LONG BEACH COMMUNITY COLLEGE DISTRICT
LONG BEACH CITY COLLEGE

PERSONNEL COMMISSION MEETING MINUTES
November 28, 2005

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 November 7, 2005 made by Ms. Carlin; seconded by Mr. McManus. Motion carried 3/0.

OLD BUSINESS
Revise Class Specification
Mr. Tortarolo submitted for approval the revised classification specification for Instructional Aide, ESL Technology Center, for second reading and approval. Motion to approve made by Mr. McManus; seconded by Ms. Carlin. Motion carried 3/0.

NEW BUSINESS
Classification & Allocation of a New Position
Mr. Tortarolo submitted for approval the classification and allocation of a new position - Senior Clerk, TRIO - Growth and Opportunities Project, Counseling & Student Support Services. Motion to approve made by Ms. Carlin; seconded by Mr. McManus.

LBCCE/AFT President Alta Costa expressed the Union’s concern regarding agenda items 5A, 5B, and 5C. She stated the Union maintains the position that it is inappropriate that agenda items 5A, 5B, and 5C be on the Commission agenda, as it is their contention these positions are new positions, which have not been established or reorganized by the Board of Trustees, nor duties classified by the Personnel Commission.

Mr. Tortarolo reviewed the process by which the Board established the positions. He stated that after staff’s review of the Senior Clerk - TRIO position, it is the recommendation that Rule 3.2.E is the appropriate rule application in this specific situation.

Motion carried 2/0. Mr. McManus abstained.
Mr. Tortarolo submitted for approval the allocation of vacant position to Special Program Technician, Economic Development Class.

Gail Schwandner, Dean of Workforce Development, gave an explanation for Economic Development’s request for modification of their vacant position, detailing the change of duties that have transpired in this department.

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

Mr. Tortarolo submitted for approval the classification and allocation of a new position (Career Center, Counseling Department, LAC) to Senior Clerk Class.

Ms. Carlin questioned the reasoning behind the District’s position that the above referenced position be considered new.

Mr. Tortarolo reported that the Dean of Counseling requested that the vacated position be allocated 100% to the Career Center. He stated that after staff’s review of the rules in relation to this particular situation, it is recommended the Rule 3.2.E be applied, rather than 3.2.G, given that the position duties assigned to the Career Center have not been classified.

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

Mr. Tortarolo submitted for approval a request of an Accounting Technician II to work out of class for 90 calendar days in the Accounting Technician III class. Motion to approve made by Mr. McManus; seconded by Ms. Carlin. *Motion carried 3/0.*

Mr. Tortarolo submitted, for first reading, a revision of Rule 5.2.P of the Rules and Regulations of the Classified Service. The item will return on a future agenda for second reading and approval. Mr. McManus thanked staff for their research on this subject.

Mr. Tortarolo submitted for approval the eligibility list for Accounting Technician III, Curriculum Technician, Office Assistant, Clerk, Intermediate Clerk, and Senior Clerk. Motion to approve made by Mr. McManus; seconded by Ms. Carlin. *Motion carried 3/0.*
INFORMATION ITEMS

Job Announcements

Mr. Tortarolo announced the following active recruitments in the classified service (closing date in parentheses): Instructional Aide, Life Science (11/29/05).

Next Meeting

Mr. Tortarolo announced that the next meeting is scheduled for December 12, 2005, at 5:00 p.m. in Board Room, Building I, LAC.

COMMENTS FROM THE STAFF

None.

COMMENTS FROM THE COMMISSIONERS

Mr. Gaylord reported he was in receipt of a letter from the Council of Classified Employees and asked Administrative Secretary to the Personnel Commission, M'Shelle Reece, to read the letter aloud.

Mr. Gaylord responded to the letter acknowledging the Union’s perception of disrespect/unacceptable behavior. He expressed his disagreement with this perception, affirming there had been disagreement on certain issues, but did not feel that Ms. Carlin had shown disrespect or unacceptable behavior toward Ms. Costa or Ms. Thorpe.

He also addressed a concern in the letter referencing an e-mail sent by the former LBCCE President requesting agendas be provided to LBCCE Executive Board members. He reported that after an extensive search for the e-mail by Mr. Tortarolo, no e-mail could be found, but conveyed that the Commission would be happy to grant their request. Mr. Gaylord then referenced an out of class situation noted in the letter, responding that he believed this was not a matter for the Commission, but for the collective bargaining process between the District and the Union.

Ms. Carlin commented, acknowledging that there was disagreement over certain issues at the November 7, 2005 Commission meeting, and stated it was not her intention to be disrespectful.

COMMENTS FROM THE AUDIENCE

None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:27 p.m.