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

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

APPROVAL OF MINUTES
Motion to approve the minutes of September 26, 2005 made by Mr. McManus; seconded by Ms. Carlin, with the following revisions to the Distance Leaning Specialist working out of class item of the minutes: modification of the word “recruit” to “recruitment” and the deletion of the word “prospective.” Motion carried 3/0.

OLD BUSINESS
Mr. Tortarolo submitted for approval the new classification of CalWorks Program Manager, Management Team Salary Schedule, Range 15, for second reading and approval. Motion to approve made by Ms. Carlin; seconded by Mr. McManus. Motion carried 3/0.

NEW BUSINESS
Mr. Tortarolo submitted for approval the new classification of Student Administration Business Functional Manager, Management Team Salary Schedule, Range 20, for first reading. The item will return on a future agenda for second reading and approval.

Provisional Appointment
Mr. Tortarolo submitted a request for provisional appointment of Manager, Student Life for a period of 90 work days. Motion to approve made by Mr. McManus; seconded by Ms. Carlin. Motion carried 3/0.

Reclassification
Mr. Tortarolo submitted for approval a reclassification request of an
Instructional Aide in the Learning and Academic Resources Department. Motion to approve made by Ms. Carlin; seconded by Mr. McManus.

LBCC/AFT President, Alta Costa, inquired regarding the reasons behind the approval of this reclassification request when previous reclassification requests brought before the Commission had not been approved.

The Commission noted that the approval of any request for reclassification is based upon the merit of each individual case. In this case, staff investigation confirmed a gradual accretion of duties with corroboration from the Department Head and Dean of the school. In addition, the position in question was not scheduled for periodic classification examination until the third phase (2007-2008) of the classification study, creating an inequitable period of time to perform out-of-class duties before reclassification.

Prior to the beginning of the class study, other requests for reclassification have also been evaluated on the merits of each case. Where investigation confirmed an out-of-class condition, the positions have been included in the first phase of the reclassification study (2005-2006). Where investigation has not confirmed a case’s merits, the request has not received a recommendation to reclassify or study in more detail.

*Motion carried 3/0.*

**Eligibility Lists**

Mr. Tortarolo submitted for approval the eligibility list for Instructional Associate II, Life Science. He informed the Commission this position had been advertised twice resulting in only two qualified candidates. He conveyed that the Dean and Department Head supported going forth with the two qualified candidates. Motion to approve made by Mr. McManus; seconded by Ms. Carlin. *Motion carried 3/0.*

**INFORMATION ITEMS**

**Report - Working Out of Class Assignments**

Mr. Tortarolo presented a report regarding the review of the Education Code, AFT Master Agreement, and Rules and Regulations of the Personnel Commission as they relate to working out of class assignments. It was reported that the three governing laws, rules and agreement are in harmony concerning the time limits and temporary nature of working out of class.

**Class Study Report**

Mr. Tortarolo reported that class study employee interviews are
scheduled for the third and forth weeks of October, encompassing both group and individual interviews at both the Liberal Arts and Pacific Coast campuses. He informed the Commission that a concern had been brought to his attention regarding the possibility of some management supplements not having been shared with the employee. He noted he was investigating this concern and would take appropriate action to ensure resolution.

**Job Announcements**

Mr. Tortarolo announced the following active recruitments in the Classified Service (closing date in parentheses): Clerical Series (10/14/05); Accounting Technician III (10/14/05); Accounting Technician I (10/17/05); Curriculum Technician (10/21/05); Web Coordinator (10/24/05); Supervisor, Building & Grounds (Until Filled); Project Manager, Facilities (Until Filled).

**Next Meeting**

Mr. Tortarolo announced that the next meeting is scheduled for October 24, 2005, at 5:00 p.m. Board Room, Building I, LAC.

**COMMENTS FROM THE STAFF**

Mr. Tortarolo commented that Trustee President Clark and Member Uranga expressed appreciation for a job well done of the Commission’s annual presentation at the Board meeting of September 27, 2005.

**COMMENTS FROM THE COMMISSIONERS**

None.

**COMMENTS FROM THE AUDIENCE**

None.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:21 p.m.