CALL TO ORDER
Commissioner Jeannine McManigal-Ball, Chairperson, called the regular session to order at 5:03 p.m.

PLEDGE OF ALLEGIANCE
Ms. McManigal-Ball asked Annalisa Iglesias, Senior Administrative Assistant to the Personnel Commission, 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 March 14, 2011 meeting made by Mr. Gaylord; seconded by Mr. Thorpe.

Motion carried 3/0.

OLD BUSINESS
Establishment of a New Classification:
SBDC Program Coordinator
(Second Reading)
Julie Kossick, Director of Human Resources, recommended for second reading a new classification for SBDC Program Coordinator. It was further recommended that the classification be placed as “open” in the Field of Competition for the reason that all new or reclassified positions will be announced as “open” for the initial recruitment in accordance with the provision of Title V. This classification will be placed on the AFT Bargaining Unit Salary Schedule, Range 36. Motion to approve made by Mr. Thorpe; seconded by Mr. Gaylord.

Motion carried 3/0.

Revised Class Specification:
SBDC Special Projects Manager
(Second Reading)
Ms. Kossick recommended for second reading a revised class specification for SBDC Special Projects Manager. The hiring authority requested that changes be made to the knowledge and abilities listed in the current class specification before the position is opened for recruitment. It was further recommended that this classification be placed in the Field of Competition as “open” in accordance with the provision of Title V. Motion to approve made by Mr. Thorpe; seconded by Mr. Gaylord.

Motion carried 3/0.

NEW BUSINESS
None.

INFORMATIONAL ITEMS
Next Meeting
Ms. McManigal-Ball announced that the next regular meeting of the Personnel Commission will be held on Monday, April 11, 2011, at 5:00 p.m., in the Board Room, Building T, at the Liberal Arts Campus.

COMMENTS FROM THE STAFF
Ms. Kossick updated the Commission on the request made at the previous meeting by Jacquie Wilvers, Grants Coordinator. Ms. Wilvers

Continued
had requested a side-by-side analysis for the classification of Grants Coordinator and Career Technical Education Coordinator. Ms. Kossick asked that Ms. Wilvers submit in writing the specifics of her working out-of-class claims. She explained that a side-by-side analysis only shows differences and similarities in classifications and will not show demonstrative evidence to support her claims.

**COMMENTS FROM THE COMMISSIONERS**

The Commission asked Ms. Wilvers to step up to the podium and asked if she understood the process and apologized if it seemed confusing.

**COMMENTS FROM THE AUDIENCE**

Ms. Wilvers requested any available information the District may have on the classifications of Grants Coordinator and Career Technical Education Coordinator. She also requested, on behalf of AFT President Alta Costa, a copy of the minutes.

**ADJOURNMENT**

Ms. McManigal-Ball adjourned the meeting at 5:23 pm