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

Mr. McManus called the regular session to order at 5:00 p.m. and led the audience in the pledge of allegiance.

ROLL CALL

Personnel Commissioners Mr. McManus, Mr. Gaylord and Ms. Carlin were present.

APPROVAL OF MINUTES

Motion to approve the minutes of February 9, 2004, made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0.

OLD BUSINESS

Revision of Rules and Regulations

Mr. Tortarolo submitted, for second reading and approval, revision to Rules and Regulations 20.1.C. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0.

Review of Truck Driver Class

Mr. Tortarolo submitted the review of the Truck Drivers Class at the direction of the Commission based on an AFT request, and recommended that no action be taken. The information was reviewed by Commission staff, which found no gradual accretion of duties or evidence that salary should be adjusted. Motion proposed by Ms. Carlin to include this classification in the first cycle of the next classification study, tentatively scheduled for fiscal year 2004-2005; seconded by Mr. Gaylord. Ms. Costa provided the Personnel Commissioners with additional data pertaining to the previous classification study of the Truck Driver classification. Mr. Gaylord noted an error in a quote attributed to him, regarding revisiting individual classifications on a piece-meal basis, except for "glaring errors". Ms. Carlin modified the motion, noting that this information
would be provided to the company officially contracted to oversee the classification study. *Motion carried 3/0.*

**NEW BUSINESS**

**Transfer Request**
Mr. Tortarolo submitted for approval a Request to Transfer to a Lower, Closely Related Classification. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. *Motion carried 3/0.*

**Professional Expert**
Mr. Tortarolo submitted for approval a Professional Expert to Assist Head Water Polo Coach. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. *Motion carried 3/0.*

**Professional Expert**
Mr. Tortarolo submitted for approval a Professional Expert to Assist Head Baseball Coach. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. *Motion carried 3/0.*

**Career Center Technician**
Mr. Tortarolo requested that this item be pulled from the agenda.

**INFORMATION ITEMS**

**Next Meeting**
Mr. Tortarolo announced that the next meeting is scheduled for Monday, March 15, 2004, Board Room, Building I, LAC

**COMMENTS FROM STAFF**
Mr. Tortarolo announced that a classified staff development event has been scheduled to coincide with the next faculty flex day, on March 24, 2004. Classified staff would be able to select from several workshops, including an overview of promotional examinations and interviewing tips and the merit system. Flyers and e-mails would be sent out, that would include sign-up forms. Workshops with low registration would be cancelled.

**COMMENTS FROM COMMISSIONERS**
Mr. Gaylord announced that the regular meeting scheduled for April 5, 2004, will be rescheduled to Wednesday, April 7, 2004, and that a room needed to be arranged.

**COMMENTS FROM AUDIENCE**
None
ADJOURNMENT

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