CALL TO ORDER
Commissioner Richard Gaylord, Chairperson, called the regular session to order at 5:01 p.m.

PLEDGE OF ALLEGIANCE
Ms. McManigal-Ball asked Alta Costa, LBCCE/AFT President to lead 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 the January 10, 2011 meeting made by Mr. Gaylord; seconded by Mr. Thorpe.  

Motion carried 3/0.

OLD BUSINESS
None.

NEW BUSINESS

Establishment of a New Classification:
Small Business Development Center (SBDC) Regional Director, First Reading

Julie Kossick, Director of Human Resources, recommended for first reading a new classification for Small Business Development Center (SBDC) Regional Director. This item will return on a future agenda for second reading and approval.

No motion.

Increase in Assignment:
Administrative Assistant, 75% to 100% (L. Brett)

Ms. Kossick recommended for approval an increase in assignment for the position of Administrative Assistant from 75% to 100% in the Child Development Center. Linda Brett is a Senior Administrative Assistant with an assignment of less than 100%. Rule 10.1.I provides for the requested assignment increase. Motion to approve made by Mr. Thorpe; seconded by Mr. Gaylord.

Motion carried 3/0.

Increase in Assignment:
CDC Associate Teacher, School Session to 12 month (M. Ludka)

Ms. Kossick recommended for approval an increase in assignment for the position of CDC Associate Teacher, from school session to 12 month in the Child Development Center. Mary Jo Ludka is a CDC Associate Teacher with an assignment of less than 12 months. Rule 10.1.I provides for the requested assignment increase. Motion to approve made by Mr. Thorpe; seconded by Mr. Gaylord.

Motion carried 3/0.

Working Out –of-Class Assignment:
Lead Custodian (E. Lang)

Ms. Kossick recommended for approval an extension of a working out-of-class assignment for a period of more than ninety (90) calendar days from October 1, 2010 through February 28, 2011. Edward Lang, a permanent employee in the Custodial class, is filling the vacant position of Lead Custodian due to a resignation. The position is currently in the recruitment process. Motion to approve made by Mr. Gaylord; seconded by Mr. Thorpe.

Motion carried 3/0.
Ms. Kossick recommended for approval a professional expert request for Assistant Coach, Aquatics. Courtney Mathewson will be assisting the Head Coach in the Aquatics Program. Motion to approve made by Mr. Gaylord; seconded by Mr. Thorpe.

Motion carried 3/0.

Ms. Kossick recommended for approval an eligibility list for Business Systems Manager (#10-019); and an eligibility list for Director, Business Support Services (#11-010). Motion to approve made by Mr. Gaylord; seconded by Mr. Thorpe.

Motion carried 3/0.

Ms. McManigal-Ball announced that the next regular meeting of the Personnel Commission would be held on Tuesday, February 15, 2011 at 5:00 p.m. in Dyer Hall, FF107, at the Pacific Coast Campus (PCC).

Ann-Marie Gabel, Vice President of Administrative Services, gave a budget update and brief overview of how the Governor’s proposed budget will affect the Long Beach Community College District.

None.

Alta Costa, LBCCE/AFT President, requested that the Commission conduct a study on classified bargaining unit members who claim to be working out-of-class. Mr. Gaylord explained that these employees need to come forward and personally share their concerns with the Commission. Ms. Costa said she would send specific cases to Ms. Kossick for review.

Ms. McManigal-Ball adjourned the meeting at 5:36 pm.