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 October 10, 2005 made by Mr. McManus; seconded by Ms. Carlin. Motion carried 3/0.

OLD BUSINESS
Establish New Classification
Ms. Pamela Axup, Senior Human Resources Analyst, submitted for approval the new classification of Student Administration Business Functional Manager, Management Team Salary Schedule, Range 20, for second reading and approval. Motion to approve made by Ms. Carlin; seconded by Mr. McManus. Motion carried 3/0.

NEW BUSINESS
Establish New Classification
Ms. Axup submitted for approval the new classification of Research Systems Analyst I, AFT Salary Schedule, Range 44, for first reading. The item will return on a future agenda for second reading and approval.

Establish New Classification
Ms. Axup submitted for approval the new classification of Research Systems Analyst II, Management Team Salary Schedule, Range 15, for first reading. The item will return on a future agenda for second reading and approval.

LBCCE/AFT President Alta Costa posed several questions regarding the new classifications of Research Systems Analyst I and Research Systems Analyst II. She inquired into the funding source for both
positions; the differences between the two classifications; the supervisory capacity of the Research Analyst II classification; and the difference between the classifications being established and the recently filled Research Analyst position in Academic Services.

Dr. Frederick Trapp, Administrative Dean of Institutional Research and Academic Services, addressed these inquiries. He stated the two positions will be funded from the Title V Grant. He explained that the intent of the new positions is to develop a data warehouse for reporting support purposes for the District. He continued, stating that the skills desired in the classifications being established focus on information systems reporting expertise versus the statistical research design expertise of the current Research Analyst position in Academic Services. It was noted that the supervisory capacity of the Research Systems Analyst II position will be to supervise the Research Systems Analyst I position.

**Working Out of Class**

Ms. Axup requested that Item V.C., the request of a Web Coordinator to work out of class for 90 calendar days in the PeopleSoft Database Administrator class, be pulled from the agenda with the intent to place the item on a future agenda.

**Eligibility Lists**

Ms. Axup submitted for approval the eligibility lists for Grounds Maintenance Worker and Senior Mail Services Worker. Motion to approve made by Mr. McManus; seconded by Ms. Carlin. *Motion carried 3/0.*

**INFORMATION ITEMS**

Ms. Axup announced the following active recruitments in the Classified Service (closing date in parentheses): CalWorks Program Manager (11/09/05).

**Next Meeting**

Ms. Axup announced that the next meeting is scheduled for November 7, 2005, at 5:00 p.m. in Human Resources, Room V111, LAC.

**COMMENTS FROM THE STAFF**

None.

**COMMENTS FROM THE COMMISSIONERS**

Ms. Carlin announced that the Commission is in receipt of a letter and documents from LBCCE/AFT. She conveyed that the letter and documents would be given to Mr. Tortarolo for investigation upon his return, and the matter would be brought back at a future meeting.
COMMENTS FROM THE AUDIENCE  None.

ADJOURNMENT  There being no further business, the meeting was adjourned at 5:16 p.m.