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 April 7, 2004, made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 3/0.

ADJOURN REGULAR SESSION

PUBLIC HEARING
BUDGET
FY 2004-2005
Mr. Tortarolo noted there was very little increase in the budget from last year. Labor comprised 83% of costs, but the only increases stem from step increases and a 3% increase in benefits. The category of legal expenses included fees for hearing officers (for discipline appeals) and a proposed classification study. Some positions were missed in the last study and may be from 4 to 8 years overdue for review. Personnel Commission staff had recommended that the class studies be rotated on a three to four year cycle to (1) maintain currency in class specifications, and (2) mitigate the major budget impact that a school-wide study imposes. The proposed budget supports this recommendation. He further noted that the Personnel Commission budget was voluntarily reduced for each of the last three fiscal years, to accommodate the budget concerns of the District; it was the only District entity to do so unilaterally.

Mr. Collins, Executive Vice President of Human Resources addressed the Personnel Commission on behalf of Dr. Kehoe, recognizing the history of cooperation between the Commission and the District.
Noting that the mandated budget deadlines for the District and Commission don't coincide, he requested that the Personnel Commissioners consider postponing approval of the budget before them to the meeting scheduled May 17, 2004. He made this request to allow the Superintendent/President to obtain more information about the pending budget allocations from Sacramento. Mr. Collins suggested he would have the Vice President of Administrative Services explain the details to the Commissioners at the 17th meeting. He concurred that there is a need for conducting the classification studies on a rotating basis. He requested that the Commissioners consider one of two proposals:

1. Finalize the budget, including the study in the totals, but withhold final approval to see if funding levels support the budget, or
2. Omit the cost of the study at this time, and amend to restore the study if funds materialize.

Postponing the final budget approval until May 17, will still allow enough time to meet legal requirements and present to the Board of Trustees for adoption.

In response to Mr. McManus' query, Ms. Willson indicated she was not opposed to Mr. Collins' request.

Motion to continue the budget hearing to the regular meeting scheduled on May 17, 2004 made by Ms. Carlin; seconded by Mr. Gaylord. *Motion carried 3/0.*

RETURN TO REGULAR SESSION

The regular session of the meeting reconvened at 5:10 p.m.

OLD BUSINESS

New Classification

Mr. Tortarolo submitted for approval the new classification of Good Beginnings Never End Specialist, AFT salary schedule, Range 35, for second reading and approval. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. *Motion carried 3/0.*

New Classification

Mr. Tortarolo submitted the new classification of Good Beginnings Never End Technician, AFT salary schedule, Range 26, for second reading and approval. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. *Motion carried 3/0.*
New Classification
Mr. Tortarolo submitted the new classification of Director, Superintendent-President's Office, Management Team Salary Schedule, Range 17, exempt from the merit system, for second reading and approval. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 3/0.

NEW BUSINESS
New Classification
Mr. Tortarolo submitted the new classification of Lifeguard, Exempt From the Merit System, Four-step Salary Range: Step 1 - $10/hour; Step 2 - $10.50/hour; Step 3 - $11/hour; Step 4 - $11.50/hour, for approval. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0.

New Classification
Mr. Tortarolo submitted the new classification of College Information Assistant, AFT salary schedule, Range 22, for first reading. This item will be placed on a future agenda for second reading and approval. In response to Ms. Willson's question, Mr. Tortarolo advised that this classification would operate the college's main switchboard and that the current employee would keep the classification of Dispatcher. Subsequent vacancies will be filled as College Information Assistants to make it clear that this classification does not support a police, emergency or fire organization.

Transfer Request
Mr. Tortarolo submitted for consideration a Request to Transfer to a lower, closely related classification of Library Assistant. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 3/0.

Resignation Standing Of Former Employee
Mr. Tortarolo submitted for approval a request to designate the resignation of a former employee, a "Resignation in Good Standing". This designation is required to place the employee on the appropriate Reinstatement List(s). Motion to approve Simone Tolliver's "Resignation in Good Standing" made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0.

Eligibility List
Mr. Tortarolo submitted for approval the eligibility list for Vehicle and Small Equipment Mechanic. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 3/0.

INFORMATION ITEMS
Next Meeting  
Mr. Tortarolo announced that the next meeting is scheduled for Monday May 3, 2004, 5:00 p.m. in the Board Room, Building I, LAC

Job Announcements  
Mr. Tortarolo announced the following active recruitments in the Classified Service (closing date in parentheses):  Board Secretary - Confidential /Management Team (4/20/04); Senior Clerk - Confidential/Management Team (4/22/04); PeopleSoft Database Administrator (open until filled); Director - PeopleSoft Development and Maintenance (open until filled).

COMMENTS FROM STAFF  
Mr. Tortarolo announced the pending retirement of his secretary, Geri Morgan, effective June 30, 2004. He recognized her valued service to the District and to the Personnel Commission, as well as her unwavering dedication to the principles of the merit system. He wished her good luck in the future and thanked her for her service.

COMMENTS FROM COMMISSIONERS  
Mr. McManus acknowledged Ms. Morgan's retirement and thanked her for her service to the Personnel Commission.

COMMENTS FROM AUDIENCE  
Mr. Collins and Ms. Willson thanked Ms. Morgan for her service in the past and wished her luck in retirement.

ADJOURNMENT  
There being no further business, the meeting was adjourned at 5:25 p.m.