CALL TO ORDER
Commissioner McManigal-Ball called the regular session to order at 5:04 p.m.

ROLL CALL
Commissioners Richard Gaylord, Jeannine McManigal-Ball, and Jacqueline Wilvers 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.

Per correspondence received, the Commission will add “Personnel File Business Process” on the next meeting agenda.

APPROVAL OF MINUTES
Motion to approve the minutes of the March 10, 2014 meeting made by Commissioner Gaylord; seconded by Commissioner Wilvers.

Commissioner Wilvers said the changes made were very good and she was in agreement with them.

\textit{Motion carried 3/0.}

PLEDGE OF ALLEGIANCE
Commissioner McManigal-Ball asked Therese Wheeler, AFT Representative, to lead the audience in the Pledge of Allegiance.

PUBLIC COMMENTS
Thomas Hamilton, AFT/LBCCE President, said he had concerns with high-level positions with above average salaries being created when laid-off employees are not being recalled. He stated that employees have had reduction in hours causing them to lose their benefits and instead of the District putting forth an effort in restoring these positions it creates two high-paying Human Resources classifications that would easily cover the salary of four lower-level classified positions.

Therese Wheeler asked that the District keep restoration in mind as it moves forward. Instead of creating higher-end managerial positions, she suggested creating two lower-level positions that would get much more busy work done in Human Resources. Ms. Wheeler inquired if the two HR positions being created were part of a reorganization in the department. She said the bargaining unit had not been made aware of the creation of these positions in advance.

Commissioner Gaylord clarified that Commission does not tell the District what positions they need to run the College effectively. He said the administration decides.

OLD BUSINESS
Establishment of a New Classification, Second Reading
Fitness Center Assistant, Classified Bargaining Member, Range 15

Julie Kossick, Director of Human Resources, submitted for second reading and approval an establishment of a new classification for Fitness Center Assistant. This classification will be placed on the
Classified Bargaining Member Salary Schedule at Range 15.

Connie Sears, Dean of Student Affairs, Kinesiology and Athletics, was present to answer questions.

Commissioner Wilvers asked what was meant by “Supervision of Health and Wellness Center” and if the person filling the position could be held liable for giving instruction.

Motion to approve made by Commissioner Gaylord; seconded by Commissioner Wilvers.

*Motion carried 3/0.*

**NEW BUSINESS**

**Establishment of a New Classification, First Reading**

Human Resources Analyst

Julie Kossick, Director of Human Resources, submitted for first reading an establishment of a new classification for Human Resources Analyst. If approved, this classification will be placed on the Management Team Salary Schedule at Range 12.

Director Kossick began the discussion by listing six positions the Human Resources department had laid-off during the past six years (Business Systems Analyst III; HR Assistant; HR Specialist; HR Technician; Professional Development Coordinator; and Sr. Administrative Assistant, Mandated Costs).

Cindy Vyskocil, Associate Vice President, gave an opening statement on the logistics of this position and said that one of the biggest components of the job will be to assist with negotiations.

Commissioner Wilvers thanked Dr. Vyskocil for answering questions and said the Commission is concerned with the understaffing in Human Resources and glad to hear that no other jobs in the department will be eliminated, vacated or unfilled.

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

*No motion.*

**Human Resources Business Systems Analyst**

Julie Kossick, Director of Human Resources, submitted for second reading and approval an establishment of a new classification for Human Resources Business Systems Analyst. If approved, this classification will be placed on the Management Team Salary Schedule at Range 12.

President Hamilton asked for the date on which the Board approved the staffing of the two new Human Resources positions and requested a copy of the documents showing Board approval signatures.
Commissioner Wilvers said many questions arise regarding job descriptions when they come to the Commission for approval and wondered if the creation of a job description process included an information forum with employees or with Union representatives to discuss reorganizations that are occurring within the College.

Revised Class Specification
10,000 Small Businesses Program Manager

Director Kossick submitted for approval a revised class specification for 10,000 Small Businesses Program Manager. There is no change in salary or hierarchy.

Vivian Shimoyama, Program Director of 10K Small Businesses, was present to answer questions.

Motion to approve made by Commissioner Gaylord; seconded by Commissioner Wilvers.

Motion carried 3/0.

Extension of a Working Out-of-Class Extension
A&R Technician II (B. Skieff)

Director Kossick submitted for approval a working out-of-class extension for Brian Skieff, a permanent employee in the Admissions and Records Technician I classification. Mr. Skieff has worked for a period of ninety (90) days in an Admissions and Records Technician II classification from January 2, 2014 through March 31, 2014. Approval of this request provides work continuity in the Admissions and Records department.

Commissioner Wilvers asked the reason for the extension. Director Kossick explained that Enrollment Services has been implementing a degree audit which created a need for upper level type of work.

Motion to approve made by Commissioner Gaylord; seconded by Commissioner Wilvers.

Motion carried 3/0.

Eligibility List
Administrative Assistant (#14-029)

Director Kossick submitted for approval an eligibility list for Administrative Assistant (#14-029). The list will expire on March 25, 2015.

Motion to approve made by Commissioner Gaylord; seconded by Commissioner Wilvers.

Motion carried 3/0.

ERD Educational Program Coordinator (#14-031)

Director Kossick submitted for approval an eligibility list for ERD Educational Program Coordinator (#14-031). The list will expire on September 24, 2014.

Motion to approve made by Commissioner Gaylord; seconded by Commissioner Wilvers.
Presentation
LBCCD Budget (A. Gabel)

Ann-Marie Gabel, Vice President of Administrative Services, gave a LBCCD budget update presentation.

INFORMATIONAL ITEMS
Next Meeting

Commissioner McManigal-Ball announced that the next meeting would be held on Monday, April 7, 2014 at 5:00 p.m. in the Board Room, T1100, Building T, at the Liberal Arts Campus.

COMMENTS FROM THE STAFF

Director Kossick said the Commission was in receipt of correspondence and would add “Personnel File Business Process” on the agenda for the next meeting.

Director Kossick gave information on the upcoming one day PCASC (Personnel Commission Association of Southern California) Mini-Conference she and the Personnel Commission staff will be attending on May 16, 2014.

Commissioner Wilvers asked Director Kossick if she had a date of when she expected to have the Personnel Commission budget ready for Commission review. Director Kossick said she was waiting for Fiscal Services to send her the information needed to calculate compensation for Personnel Commission staff but other than that there would not be a big change from last year’s budget.

Director Kossick commented on the success of Flex Day and how the array of workshop offerings was much appreciated by the classified staff.

Commissioner Gaylord inquired about the progress of the Personnel Commission Rules and Regulations Committee. Director Kossick said she was waiting for names from the AFT President. President Hamilton provided the names verbally.

COMMENTS FROM THE COMMISSIONERS

Commissioner Wilvers thanked Annalisa Iglesias, Senior Administrative Assistant to the Personnel Commission, for preparing the minutes and said that the revisions suggested are not to reflect on her overall diligence on doing a great job.

Director Kossick offered to provide Board reports to Commissioner Wilvers per her request for a list of new hires.

Commissioner Wilvers said Flex Day had been a very well-coordinated event and she attended very informative sessions.

The Commission thanked Mayra Aguilar, Senior Multimedia Services Technician, for her assistance and hard work.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

President Hamilton spoke on the restoration of classified employees and Ms. Wheeler had questions regarding the 2014 Personnel Commission Association of Southern California (PCASC) as her guest; and inquired about the Personnel Commission budget process.

ADJOURNMENT

Commissioner McManigal-Ball adjourned the meeting 7:22 p.m.