CALL TO ORDER

Mr. Thorpe called the regular session to order at 5:05 p.m.

PLEDGE OF ALLEGIANCE

Mr. Gaylord 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 Richard Gaylord, Jeannine McManigal-Ball, and Darwin Thorpe were present.

APPROVAL OF MINUTES

Motion to approve the minutes of February 23, 2009, made by Ms. McManigal-Ball; seconded by Mr. Gaylord. Motion carried 3/0.

OLD BUSINESS

Revised Class Specification:
Director, Fiscal Services
(Second Reading and Approval)

Ms. Julie Kossick, Director of Human Resources, submitted for second reading and approval a revised class specification for Associate Director, Small Business Development Center. Motion to approve made by Mr. Gaylord, seconded by Ms. McManigal-Ball. Motion carried 3/0.

NEW BUSINESS

Revised Class Specification:
SBDC Marketing and Events Coordinator (First Reading)

Ms. Kossick submitted for first reading a revised class specification for SBDC Marketing and Events Coordinator. This item will return on a future agenda for second reading and approval.

Personnel Commission Meeting Date Change

Ms. Kossick submitted for approval a recommendation to reschedule the Monday, September 7, 2009 Personnel Commission meeting to Tuesday, September 8, 2009. Motion to approve made by Ms. McManigal-Ball, seconded by Mr. Gaylord. Motion carried 3/0.

Extension of Working Out-of-Class Assignment

Ms. Kossick submitted for approval an extension of a working-out-of-class assignment from March 11, 2009 until the position is filled. Veronica Galindo, a permanent employee in the Human Resources Assistant class, has worked for a period of more than ninety (90) calendar days in the classification of Human Resources Specialist due to a vacant position. Motion to approve made by Mr. Gaylord; seconded by Ms. McManigal-Ball. Motion carried 3/0.
Revised Personnel Commission Rules and Regulations of the Classified Service, Chapter 4 and Chapter 5

(First Reading)

Ms. Kossick submitted for first reading revisions to Chapter 4 and Chapter 5 of the Personnel Commission Rules and Regulations of the Classified Services for first reading. This item will return on a future agenda for second reading and approval.

Recommendation to Rescind and Re-establish Eligibility List

Ms. Kossick recommended that the eligibility list for Program Director, SBDC, approved by the Commission on January 26, 2009, be rescinded and the appropriate eligibility list be submitted for approval. After a full review was conducted per Chapter 5 of the Personnel Commission Rules of the Classified Service, a tabulation error was found resulting in a revision of two applicants’ scores on the oral examination. Motion to approve made by Mr. Gaylord; seconded by Ms. McManigal-Ball. Motion carried 3/0.

Eligibility Lists

Ms. Kossick submitted for approval the eligibility lists for Records Specialist (#09-019) and Skilled Maintenance Worker (#09-021). Mr. Thorpe thanked Ms. Kossick for the new data charts showing totals and percentages by race and sex for all candidates. Motion to approve made by Ms. McManigal-Ball; seconded by Mr. Gaylord. Motion carried 3/0.

INFORMATIONAL ITEMS

Next Meeting

Mr. Thorpe announced that the next meeting is scheduled on Monday, March 23, 2009 at 5:00 p.m. in the Board Room, Building I at the Liberal Arts Campus (LAC).

COMMENTS FROM THE STAFF

Ms. Kossick informed the Commission that a classification appeal will be held in closed session at the next regularly scheduled meeting.

COMMENTS FROM THE COMMISSIONERS

None.

COMMENTS FROM THE AUDIENCE

Ms. Hurtie Chukwudire, Acting AFT/LBCCE President, addressed the Commission with a concern regarding an employee who was presented with a layoff notice. The employee’s layoff notice stated that she was laid-off due to lack of work/lack of funds. Ms. Chukwudire said that the Union had found that the employee was released because of other reasons. The Commission asked Ms. Kossick for her recommendation on what could be done in this case. Ms. Kossick said that the appropriate route for this matter is through a court of law. She stated that the Personnel Commission Rules and Regulations do not have a provision for a layoff appeal. Mr. Thorpe reiterated that this matter is out of Personnel Commission jurisdiction and authority.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:29 p.m.