LONG BEACH COMMUNITY COLLEGE DISTRICT
LONG BEACH CITY COLLEGE

PERSONNEL COMMISSION MEETING MINUTES
September 8, 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 August 11, 2003, made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

OLD BUSINESS
None

NEW BUSINESS
Professional Expert
Mr. Tortarolo submitted for approval a request for a Professional Expert in Athletics, to assist the Head Women's Volleyball Coach, from August 1, 2003 through May 31, 2004, for no more than 360.2 hours, or $5,403. Motion to approve made by Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.

Examination Waiver
Mr. Tortarolo submitted a request to waive the examination component included in the Rules and Regulations for Classified Employees, for incumbents reclassified during the Nash Study. The examination is suggested for incumbents with more than six months, but less than three years performing the duties of the reclassified position. He indicated that he had researched Education Code and the LBCCD's Rules, and found the requirement permissive, not mandatory. In addition, the employees affected were not aware of the testing component and the time elapsed from the initial reviews, recommendations and Board approval, was
extremely lengthy. Mr. Tortarolo advised the Commissioners that he was not requesting this waiver for future employees impacted by future reclassification; he suggested that employees would be notified of the testing requirement in the early stages of future studies. Furthermore, since future reclassification studies would be performed on a more regular rotation, and include certain classification, rather than the entire college staff, the time line would be compressed.

Ms. Willson asked what past practice had been, regarding incumbent testing. Mr. Tortarolo that he believed the employees should have been notified during the reclassification process. Ms. Willson responded that her survey of employees indicated that testing was not required in the past. Mr. Willson further posed the possibility that such changes and/or omissions might invalidate the entire Nash Study. Ms. Carlin disagreed that this issued (testing) corrupts the entire study. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. 

Motion carried 3/0.

Change to Rules and Regulations

Mr. Tortarolo submitted, for first reading, a change to Chapter 3, Section 3.3.E.1 of the Rules and Regulations of the Classified Service. The core of the change is to reduce from 3 years to 2 years, the incumbency of an employee recommended for reclassification. This would align our rules with the recommended change in Assembly Bill 1070 and with revisions to Education Code 88104.

Eligibility Lists

Mr. Tortarolo submitted for approval the eligibility list for Instructional Toolroom Maintenance Mechanic - Horticulture. In referencing the fact that only two ranks were on the list, Mr. Tortarolo explained the extensive recruiting efforts made to attract qualified candidates for this vacancy. Thirty applicants were collected after four recruiting attempts. Following the written and oral interviews, only two candidates were deemed qualified to possess the education and technical skills required to support the needs of the Horticultural Program. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. 

Motion carried 3/0.

INFORMATION ITEMS
Commissioner Nomination

Mr. Tortarolo announced that according to the Rules and Regulations of the Classified Service, Section 2.1.B.3, the Commissioners representing the Board of Trustees and the Classified Bargaining Unit(s) were required to announce publicly their nomination for the mutually appointed Commissioner seat. Both Mr. Gaylord and Mr. McManus nominated Ms. Nancy Carlin to be considered to serve a three-year term, from December 1, 2003 through December 1, 2006.
Public Hearing

Mr. Tortarolo announced that a public hearing to hear comments regarding Ms. Carlin's nomination to sit on the Personnel Commission would be held on Thursday, October 16, 2003 in the Board Room, Building I, LAC.

Annual Report

Mr. Tortarolo reviewed a draft the Annual Report for 2002-03. He noted a marked increase in applicants in the past year and reflected on the economy and Personnel Commission website as strong indicators in the large response to our recruiting efforts. He suggested that accepting hundreds of applications for various recruitments, sometimes for a single vacancy, might not be the most efficient use of staff energies. Alternative methods may be reviewed in the future. After review by the Commissioners, the Report will be distributed to the public, college employees and the Board of Trustees.

Next Meeting

Mr. Tortarolo announced that the next meeting is scheduled at 5:00 p.m., September 22, 2003 in Dyer Hall at PCC.

COMMENTS FROM STAFF

None

COMMENTS FROM COMMISSIONERS

None

COMMENTS FROM THOSE IN ATTENDANCE

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:15 p.m.