CALL TO ORDER
Ms. McManigal-Ball called the regular session to order at 5:02 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.

PLEDGE OF ALLEGIANCE
Commissioner McManigal-Ball asked Jonathan Eckman, Aquatics Technician, to lead the audience in the Pledge of Allegiance.

APPROVAL OF MINUTES
Motion to approve the minutes of the January 27, 2014 meeting, with corrections, made by Commissioner Wilvers; seconded by Commissioner Gaylord.

Motion carried 3/0.

OLD BUSINESS
None.

NEW BUSINESS
Eligibility List
Student Success Grant Coordinator (#14-023)
Julie Kossick, Director of Human Resources, submitted for approval an eligibility list for Student Success Grant Coordinator (#14-023). The list will expire on February 10, 2015.

Motion made by Commissioner Gaylord; seconded by Commissioner Wilvers.

Motion carried 3/0.

Discussion Items
Role of Confidential Employees
Director Kossick said she added this item to the agenda to follow-up on questions posed at the previous meeting regarding the role of confidential employees. She mentioned that Chapter 3.2.k of the Personnel Commission Rules and Regulations of the Classified Service provides language on the subject. She answered Commissioner Wilvers’ question by stating that supervisors are responsible for the hiring, firing, and evaluating of classified bargaining unit members.

Endorsement of Elected Candidates
A discussion ensued on a Commissioners’ right to endorse a public official, using the title of Personnel Commissioner.

Ms. Kossick said she had done some research on the subject and found that the California Education Code does not limit an individual’s freedom of association or freedom of expression.
Commissioner Gaylord stated he was not willing to give up his constitutional rights as the constitution gives an individual the right not only to use one’s name but also to use one’s position when endorsing a candidate.

Commissioner Wilvers said she thought the Commission’s goal was to be neutral and impartial, in particular when it involved the College and its employees, and was not sure how to proceed after being contacted by a candidate running for a seat on the Board of Trustees. She added that her concern was that the candidate was the opposition for some of the constituent groups on campus.

Commissioner McManigal-Ball asked Commissioner Wilvers not to share any specific information on the subject as she felt using the Personnel Commission meeting as a public forum to discuss politics was extremely inappropriate. She said the Personnel Commission as a body was not going to endorse anyone but as individuals had the right to proceed as they wished.

Commissioner Wilvers shared her concern about creating unintended consequences down the road and was only seeking feedback from her fellow Commissioners.

INFORMATIONAL ITEMS

Next Meeting

Commissioner McManigal-Ball announced that the next meeting would be held on Monday, February 24, 2014 at 5:00 p.m. in the Board Room, T1100, Building T, at the Liberal Arts Campus.

COMMENTS FROM THE STAFF

Director Kossick reminded the audience to save the date on March 18, 2014, for the upcoming staff development workshops being offered to classified staff on Flex Day. She emphasized on the TARS (Time and Attendance Reporting System) workshop and said it was critical for timekeepers to attend because of the changes being made to time reporting due to the Affordable Care Act (ACA). Director Kossick announced that the Classified Employee Recognition Luncheon had been scheduled on May 23, 2014 at 2:00 p.m. in T1200. She thanked Helen Duran, Human Resources Technician, for taking the lead role in coordinating the event.

Annalisa Iglesias, Senior Administrative Assistant to the Personnel Commission, clarified that George Cole’s title had been included to the minutes of the January 27, 2014, and that the correction asked to be made by the Commissioners was unnecessary. She noted that George Cole, Executive Director of CSPCA, was mentioned, with title, in the first paragraph under “Brown Act” in addition to being mentioned, without title, in the sixth paragraph under the same heading.

COMMENTS FROM THE COMMISSIONERS

Commissioner Wilvers inquired about the Personnel Commission budget. She asked for a copy of the most recent adopted budget and for a detailed general ledger. Director Kossick gave an overview on the
Budget process and said she would begin working on the 2014/2015 Proposed Annual Budget of the Personnel Commission in March for Commission approval in April and Board concurrence in May. She noted the completed and approved budget is due to the Los Angeles Office of Education by June 30, 2015.

Commissioner Wilvers said she attended the California School Personnel Commissioners Association (CSPCA) Annual Conference in San Jose and would be attending the Merit Academy, five sessions total, beginning February 22, 2014.

Commissioner Wilvers asked that the Commission consider obtaining an annual membership with the Personnel Commission Association of Southern California (PCASC) as she found most resources and trainings offered were only available to members. She mentioned that the membership would be more beneficial to the Commissioners than it would be to the Director of Human Resources.

Commissioner Wilvers requested a monthly calendar of upcoming events and said she would appreciate receiving it well in advance for planning purposes.

Commissioner Gaylord commented on the recent requests being placed on the Personnel Commission and its staff. He suggested that a list be composed of said requests with the goal of prioritizing the tasks at the next meeting.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

ADJOURNMENT

Commissioner McManigal-Ball adjourned the meeting 5:36 p.m.