CALL TO ORDER
Commissioner Darwin Thorpe called the regular session to order at 5:03 p.m.

PLEDGE OF ALLEGIANCE
Mr. Thorpe asked Alta Costa, AFT/LBCCE 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 Jeannine McManigal-Ball, Richard Gaylord, and Darwin Thorpe were present.

APPROVAL OF MINUTES
Motion to approve the minutes of the April 16, 2012 meeting made by Mr. Gaylord; seconded by Ms. McManigal-Ball.

Motion carried 3/0.

PUBLIC HEARING ON ANNUAL BUDGET OF PERSONNEL COMMISSION, FISCAL YEAR 2012-2013
Julie Kossick, Director of Human Resources, submitted the proposed Personnel Commission budget for fiscal year 2012-2013, for discussion. Public organizations were given the opportunity to express their views and opinions.

The Commission agreed to reduce the budget by 8%, per the District’s request, for cost saving measures.

Mr. Gaylord stated that Personnel Commission budget was being drastically reduced when compared to previous budget numbers. He said he would make the motion to approve the budget in the spirit of cooperation, but if hearings were to occur, the Commission would be challenged.

Ms. McManigal-Ball agreed with Mr. Gaylord and said she would approve but with concerns and reservations.

Mr. Thorpe said he understood everyone had to do their fair share but now the Commission was also being asked to strike out their $8,000 contingency fund. He thanked Ms. Kossick and Ms. Costa for saving the Commission thousands of dollars on hearings. Mr. Thorpe asked Ms. Iglesias to include in the minutes that the modified budget was being approved with reservations.

The proposed annual budget of the Personnel Commission...
for fiscal year 2012-2013 was adopted, as modified, for the amount of $592,120.00

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

*Motion carried 3/0.*

**OLD BUSINESS**

**NEW BUSINESS**

**Resolution**

Classified School Employee Week, May 20 through May 26, 2012

Ms. Kossick submitted for adoption, a resolution recognizing May 20, 2012 through May 26, 2012, as Classified School Employee Week. The Commission thanked all classified employees for their contributions and their valuable service to the Long Beach Community College District.

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

*Motion carried 3/0.*

Establishment of a New Classification

Senior Multimedia Services Technician

Ms. Kossick recommended for first reading an establishment of a new classification for Senior Multimedia Services Technician. This item will return on a future agenda for second reading and approval.

Jay Field, Associate Vice President of Instructional and Information Technology Services and Cindy Hanks, Deputy Director of Academic Computing and Multimedia Services were present to answer questions.

This item will return on a future agenda for second reading and approval.

Revised Class Specification – First Reading

Disability Support Services Specialist

Ms. Kossick recommended for first reading a revised class specification for Disability Support Services Specialist. This item will return on a future agenda for second reading and approval.

Request to Transfer to a Related Class

Senior Administrative Assistant – Human Resources/Personnel Commission to Executive Assistant (A. Iglesias)

Ms. Kossick recommended for approval a request from Annalisa Iglesias to transfer to a closely related classification from Senior Administrative Assistant – Human Resources/Personnel Commission to Executive Assistant. Both classifications are at a range 10 on the Management Team Salary Schedule.

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

*Motion carried 3/0.*
Eligibility List
Executive Assistant (#12-022)

Ms. Kossick recommended for approval an eligibility list for Executive Assistant (#12-022).

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

Motion carried 3/0.

INFORMATIONAL ITEMS
Next Meeting

Mr. Thorpe announced that the next regular meeting of the Personnel Commission would be held on Monday, May 14, 2012, at 5:00 p.m. in the Board Room, T1100, Building T, at the Liberal Arts Campus.

COMMENTS FROM THE STAFF

Ms. Kossick informed the Commission that correspondence to all employees affected by the layoffs was mailed on Friday, April 27th. She said she hoped employees understood the importance of turning in the election forms by Friday, May 11th as each option had a direct impact.

Ms. McManigal-Ball inquired about the number of potential classified employees being affected. Ms. Kossick said 177 letters had been mailed.

Mr. Gaylord asked if there would be any follow-up on employees who fail to turn in their election form on time. Ms. Kossick assured him that there would be to ensure that all affected employees secure their rights in accordance with the Personnel Commission Rules and Regulations and the Master Agreement of the Classified Service.

COMMENTS FROM THE COMMISSIONERS

Mr. Gaylord asked to be excused from May 29, 2012 meeting.

COMMENTS FROM THE AUDIENCE

None.

ADJOURNMENT

Mr. Thorpe adjourned the meeting at 5:25 p.m.