CLOSED SESSION Pursuant to Section 54957, CA Govt. Code, discussed appointment, employment, discipline or dismissal of public employees. 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, Mr. McManus and Mr. Gaylord were present.

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

OLD BUSINESS
Revision of Classification Specification Mr. Tortarolo submitted, for second reading and approval, revision of the classifications of Stage Technician and Theatre Production Assistant. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

Revision of Classification Specification Mr. Tortarolo submitted, for second reading and approval, revision of the classification of Career Development Technician. Motion to approve made by Mr. Gaylord; seconded by Mr. McManus. Ms. Carlin noted these particular modifications appear to be mostly editorial, and that she would like to see no future editing of classifications reviewed in the Nash Study. Mr. Tortarolo assured the Commissioners that only significant changes that would impact the examination content would be submitted in the future. Motion carried 3/0.

Revision of Classification Mr. Tortarolo submitted, for second reading and approval, revision
Specification of the classification specification for Instructional Aide - Foster and Kinship Care Education Program. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. *Motion carried 3/0.*

**NEW BUSINESS**

**Professional Expert**

Mr. Tortarolo submitted for approval a request for a Professional Expert in Athletics, to assist the Head Softball Coach, from October 1, 2003 through May 31, 2004, for no more than 180.4 hours, or $2,706. Motion to approve made by Mr. Gaylord; seconded by Mr. McManus. *Motion carried 3/0.*

**Transfer Request**

Mr. Tortarolo submitted a Request for Transfer, from Curriculum Technician to Instructional Assistant - Business Administration. Mr. Tortarolo advised the Commissioners that staff had reviewed this request and found no similarities between the two classifications; they required different minimum qualifications and examination content. In addition, the Instructional Assistant is within the Instructional Series, while the Curriculum Technician is a non-series classification. In light of the review, he recommended the Commissioners not approve this request. Ms. Carlin called for a motion; item died for lack of a motion.

**Proposed Meeting Schedule for CY 2004**

Mr. Tortarolo submitted proposed meeting dates for the calendar year 2004. Mr. Tortarolo asked the Commissioners to consider approving the proposed calendar, with two additional meeting dates: January 20 and September 7, 2004. Because of the start of the Spring and Fall semesters, these months are very heavy business periods, and he believes additional meetings will provide the opportunity to move business through the review and approval process more efficiently. Motion to approve made by Mr. Gaylord; seconded by Mr. McManus. *Motion carried 3/0.*

The approved dates are:

**LAC**
- January 5 and 20 (Tuesday)
- March 1 and 15
- April 19
- May 3 and 17
- June 7 and 21
- August 16 and 30
- September 7 (Tuesday)

**PCC**
- February 2
- April 5
- July 19
- September 20
- November 1

**Eligibility Lists**

Mr. Tortarolo submitted for approval the eligibility lists for Accounting Assistant I; Associate Director, Foundation; Athletic Equipment Assistant;
Secretary; Studio Laboratory Assistant - Music, Radio and Television. Mr. Tortarolo noted that the Temporary Office Worker I and II lists on the agenda are for classes exempt from the merit system and, therefore, would not be submitted to the Commission. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

**INFORMATION ITEMS**

**Job Announcements**

Mr. Tortarolo announced the following recruitments (closing dates in parentheses): Instructional Associate I - Learning and Academic Resources (11/6/03); Instructional Aide - Life Science (11/13/03); Construction Coordinator (11/17/03).

**Next Meeting**

Mr. Tortarolo announced that the next meeting is scheduled for Monday, November 17, 2003 at 5:00 p.m., in the Board Room, Building I, LAC

**COMMENTS FROM STAFF**

None

**COMMENTS FROM COMMISSIONERS**

None

**COMMENTS FROM ATTENDANCE**

None

**ADJOURNMENT**

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