Pursuant to Section 54957, CA Govt. Code, discussed appointment, employment, discipline or dismissal of public employees. No decisions were made in closed session.

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

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

Motion to approve the minutes of April 25, 2005 made by Mr. McManus; seconded by Ms. Carlin, with the modification to delete the words “it is” from first line, second paragraph, of informational item, Discussion of Rule 3.2.I. Motion carried 3/0.

None.

Mr. Tortarolo announced the upcoming Annual Classified Employees Recognition Week - May 15-21, 2005. He presented a resolution for approval recognizing the many contributions of the classified service to the college. Motion to approve made by Ms. Carlin; seconded by Mr. McManus. Motion carried 3/0.

Mr. Tortarolo introduced Mr. Duane Lowe, Director of Fiscal Operations.

Mr. Lowe stated Stacey Robinson had been appointed to the Accounting Technician II position in Fiscal Operations and distributed a handout exhibiting the job duties for the positions of Accounting Technician I and Accounting Technician II. He gave a brief organization outline of his department, and welcomed questions from the Commission.

Ms. Carlin inquired as to when and how the decision was made to
fill the Accounting Technician I vacancy with a higher level Accounting Technician II classification. Mr. Lowe replied it was after the former employee’s resignation in March. He stated the Cashier Department had been undergoing changes, expressing clerical functions were being minimized, while technical functions were increasing, and also noted the growing use of the PeopleSoft System in the department.

He was asked if former employee, Ms. Harness, and new employee, Ms. Robinson, used the PeopleSoft System in their job duties. Mr. Lowe stated Ms. Harness had performed entry-level PeopleSoft functions, but Ms. Robinson had been assigned higher level duties with respect to PeopleSoft.

Mr. Lowe was questioned as to his awareness of the upcoming class study and if the study had been included in the decision to fill the vacancy at a higher level. He indicated he was aware of the study, but had not considered the study due to the urgency to fill the vacated position.

Mr. McManus asked if some of the duties listed on the handout under Accounting Technician II were duties previously assigned to the Financial Aid Department. Mr. Lowe explained the Financial Aid Department determines a student’s financial aid eligibility, but Fiscal Operations has taken on duties of payment processing and maintaining accounts. Mr. Lowe was asked if there were any other duties to be added to the new cashier position, to which he responded he could not recount any at the moment.

Mr. Gaylord welcomed Ms. Irma Ramos, Dean of Human Resources.

Mr. McManus inquired when Ms. Ramos had first learned of the decision made to fill the Accounting Technician I vacancy with an Accounting Technician II classification and solicited her input on this matter. Ms. Ramos indicated she learned of this matter in March during an informational meeting with Mr. Tortarolo. She recounted the receipt of a communication from LBCCE/AFT President, Jonathan Eckman, which she responded to with a memorandum. Mr. McManus referenced the memorandum, inquiring if Ms. Ramos still agreed with her position stated in the memorandum, to which she responded in the affirmative.

Ms. Ramos was asked if she was aware of the upcoming class study and for her opinion on how this matter fit into the study. Ms.
Ramos stated that at the time she had not considered the study in regards to this matter.

Mr. Gaylord requested this item be placed on an upcoming meeting agenda as an action item.

**Classified Employee Recognition Luncheons**

Mr. Tortarolo announced the dates for the upcoming scheduled classified luncheons and noted an event flyer had been distributed to classified staff.

**Class Study Update**

Mr. Tortarolo indicated that the Purchasing Department is preparing the contract for the study consultant and this item is to go before the Board of Trustees shortly. He stated, as requested, he had solicited updated study input from both the District and LBCCE/AFT, and noted he is scheduled to meet with the Union’s representative.

**Next Meeting**

Mr. Tortarolo announced that the next meeting is scheduled for May 16, 2005 at 5:00 p.m. in the Boardroom, Building I, LAC.

**Job Announcements**

Mr. Tortarolo announced the following active recruitments in the Classified Service (closing date in parentheses): Manager of International Students (5/11/2005).

**COMMENTS FROM THE STAFF**

None.

**COMMENTS FROM THE COMMISSIONERS**

None.

**COMMENTS FROM THE AUDIENCE**

None.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:26 p.m.