Study. When reclassification is recommended for an employee serving less than three years in the higher classification, Rules and Regulations of the Classified Service provide that testing may be implemented to assess skill level of employee. Mr. Tortarolo noted, also, that the guidelines are permissive rather than mandatory. There are thirteen who could be recommended for classification test. However, a considerable length of time elapsed from the final recommendations by the Nash Study, subsequent appeals and recommendations by the Personnel Commission and final approval by the Board of Trustees. Additionally, affected employees were not apprised of the possible need for further testing at the time of the Study. Mr. Tortarolo advised the Personnel Commission that, at the next scheduled meeting, an action item may be placed on the agenda that addresses waiving the testing process for the thirteen employees impacted by this situation.</td>
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| Next Meeting | Mr. Tortarolo announced that changes were required for the upcoming meetings, including the one originally scheduled for September 15, 2003, to accommodate timeframe guidelines in appointment of the jointly appointed member of the Commission. The meeting schedule for September and October will be as follows: September 8 - regular meeting, September 22 - regular meeting (replaces September 15 meeting), and regular meeting on October 16, which replaces the October 20th meeting. |

| COMMENTS FROM STAFF | Pamela Axup, Senior Human Resources Analyst, introduced the newest member of the Commission support staff, Human Resources Assistant, Martha Zubia. Ms. Axup provided a brief summary of Ms. Zubia's background and her recent experience. |

| COMMENTS FROM | None |
COMMISSIONERS

COMMENTS FROM THOSE IN ATTENDANCE

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:10 p.m.