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 5:17 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

Susan Trask, Grounds Maintenance Worker, 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 April 20, 2015 made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. Motion carried 3/0.

PUBLIC COMMENTS ON AGENDA ITEMS

Thomas Hamilton, LBCCE-AFT President, asked if the working out-of-class assignment requests could show a start and end date so employees could be aware of the opportunity to work out-of-class. Dr. Hasson replied that each working out-of-class assignment request shows an ending date but understood Mr. Hamilton’s request; in the case we need to extend a working out-of-class assignment beyond 90 days, to offer the opportunity to other employees and not the same individual.

Susan Trask, Grounds Maintenance Worker, asked if working out-of-class assignments were only in the employee’s area, if not, how would employees interested in doing something new get on the list to work out-of-class? Director Hasson replied there is no list but these types of assignments would usually remain within the department. Dr. Hasson added that the hiring authority usually looks for someone who can fill the transitional position (vacancy to be filled or reorganization in progress) and already has some expertise and knows the systems of the department. Dr. Hasson specified that it depends on each situation. For some classifications that are more generalist such as an Administrative Assistant, other people could be selected for the working-out-of-class
Director Hasson submitted for adoption the Annual Budget of the Personnel Commission, Fiscal Year 2015-2016. Motion to approve made by Commissioner Wilvers; seconded by Commissioner McManigal-Ball. *Motion carried 3/0.*

Director Hasson submitted for review and approval the eligibility list for Auditorium Technical Coordinator (#15-046). This list will expire on May 4, 2016. Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. *Motion carried 3/0.*

Director Hasson submitted for review and approval the eligibility list for Accounting Technician I (#15-049). This list will expire on May 4, 2016. Motion to approve made by Commissioner Wilvers; seconded by Commissioner McManigal-Ball. *Motion carried 3/0.*

Director Hasson submitted for approval a working out-of-class extension from May 12, 2015 through May 15, 2015 for Crystal McCutcheon, a permanent employee in the Human Resources Specialist classification, to fill the vacant Human Resources Manager, Classified position. The new Human Resources Manager, Classified will begin on May 18, 2015. The same working out-of-class request was also to extend the employee’s working out-of-class assignment as the Human Resources Manager, Academic from May 18, 2015 through November 18, 2015 or until the Associate Vice President, Human Resources position is filled. Approval of this request would provide work continuity in the Human Resources department. Motion to approve made by Commissioner Wilvers; seconded by Commissioner McManigal-Ball. *Motion carried 3/0.*

Director Hasson submitted for approval a working out-of-class extension from May 1, 2015 through August 31, 2015 for Shyra Compton, a permanent employee in the Scholarship Specialist position, to an Associate Director, Foundation position while the department is in need of additional assistance interacting with donors. Motion to approve made by Commissioner Wilvers; seconded by Commissioner McManigal-Ball. *Motion carried 3/0.*

Director Hasson submitted for approval a working out-of-class extension from May 1, 2015 through July 30, 2015 for Michele Pope, a permanent employee in the Financial Aid Specialist position, to a Financial Aid Supervisor position while the recruitment process is occurring. Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. *Motion carried 3/0.*
Records Specialist (N. Delgado)

Director Hasson submitted for approval a working out-of-class extension from May 1, 2015 through August 31, 2015 for Maria Nelly Delgado, a permanent employee in the International Student Program Admission Technician position, to a Records Specialist position while the department is in need of additional assistance with international student services.

Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. **Motion carried 3/0.**

Advanced Salary Placement Human Resources Manager-Classified

Director Hasson submitted for approval an advanced salary placement for a new hire in the Human Resources Manager, Classified position. Director Hasson spoke to the item.

Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. **Motion carried 3/0.**

Performance Accompanist

Director Hasson submitted for approval an advanced salary placement for a new hire in the Performance Accompanist position. Director Hasson spoke to the item.

Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. **Motion carried 3/0.**

**INFORMATIONAL ITEMS**

**Next Meeting**

Commissioner Gaylord announced that the next meeting of the Personnel Commission will be held on Monday, May 18, 2015 at 5:15 p.m., in the Board Room, T1100, on the Liberal Arts Campus. A closed session has been scheduled at 5:00 p.m. to discuss the Director’s performance evaluation.

**COMMENTS FROM THE STAFF**

Dr. Hasson confirmed that the Classified Luncheon will occur from 12:00 p.m. to 3:00 p.m. in T1200 on May 22, 2015 and that the theme is Mardi Gras. Attendance of employees at the luncheon will be staggered throughout the luncheon time period. We have decided on a self-serve buffet this year. The Management Team is donating gifts for the raffle.

Dr. Hasson reported that the professional development survey results were finalized and they were subsequently sent to all classified employees. Dr. Hasson indicated good input was received and she would present it to the Personnel Commission when she has more information on the subject of Professional Development. Dr. Hasson added she would be meeting with other stakeholders to obtain their input on what the College’s whole Professional Development Program should look like before scheduling a follow-up meeting with AFT. Dr. Hasson mentioned she will be working on calendaring events and shared information regarding the LEAD Academy led by Rose DelGaudio, Vice President of Human Resources.

Dr. Hasson met with the Rules & Regulations Committee on April 28, 2015 and was happy to report that some changes were already drafted. Dr. Hasson indicated that after reviewing the rule on seniority credit when an employee transfers to a related class, the Committee determined that changing the rule would not have an impact as it is a negotiated item.
and the collective bargaining agreement would need to be changed first. Dr. Hasson indicated she, Susan Trask, Therese Wheeler, Corinne Magdaleno, Helen Duran and Mary Olsen-Bell are on the committee (3:3).

Dr. Hasson addressed one of the Commissioners’ comment about going back to the former recruitments list format. Director Hasson specified the recruitment number and the open date were added to the new format. Commissioner Wilvers thanked Dr. Hasson for the changes and asked if staff could also list all known recruitments whether or not we were actively recruiting. Dr. Hasson confirmed staff would list all the recruitments for which she receives a requisition and “TBA” would be indicated when recruitment dates have not yet been solidified.

**COMMENTS FROM THE COMMISSIONERS**

Commissioner Wilvers commented on the working out-of-class extension request for the Human Resources Manager positions (Classified and Academic). She asked if the opportunity could have been extended to other employees as she calculated this assignment being over 13 consecutive months. Dr. Hasson indicated there is no legal limit especially since these are two different positions (Classified vs. Academic). Commissioner Wilvers indicated she would like to see more Human Resources staff offered the opportunity to work out-of-class in the future.

Commissioner McManigal-Ball asked if the employee was receptive to this assignment and if she had been compensated accordingly. Dr. Hasson confirmed it is voluntary and the employee is being compensated accordingly. Commissioner McManigal-Ball asked if there were any negative effects of such assignments. Dr. Hasson responded that the positive side was an opportunity to learn and a great cross-training tool; the negative was anytime we are back-filling positions, we are transitional, which impacts the operations of the department.

Commissioner McManigal-Ball indicated she reviews the Rules & Regulations every Summer and offered to share her notes with the Rules & Regulations Committee. Commissioner Gaylord added that if anybody had suggestions, they could send the information to Dr. Hasson who will share with the Committee. Commissioners McManigal-Ball and Wilvers both commented they were happy about the reconvening of the Rules & Regulations Committee.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None

**ADJOURNMENT**

Commissioner Gaylord adjourned the meeting at 5:55 p.m. with the consent of the members.