CALL TO ORDER

PLEDGE OF ALLEGIANCE

CLOSED SESSION

ROLL CALL

APPROVAL OF MINUTES

OLD BUSINESS

Establishment of New Classification, Second Reading
1) SBDC Program Assistant
2) SBDC Senior Program Assistant
3) Special Event Assistant

NEW BUSINESS

Establishment of a New Classification, First Reading
1) Child Development Center Manager
2) Director of Institutional Research
3) Director, Workforce Development

INFORMATIONAL ITEMS

Next Meeting

COMMENTS FROM THE STAFF

Commissioner Jeannine McManigal-Ball, Chairperson, called the regular session to order at 5:14 p.m.

Ms. McManigal-Ball asked Jonathan Eckman, Custodial Supervisor, to lead the audience in the Pledge of Allegiance.

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.

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

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

Motion carried 3/0.

Julie Kossick, Director of Human Resources, recommended for second reading and approval establishments of new classifications for SBDC Program Assistant, SBDC Senior Program Assistant, and Special Event Assistant.

Mr. Thorpe requested updated organizational charts from Sheneui Weber, Executive Director of Economic Development, who was present at the meeting.

Motion to approve made by Mr. Thorpe; seconded by Mr. Gaylord.

Motion carried 3/0.

Ms. Kossick recommended for first reading establishments of new classifications for Child Development Center Manager; Director of Institutional Research; and Director, Workforce Development. These items will return on a future agenda for second reading and approval.

Mr. Thorpe asked that hiring authorities attend Personnel Commission meetings when their new classifications are posted on the agenda in case questions or concerns arise.

These items will return on future agendas for second reading and approval.

No motion.

MS. McManigal-Ball announced that the next regular meeting of the Personnel Commission would be held on Monday, June 20, 2011, at 5:00 p.m., in the Board Room, T1100, Building T, at the Liberal Arts Campus.

Ms. Kossick informed the Commission that the organizational charts
would be ready by the June 20, 2011 meeting. She said that after listening to the Commission’s request for organizational charts, she would ask hiring authorities to automatically include a reporting structure when submitting requests for new classifications.

Ms. Kossick stated that a law firm had been secured to render an opinion on the Commission’s authority to place employees subject to layoff to existing vacant positions.

Ms. McManigal-Ball thanked the audience for their attendance.

COMMENTS FROM THE COMMISSIONERS

COMMENTS FROM THE AUDIENCE

Ms. Costa said she had three issues to address. The first concern was the Union’s request of the May 23, 2011 meeting recording. She had not received the recording due to a problem with the sound. Ms. Kossick explained that the media equipment at PCC is not as high tech as the one in the Board Room at LAC. Mr. Gaylord suggested that all Personnel Commission meetings be held at the Liberal Arts Campus. He explained that the members of the audience where always the same no matter where the meeting was held, most members being from LAC. The rest of the Commission agreed to meet at LAC for the remainder of the year. Ms. Costa reiterated the importance of the Union’s request to obtain a copy of the tape due to the large amount of information covered during that meeting. Ms. Costa proceeded with the second issue and asked for copies of the ERD flowcharts. Ms. Kossick informed the Union president that the charts would be posted on the website as soon as they were completed. Thirdly, Ms. Costa said she had heard a rumor about a Switchboard Operator being moved into the Human Resources department to work as an HR Specialist. Ms. Costa asked if the rules allowed for this to occur and if by doing so, were any rules and regulations being violated. Ms. Kossick stated that the rumor was false.

Mr. Eckman made suggestions on how to improve the automated switchboard system and he agreed that the Commission should meet at LAC until the issues with the media equipment are resolved at PCC.

Jacquie Wilvers, Grants Coordinator, asked if there was additional information she should bring to the June 20, 2011 meeting. Ms. Kossick clarified that an independent investigator has not been secured due to scheduling conflicts, unavailability, and contract/requisition deadlines.

Ms. Kossick reminded the Commission that there are three separate independent issues pending at the moment. The first one being the Grants Coordinator versus the CTE Coordinator matter. The second issue is the out-of-class extension request for CTE Coordinator that the Commission approved through June 30, 2011. The third issue is the opinion on the Commission’s authority to place employees subject to layoff to existing vacant positions. Ms. Wilvers said the Commission’s efforts on resolving these issues were heartening.

Ms. Wilvers said that she was not familiar with the investigation process and wanted to know what it entailed. Ms. Kossick explained that the investigator would review all information submitted regarding the case and witnesses would be interviewed. She said that each investigator works differently.

ADJOURNMENT

Ms. McManigal-Ball adjourned the meeting at 6:01 p.m.