PERSONNEL COMMISSION
LONG BEACH COMMUNITY COLLEGE DISTRICT

MEETING MINUTES
October 6, 2008
Board Room, Building I, LAC
5:00 p.m.

REGULAR SESSION
Mrs. McManigal-Ball called the regular session to order at 5:06 p.m. She led the audience in the Pledge of Allegiance.

CLOSED SESSION
Pursuant to Section 54957 of the California Government Code, discussed appointment, employment, discipline or dismissal of public employees. No action was taken during closed session.

ROLL CALL
Commissioners Jeannine McManigal-Ball and Darwin Thorpe were present. Commissioner Richard Gaylord was not in attendance.

APPROVAL OF MINUTES
Motion to approve the minutes of September 22, 2008, made by Mr. Thorpe; seconded by Mrs. McManigal-Ball. Motion carried 2/0.

OLD BUSINESS
Revised Class Specifications – Child Development Center Teacher and Child Development Associate Teacher – Second Reading
Ms. Kossick submitted for second reading and approval the establishment of a revised classification for Child Development Teacher and Child Development Associate Teacher. Motion to approve made by Mr. Thorpe; seconded by Mrs. McManigal-Ball. Motion carried 2/0.

NEW BUSINESS
Establishment of a New Classification – Athletic Eligibility Administrative Assistant – First Reading
Ms. Kossick submitted for first reading the establishment of a new classification for Athletic Eligibility Administrative Assistant, AFT Salary Schedule 2007-2008, Range 30. AFT President Alta Costa asked that the word “Senior” be added to the title as the new classification is comparable in range to the classification of Senior Administrative Assistant. This item will return on a future agenda for second reading and approval.

Working Out-of-Class Extension Request – Aquatics Facilities Technician
Ms. Kossick submitted for approval an extension of a working out-of-class assignment for a period of more than ninety (90) calendar days for David Mendoza, a permanent employee in the Custodian class. Mr. Mendoza filled the position of Aquatics Facilities Technician from April 14, 2008 to September 24, 2008, due to a vacancy. Ms. Kossick informed the Commission that Mr. Mendoza has since been hired as the Aquatics Facilities Technician. Motion to approve made by Mr. Thorpe; seconded by Mrs. McManigal-Ball. Motion carried 2/0.
Working Out-of-Class Extension Request

Ms. Kossick submitted for approval an extension of a working out-of-class assignment for a period of more than ninety (90) calendar days for Sharonnac Gaitan, a permanent employee in the Cashier class. Ms. Gaitan has been filling the position of Payroll Technician due to a vacancy. Ms. Kossick informed the Commission that the eligibility list for Payroll Technician was on tonight’s agenda for Commission approval. Motion to approve made by Mr. Thorpe; seconded by Mrs. McManigal-Ball. Motion carried 2/0.

Request for Professional Expert – Assistant Coach, Softball

Ms. Kossick submitted for approval a request for professional expert for Assistant Coach, Softball. Motion to approve made by Mr. Thorpe; seconded by Mrs. McManigal-Ball. Motion carried 2/0.

Approval of Eligibility Lists

Ms. Kossick submitted for approval the eligibility lists for Payroll Technician (#09-011); Research Systems Analyst I (#08-067); and Switchboard Operator (#09-013). Motion to approve made by Mr. Thorpe; seconded by Mrs. McManigal-Ball. Motion carried 2/0.

INFORMATIONAL ITEMS

Next Meeting

Mrs. McManigal-Ball announced that the next meeting is scheduled on Monday, October 20, 2008, at 5:00 p.m., in Room V111, Building V at LAC.

COMMENTS FROM THE STAFF

Ms. Kossick informed the Commission and the audience of the Board’s intention to appoint Mr. Gaylord to the Personnel Commission for another three-year term. At the Board of Trustee’s meeting scheduled on November 11, 2008, a public hearing will be held and the Board will then officially appoint their nominee. Ms. Kossick extended an invitation to everyone present.

COMMENTS FROM THE COMMISSIONERS

None.

COMMENTS FROM THE AUDIENCE

AFT President Alta Costa shared her concern about a candidate who failed the oral interview for Grounds Maintenance Worker. Ms. Costa explained that this same candidate had ranked in the top three ranks in a previous recruitment of the same classification. The Commission directed Ms. Kossick to review the oral interviews and to submit a recommendation at the next scheduled meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:48 p.m.