LONG BEACH COMMUNITY COLLEGE DISTRICT
LONG BEACH CITY COLLEGE

PERSONNEL COMMISSION MEETING MINUTES
January 17, 2006

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, Mr. McManus, and Mr. Gaylord were present.

APPROVAL OF MINUTES
Motion to approve the minutes of January 5, 2006 made by Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.

OLD BUSINESS
Revised Classification
Mr. Tortarolo submitted the revised classification specification of Performance Accompanist for second reading and approval. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

NEW BUSINESS
Classification & Allocation of Vacant Position
Mr. Tortarolo submitted for approval the classification and allocation of a vacant position in the School of Business and Social Science to the existing classification of Academic Administrative Secretary. Motion to approve made by Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.

Appointment of Interim Director, Human Resources
Mr. Tortarolo submitted for approval the recommendation of Bruce Crockard’s appointment as Interim Director, Human Resources and Executive Secretary to the Personnel Commission effective January 17, 2006. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

Eligibility List
Mr. Tortarolo submitted for approval the eligibility list for Web Coordinator-ACIT and Student Administration Business Functional Manager. Mr. Tortarolo noted that the recruitment of Student Administration Business Functional Manager was difficult due to the higher level PeopleSoft skills required. He stated that the recruitment resulted in only two qualified candidates, but that the area Director is
willing to appoint from these candidates and would like to proceed with the recruitment. Motion to approve made by Mr. Gaylord; seconded by Mr. McManus. *Motion carried 3/0.*

**INFORMATION ITEMS**

**Reward Strategy Group Classification Study Report**

Mr. Allan Crecelius, President of Reward Strategy Group, gave a detailed report on the status of Phase I of the class study. He reported that all job information questionnaires, manager supplements, and job analysis interviews for Phase I have been completed. He stated that their preliminary recommendations have been shared with the Executive Committee, and the next step is to meet with the advisory panel for input in order to finalize their recommendations. He projected delivery of draft class specs in approximately a month.

Mr. Crecelius reported that some classes were expanded, while others consolidated. He also conveyed their recommendation to introduce a “flex” concept to specific classes which they felt could benefit from such a concept. There was a brief discussion regarding the flex concept, wherein the Commission requested future discussion on this subject in order to investigate and clarify issues that may arise from a flex concept.

Mr. Crecelius then gave a brief overview of the tentative upcoming schedule of the study, and provided the Commission with a handout. He addressed the compensation portion of the study outlining benchmark comparators which influence the marketplace.

Mr. Tortarolo commended Reward Strategy Group for their thorough and thoughtful execution of the study. He announced this was his last Commission meeting and thanked the Commission, deans, directors, employees, and staff and wished everyone the best.

Bruce Crockard, Interim Director of Human Resources, was introduced. He gave a brief history of his background and expressed his pleasure to work for the District and thanked the Commission for the opportunity.

**Next Meeting**

Mr. Tortarolo announced that the next meeting is scheduled for January 30, 2006, at 5:00 p.m. in 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 5:31 p.m.