LONG BEACH COMMUNITY COLLEGE DISTRICT
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PERSONNEL COMMISSION MEETING MINUTES
May 17, 2004

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

ADJOURN REGULAR SESSION
The regular session of the Personnel Commission meeting was adjourned to hold a public hearing on the budget for fiscal year 2004-2005.

PUBLIC HEARING
Mr. Tortarolo submitted the proposed Personnel Commission budget for fiscal year 2004-2005 for discussion and approval. He noted the proposed increase to accommodate a classification study of approximately one-third of the classified service. He reminded the Commissioners and the audience of the District's request, on April 19, to continue the budget approval until the revised budget was received from the State. He then introduced Mr. Eloy Oakley, Vice President of Administrative Services.

Mr. Oakley presented the Commissioners and staff with handouts outlining to the budgeting process. He stated that, as part of the budget development process, the various departments of the College had been requested to cut their budgets by 10% for 2004-2005. While there have been cuts for the past two years, the undesignated reserves are at a 1.8 million dollar deficit. Mr. Oakley advised that the deficits are carried
forward, and certain expenses cannot be curbed - e.g. retirement contributions, salary steps/columns, replacing faculty, health coverage, to name a few. He stated it would be difficult to justify funding increases in the salary schedule in light of the projected shortfalls; he added the District would like to present a balanced budget to the Board of Trustees in the fall.

Mr. McManus responded that the Personnel Commission had been responsive to the District's needs in the past. However, the Commission has a duty to meet certain obligations to the classified employees. The Commission has assisted the District with classifications for reorganizations, such as the recent one in Facilities, and in approving management and support staff positions on a continuing basis. If no funds are not allocated to start the classification studies, the structure and relationship of the new and existing classifications will present major problems in the future. Mr. McManus noted that, while the funds for a classification study should be included in the proposed budget, there could be adjustments later, if a serious budget crisis should require a shift in priorities. Unlike the District, the Personnel Commission cannot adjust its budget later in the fiscal year, should the economic outlook improve; if the money is not appropriated now, it could not be added at a future date.

Ms. Carlin addressed Mr. Oakley's comments about increasing the salaries, and noted that the issue being addressed was a classification study, not employee salaries. She pointed out that the Commission is responsible for setting the title, duties and responsibilities of the various classifications; any change in salaries is a function of the Board of Trustees and the District, over which the Personnel Commission has no influence. She also noted that since the Nash survey, many changes have already occurred in the interrelationships of the classifications and review of at least a portion of the classified service is indicated. She also pointed out that writing job specifications is a very specialized skill and/or art, and requires the guidance of experts. Ms. Carlin believes if the first phase of classification review were postponed, future reviews would be expensive.

Mr. Gaylord commented that several requests for classification review by individual employees had been denied, pending action to resolve these issues in the upcoming phase of reviews. He concurred with Ms. Carlin that the expense would be prohibitive if implementation, in phases, is delayed.

Mr. Oakley expressed his appreciation for the comments and sensitivity offered by the Personnel Commission. If the Personnel Commission
approves the increased budget, the District would include the funds in the budget, subject to Board of Trustees concurrence.

Mr. McManus reiterated that funds would not be spent immediately, and if conditions require the Commission make alternate use of the money, it may be available. But as stated earlier, the allocation must be included initially to fund the classification study.

Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 3/0.

RETURN TO REGULAR SESSION

The public hearing was adjourned and the regular session was reconvened at 5:15.

OLD BUSINESS
Classification Modifications

Mr. Tortarolo submitted modifications to the classification of Student Activities Advisor, for second reading and approval. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0.

NEW BUSINESS
Classified Employees Recognition Week

Mr. Tortarolo announced the annual Classified Employees Recognition Week and proposed a declaration in support of this recognition, for approval by the Personnel Commission, noting the many contributions of the classified service to the College. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 3/0.

Eligibility Lists

Mr. Tortarolo submitted for approval the eligibility lists for GAIN/GROW Assessment Coordinator, Instructional Aide - Foster and Kinship Care Education Program, and Multimedia Equipment Technician. Mr. Tortarolo noted that there were only two ranks certified for the GAIN/GROW Assessment Coordinator, citing the breadth of experience required of the candidates as contributing to the difficulty to attract a large pool of candidates. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0.

INFORMATION ITEMS
Next Meeting

Mr. Tortarolo announced that the next meeting is scheduled for Monday June 7, 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): Research Analyst (5/18/04); Director, Superintendent-President's Office (5/27/04); Human Resources Specialist (5/27/04); College Information Assistant (5/27/04); Executive Secretary - Confidential (5/27/04); Director - Facilities Management (6/7/04).

COMMENTS FROM STAFF

None

COMMENTS FROM COMMISSIONERS

None

COMMENTS FROM AUDIENCE

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:20 p.m.