CALL TO ORDER  
Commissioner Gaylord called the regular session to order at 4:59 p.m.

PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS  
None

RECESS TO CLOSED SESSION  
The Commissioners recessed to closed session at 5:00 p.m. pursuant to California Government Code section 54957 to discuss a public employee performance evaluation. 
Title: Director, Classified Human Resources

RECONVENE TO OPEN SESSION  
The Commissioners reconvened to open session at 5:22 p.m. The three Commissioners and the Director of Classified Human Resources discussed a public employee performance evaluation. 
Title: Director, Classified Human Resources
No action taken.

PLEDGE OF ALLEGIANCE  
Jonathan Eckman, Aquatic Facilities Technician, led the Pledge of Allegiance.

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

APPROVAL OF MINUTES  
Motion to approve the minutes of the regular meeting of May 4, 2015 made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. Motion carried 3/0.

PUBLIC COMMENTS ON AGENDA ITEMS  
Sheneui Weber, Director, Economic Development, indicated the update to the revised class specification for Director, Global Trade and Logistics reflects the requirement from the Chancellor’s Office about the potential need for international travel. Thus, the requirement of a valid passport was added to the class specification.

OLD BUSINESS  
Annual Budget of Personnel Commission – Correct Version  
$563,767.00  
Fiscal Year 2015-2016  
Director Hasson submitted for adoption the correct version of the Annual Budget of the Personnel Commission, Fiscal Year 2015-2016, showing a total amount of $563,767.00. Dr. Hasson explained this amount was discussed at the public hearing on April 20th but a different version of the annual report was attached to the May 4th Personnel Commission agenda showing the amount of $560,175.00. The correct attachment was submitted with the May 18th meeting agenda for approval and adoption. 
Motion to approve made by Commissioner Wilvers; seconded by Commissioner McManigal-Ball. Motion carried 3/0.
NEW BUSINESS

Eligibility Lists
Career and Technical Education Coordinator (#15-022)

Director Hasson submitted for review and approval the eligibility list for Career and Technical Education Coordinator (#15-022). This list will expire on May 18, 2016.
Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. *Motion carried 3/0.*

Revised Class Specification – First reading
Director, Global Trade and Logistics

Director Hasson submitted for first reading a revised class specification for Director, Global Trade and Logistics. Sheneui Weber, Director, Economic Development, spoke to this item. This item will return on a future agenda for second reading and approval. *No motion.*

INFORMATIONAL ITEMS

Next Meeting

Commissioner Gaylord announced that the next meeting of the Personnel Commission will be held on Monday, June 8, 2015 at 5:15 p.m., in the Senior Center, FF108, on the Pacific Coast Campus. A closed session has been scheduled at 5:00 p.m. to discuss the Director’s performance evaluation.

Classified Staff Luncheon

Commissioner Gaylord reminded the public about the Classified Luncheon on Friday, May 22, 2015 from 12:00 p.m. to 3:00 p.m. in T1200.

COMMENTS FROM THE STAFF

Dr. Hasson followed up on questions the Commissioners had about some of the requests for working out-of-class assignments at the May 4th meeting.
Director Hasson reported on the Associate Director, Foundation and indicated the department received a $1 million dollars in grants which is comprised over 700 scholarships; thus, 700 donors. The employee working out-of-class will interact with over 700 donors during the working out-of-class assignment. Director Hasson indicated the department is looking at revising the existing position of Associate Director, Foundation. She believed the reorganization request will be submitted to the Executive Committee on May 26th.
Director Hasson reported on the Records Specialist position in the International Students Office and indicated the needs of the department were being reassessed. In the meantime, Director Hasson specified it is necessary for the employee to continue working out-of-class to ensure assistance is provided to international students regarding all the documents necessary and related to their immigration status.

Director Hasson welcomed the new Human Resources Manager-Classified, Mrs. Diana Torres, who has recently joined the team and introduced her to the Personnel Commissioners.
COMMENTS FROM THE COMMISSIONERS

Commissioner Wilvers requested the most updated organizational chart for the revised class specification for Director, Global Trade and Logistics second reading at the next Personnel Commission meeting. Commissioner Wilvers specified that a most up-to-date organizational chart should be provided with any class specifications revisions even if the department organization itself was not changed.

Commissioners McManigal-Ball and Wilvers both expressed they are looking forward to the Classified Staff Luncheon on May 22nd.

Commissioner Wilvers mentioned the Personnel Commissioners Association of Southern California (PCASC) Mini-conference on June 5, 2015 that she, Commissioner Gaylord and a few staff members will be attending.

Commissioner McManigal-Ball created a list of items she thought may need revision in the Rules and Regulations and sent it to Director Hasson.

Commissioner Wilvers asked if training will be provided to the supervisors so they would know what their responsibilities are when a substitute is needed and once the pool of candidates has been established. Director Hasson responded the Human Resources Department will be convening with the supervisors and invited Mr. Hamilton to be part of the conversation if he wished to attend.

Commissioner Wilvers thanked Director Hasson for working toward establishing pools of qualified substitutes; she appreciated the shift in customer service.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Thomas Hamilton, LBCCE/AFT President, had questions about the list of Classified Recruitments as of 5/18/15. He commented that the Grounds and Transportation Supervisor was listed twice. Director Hasson clarified that the recruitment was going to be re-opened as only two eligible candidates were identified on the eligibility list. Director Hasson specified the recruitment and position was being evaluated before being advertised again to see if the compensation or other items need adjustments. Dr. Hasson added the recruitment will be reopened as Open and Promotional.

Mr. Hamilton asked for clarification about the Administrative Support LTE/Continuous and Child Care Assistant/LTE Continuous recruitments. Director Hasson answered the intent of these continuous recruitments was to fill in when employees are ill or when a department is waiting for a recruitment to complete. The intention from the Human Resources Department is to be more service-oriented by being able to provide a list of possible substitutes to fill in during short-term needs. Dr. Hasson specified the Child Care center is especially affected since they have mandates to meet with class sizes and class size ratios. Director Hasson added the internal procedure is to first go to the re-employment list to see if there are any potential qualified individuals, then go to the list of eligible candidates.
Mr. Hamilton asked if the responsibility to call a substitute would be on the employee or on the supervisor. Director Hasson indicated the responsibility is on the supervisor under normal circumstances. The supervisor would receive the list of eligible candidates and would call from that list to obtain coverage for the absent employee.

Mr. Hamilton asked if the intent was to generate a pool of qualified employees who will be on-call to substitute for permanent employees. Director Hasson responded yes and that the applicants would pass an exam also open to internal employees; the goal is to establish a pool of qualified candidates that departments can use. Mr. Hamilton asked the Director if this topic could be added to the upcoming EERC meeting agenda.

**ADJOURNMENT**

Commissioner Gaylord adjourned the meeting at 5:48 p.m. with the consent of the members.