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

Ms. Carlin called the regular session to order at 5:00 p.m. She led the audience in the pledge of allegiance.

ROLL CALL

Personnel Commissioners Ms. Carlin and Mr. McManus were present. Commission Gaylord was not present, and his absence was excused.

APPROVAL OF MINUTES

Motion to approve the minutes of August 22, 2005, made by Mr. McManus; seconded by Ms. Carlin. Motion carried 2/0.

OLD BUSINESS

Revised Classification Specification

Mr. Tortarolo submitted the revised classification specification of Instructional Aide-Advanced Transportation & Technology for second reading and approval. Motion to approve made by Mr. McManus; seconded by Ms. Carlin. Motion carried 2/0.

NEW BUSINESS

Increase of Assignment

Mr. Tortarolo submitted for approval a request to increase the percentage of assignment of the Secretary-EOP&S/Care, from 45% to 100%. Motion to approve made by Mr. McManus; seconded by Ms. Carlin. Motion carried 2/0.

2004-05 Personnel Commission Annual Report

Mr. Tortarolo submitted for approval the 2004-2005 Personnel Commission Annual Report. Motion to approve made by Mr. McManus; seconded by Ms. Carlin. Motion carried 2/0.

Eligibility Lists

Mr. Tortarolo stated the Web Coordinator eligibility list was pulled from the agenda. He submitted for approval the eligibility lists for Child Development Specialist; Custodian; Instructional Tool Room Maintenance Mechanic-Diesel; Locker Room Attendant-Men’s Gym; Payroll Technician. Motion to approve made by Mr. McManus; seconded by Ms. Carlin. Motion carried 2/0.
INFORMATION ITEMS

Class Study Report

Mr. Tortarolo gave a brief status report regarding current class study activities and outlined future project activities and deadlines.

Classified Recruitment Diversity Update

Mr. Tortarolo communicated that the Commission and College have continued upon their road toward achieving the college’s goal of broad diversity. He then introduced Ms. Irma Ramos, Administrative Dean of Human Resources. Ms. Ramos presented to the Commission a preview of her presentation planned for the Board of Trustee Meeting of September 27, 2005. She reported that the increase in classified-service diversity over the last three years was 58%. She commended the Commission, Mr. Tortarolo, and his staff for their efforts assisting the District to achieve its diversity goal.

Job Announcements

Mr. Tortarolo announced the following active recruitments in the Classified Service (closing date in parentheses): Grounds Maintenance Worker (9/16/05); Director, Facilities Management (Until Filled)

Next Meeting

Mr. Tortarolo announced that the next meeting is scheduled for September 26, 2005, at 5:00 p.m. in the Board Room, Building I, LAC.

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 5:10 p.m.