CALL TO ORDER

Mr. Gaylord called the regular session to order at 5:03 p.m.

ROLL CALL

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

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.

PLEDGE OF ALLEGIANCE

Mr. Gaylord asked Mr. Thorpe to lead the audience in the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion to approve the minutes of the March 4, 2013 meeting made by Mr. Thorpe; seconded by Ms. McManigal-Ball.

Motion carried 3/0.

OLD BUSINESS

Establishment of a New Classification, Second Reading

Director, Enrollment Services

Julie Kossick, Director of Human Resources, submitted for second reading and approval a new classification for Director, Enrollment Services. This classification will be placed on the 2012-2013 Management Team Salary Schedule at Range 18.

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

Motion carried 3/0.

Ross Miyashiro, Dean of Admissions and Records, discussed classification duties and department needs. He answered questions posed by the Commission.

Thomas Hamilton, AFT President, commented on the increasing number of management team classifications being created in spite of the classified bargaining unit layoffs.

NEW BUSINESS

Establishment of a New Classification, Second Reading

Nursing and Allied Health Coordinator

Ms. Kossick submitted for second reading and approval a new classification for Nursing and Allied Health Coordinator. This classification will be placed on the 2012-2013 AFT Salary Schedule at Range 33.

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

Motion carried 3/0.

Establishment of a New Classification, First Reading

Enrollment Specialist

Ms. Kossick submitted for first reading an establishment of a new classification for Enrollment Specialist.

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

No motion.
Establishment of a New Classification, First Reading
Athletic Specialist

Ms. Kossick submitted for first reading an establishment of a new classification for Athletic Specialist.

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

No motion.

Extension of a Working Out-of-Class Assignment
Business Systems Analyst II (J. Lopez)

Ms. Kossick submitted for approval an extension of a working out-of-class assignment for Jonah Lopez, a permanent employee in the College Articulation Specialist classification. Ms. Lopez has worked for a period of ninety (90) days in a Business Systems Analyst II classification for a total of 17 months. Approval of this request provides job continuity in the Admissions and Records department.

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

Motion carried 3/0.

Mr. Miyashiro was present to answer questions.

Mr. Hamilton questioned the length of the above mentioned working out-of-class assignment.

Eligibility Lists
Administrative Support Specialist (#13-020)

Ms. Kossick submitted for approval an eligibility list for Administrative Support Specialist.

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

Motion carried 3/0

Child Development Center Associate Teacher (#13-019)

Ms. Kossick submitted for an eligibility list for Child Development Center Associate Teacher.

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

Motion carried 3/0

INFORMATIONAL ITEMS
Next Meeting

Ms. McManigal-Ball announced that the next regular meeting of the Personnel Commission would be held on Monday, April 8, 2013, at 5:00 p.m. in the Board Room, Building T, at the Liberal Arts Campus.

COMMENTS FROM THE STAFF

None.

COMMENTS FROM THE COMMISSIONERS

None.

COMMENTS FROM THOSE IN ATTENDANCE

Stacey Smith-Clark, Manager, Child Development Centers, requested for flexibility in determining the compensation rate when hiring temporary employee.

ADJOURNMENT

Mr. Gaylord adjourned the meeting at 5:40 p.m.