CALL TO ORDER

Commissioner Jeannine McManigal-Ball, Chairperson, called the regular session to order at 5:04 p.m.

PLEDGE OF ALLEGIANCE

Ms. McManigal-Ball asked Annalisa Iglesias, Sr. 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 Jeannine McManigal-Ball and Darwin Thorpe were present. Richard Gaylord was not in attendance.

APPROVAL OF MINUTES

Motion to approve the minutes of the April 23, 2011 meeting made by Mr. Thorpe; seconded by Ms. McManigal-Ball.

Motion carried 2/0.

PUBLIC HEARING ON ANNUAL BUDGET OF PERSONNEL COMMISSION, FISCAL YEAR 2011-2012

Julie Kossick, Director of Human Resources, submitted the proposed Personnel Commission budget for fiscal year 2011-2012 for discussion. Public organizations were given the opportunity to express their views and opinions.

Ms. Kossick explained that she was given last minute updates from Fiscal and revisions needed to be made. She distributed an amended budget showing the changes.

Ms. McManigal-Ball asked that the Personnel Commission budget return on the next agenda for final approval.

No motion.

OLD BUSINESS

Revised Class Specification
Environmental Programs Manager, Second Reading

NEW BUSINESS

Resolution
Classified School Employee Week, May 15 through May 21, 2011

Julie Kossick, Director of Human Resources, recommended for second reading and approval, a revised class specification for Environmental Programs Manager. The hiring authority requested that changes to the classification be made to reflect new grant funding requirements and duties to be performed under the Small Business Development Center Network.

Motion to approve made by Mr. Thorpe; seconded by Ms. McManigal-Ball.

Motion carried 2/0.

Ms. Kossick submitted for adoption, a resolution recognizing May 15 through May 21, 2011, as Classified School Employee Week. The Commission thanked the classified employees for their contributions and their valuable service to the Long Beach Community College District.

Ms. Kossick informed the Commission that the Board of Education would be adopting the same resolution at their meeting on May 10, 2011.

Motion to approve made by Mr. Thorpe; seconded by Ms. McManigal-Ball.

Motion carried 2/0.
Establishment of a New Classification
Director, Public Affairs and Governmental Relations, First Reading

Ms. Kossick recommended for first reading, an establishment of a new classification for Director, Public Affairs and Governmental Relations. This item will return on a future agenda for second reading and approval.

No motion.

Working Out-of-Class Assignments
CTE Coordinator (A. Smith)

Ms. Kossick recommended for approval, an extension of a working out-of-class assignment for Amy Smith, Grant Assistant III, to fill the vacant position of CTE Coordinator through July 29, 2011. This is a newly created position and recruitment is in process.

Alta Costa, LBCCE President, addressed the Commission and asked that the working out-of-class request for the position of CTE Coordinator be denied due to the pending matter brought forward by the Union and Jacque Wilvers, Grants Coordinator and AFT Representative. Ms. McManigal-Ball suggested that the request be approved through June 30th instead of July 29, 2011. Ms. Costa asked that if the Commission moved forward with the approval, other employees with more experience should be given the opportunity to work the remainder of the out-of-class assignment. Ms. McManigal explained that Ms. Smith has been filling the position since February and is already established in her duties. The Commissioners agreed to amend the item and approve the request through June 30, 2011. The Union concurred.

Motion to approve, with amendment, made by Mr. Thorpe; seconded by Ms. McManigal-Ball.

Motion carried 2/0.

SBDC Program Manager (M. Daniel)

Ms Kossick recommended for approval, an extension of a working out-of-class assignment for Michael Daniel, SBDC Client Supervisor, to assist with a portion of duties of the vacant SBDC Program Director position. The position is currently under recruitment and approval of this request would provide work continuity in Economic and Resource Development until the position is filled.

Motion to approve made by Mr. Thorpe; seconded by Ms. McManigal-Ball.

Motion carried 2/0.

Request for Professional Expert
Test Proctor (T. Brown)

Ms. Kossick recommended for approval a request for professional expert for Test Proctor. Taylor Brown will assist in ACT computerized testing. Ms. Taylor is certified and is familiar with the testing material and equipment.

Motion to approve made by Mr. Thorpe; seconded by Ms. McManigal-Ball.

Motion carried 2/0.

Eligibility Lists
Buyer (#11-027)
College Articulation Specialist (#11-031)

Ms. Kossick recommended for approval eligibility lists for Buyer (#11-027); and College Articulation Specialist (#11-031). Motion to approve made by Mr. Thorpe; seconded by Ms. McManigal-Ball.

Motion carried 2/0.

INFORMATIONAL ITEMS
Next Meeting

Ms. McManigal-Ball announced that the next regular meeting of the Personnel Commission would be held on Monday, May 23, 2011, at 5:00 p.m., in Dyer Hall at the Pacific Coast Campus.
Ms. Kossick reminded the Commission and the audience of the Classified Schools Employee Week luncheon to be held on Friday, May 20, 2011 at the Pacific Coast Campus between the hours of 1:30 pm and 4:30 pm.

Mr. Thorpe said he was looking forward to the Classified Schools Employee luncheon.

Ms. Costa asked the Commission how they would define “provide the minimum qualifications” as referenced in Chapter 20 of the Personnel Commission Rules and Regulations. Ms. Costa clarified that her question was specific to employees who apply for lower classification positions in lieu of layoff. Ms. McManigal-Ball said she would personally review the rule and would like to further discuss the matter and bring it back as an agenda item for the next meeting. Mr. Thorpe agreed.

Ms. Wilvers, AFT Representative, submitted detailed documentation regarding her concerns about the Grants Coordinator versus the CTE Coordinator position.

Ms. McManigal-Ball adjourned the meeting at 5:40 p.m.