CALL TO ORDER
Commissioner Gaylord called the regular session to order at 5:17 p.m.

PLEDGE OF ALLEGIANCE
Mr. Thomas Hamilton, LBCCE/AFT President, 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 June 8, 2015 made by Commissioner Wilvers; seconded by Commissioner McManigal-Ball. Motion carried 3/0.

PUBLIC COMMENTS ON AGENDA ITEMS
Ms. Lou Anne Bynum, Executive Vice President, gave some history about the Director, Superintendent-President’s Office position, which has been on the books since 2004. Since 2005, the position has been maintained as an unfunded vacancy. In 2007, a reclassification study occurred even though the position was vacant. The former Director of College Advancement, Public Affairs & Government Relations absorbed many of the duties as did various Management Team members. This position would provide some support to the President’s Office with handling and coordinating the work internally with the Vice Presidents, overseeing the staff in the President’s Office, and representing the District externally for the various events. The President has an aggressive advocacy role in trying to obtain funds but there is a need to improve in the area of linking the funds externally and internally. This position is funded through the Innovation Grant for the first year and the intent is to obtain external resources to fund it in subsequent years. The Vice Presidents have absorbed some of the duties but do not have the bandwidth necessary to pull everything together to move things forward in terms of the initiatives.

Mr. Hamilton, LBCCE/AFT President, stated his concerns regarding the Director, Superintendent-President’s Office position and its funding while the Classified employees are still being restored, and asked if the Vice Presidents could split the duties. Mr. Hamilton asked for clarification on who will be making decisions in the absence of the President.

Ms. Lou Anne Bynum, reiterated the funding will be from the Innovation Grant for the first year and the District is working on obtaining other grants as well. The Director, Superintendent-President’s Office position will assist with external representation and events. Ms. Bynum will be the one making decisions during the President’s absence as it is part of her duties as the Executive Vice President.
Dr. Gregory Peterson, Vice President, Student Support Services, answered the Commissioners’ questions regarding the Mental Health Clinician class specification.

Dr. Terri Long, Vice President, Academic Affairs, spoke about the Director, Grants, classification that would now be reporting to her department. Dr. Long also answered the Commissioners’ questions.

Ms. Sheneui Weber, Executive Director, Economic Development spoke about the Project Director, Advanced Manufacturing and Engineering Technology Linked Learning and answered the Commissioners’ questions. Ms. Weber asked Director Hasson to consider changing the title to Dr. Hasson’s suggestion—Director, Career and Technical Education (CTE) and Special Projects. Director Hasson suggested discussing the change and possibly adding the word “Grants”. Dr. Hasson indicated the second reading will be on June 29, 2015, at which time the change in the title will be reflected.

**OLD BUSINESS**

**Revised Class Specification – Second Reading**

Director Hasson submitted for second reading and approval a revised class specification for Director, Superintendent-President’s Office. Ms. Lou Anne Bynum, Executive Vice President, spoke to the item. Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. *Motion carried 3/0.*

**Establishment of a New Classification – Second Reading**

Mental Health Clinician

Director Hasson submitted for second reading the establishment of a new classification for Mental Health Clinician. Dr. Peterson spoke to the item. Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. *Motion carried 3/0.*

**Revised Eligibility List**

Senior Office Assistant (#15-045)

Director Hasson submitted for review and approval the revised eligibility list for Senior Office Assistant (#15-045). This list will expire on June 22, 2016. Dr. Hasson spoke to the item. Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. *Motion carried 3/0.*

**NEW BUSINESS**

**Eligibility Lists**

Accounting Technician II (#15-054)

Director Hasson submitted for review and approval the eligibility list for Accounting Technician II (#15-054). This list will expire on June 22, 2016. Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. *Motion carried 3/0.*

**Establishment of New Classifications – First Reading**

Director, Grants

Director Hasson submitted for first reading the establishment of a new classification for Director, Grants. Dr. Long, Vice President, Academic Affairs, spoke to the item. This item will return on a future agenda for second reading and approval. *No motion.*
Project Director, Advanced Manufacturing and Engineering Technology Linked Learning

Director Hasson submitted for first reading the establishment of a new class specification for Project Director, Advanced Manufacturing and Engineering Technology Linked Learning. Dr. Hasson and Ms. Sheneui Weber spoke to the item. This item will return on a future agenda for second reading and approval. **No motion.**

Revised Meeting Schedule/Calendar

Director Hasson submitted for approval the revised calendar for the 2015 Personnel Commission meetings as the next regular meeting of the Personnel Commission of Monday July, 20, 2015 will be rescheduled to Monday, July 13, 2015, at 5:15 p.m. in the Board Room, T1100, on the Liberal Arts Campus. Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. **Motion carried 3/0.**

INFORMATIONAL ITEMS

Next Meeting

A special meeting is scheduled for Monday, June 29, 2015, at 5:15 p.m. in the Board Room, T1100, on the Liberal Arts Campus.

The next regular meeting of the Personnel Commission of Monday July, 20, 2015 has been rescheduled to Monday, July 13, 2015, at 5:15 p.m. in the Board Room, T1100, on the Liberal Arts Campus.

COMMENTS FROM THE STAFF

Director Hasson reported that the Merit System Academy concluded its last session on Saturday, June 20, 2015.

Director Hasson stated the Rules and Regulations Committee will be meeting again on June 24, 2015.

Dr. Hasson reported on the Professional Development—discussions have been continuing. She specified the due date for the Custodian and Maintenance personnel survey was on June 22. The survey was sent out a second time via hard copies to encourage more responses.

COMMENTS FROM THE COMMISSIONERS

Commissioners Wilvers thanked Mrs. Chretien-Shook, Senior Administrative Assistant – Human Resources/Personnel Commission, for doing such a good job on the extensive minutes for the June 8th meeting.

Commissioner Wilvers asked Ms. Bynum what the salary range was for the Director, Superintendent-President’s Office position, how it was determined and if other community colleges had a similar position. Ms. Bynum indicated it has been changed to range 17 following Director Hasson’s recommendation, Ms. Bynum added other colleges may have components of this job but she believes that there is not any college like Long Beach Community College in terms of the activities and initiatives.

Commissioner Gaylord asked why the education requirement was increased to a Master’s degree. Ms. Bynum responded seeking candidates with the academic background, analytical capabilities and problem solving skills with policy which will be an important part of the job.
Commissioner Wilvers asked Dr. Peterson, Vice President, Student Support Services, how the Mental Health Clinician position is coordinating with counseling and the psychologist. Dr. Peterson indicated there is no longer a psychologist on campus as the employee retired and the college went through restructuring during the budget cuts. The Mental Health Clinician will help with students; promoting mental health and wellness. Commissioner Wilvers suggested Dr. Peterson look into the grant through the California Mental Health Authority that may be helpful with supporting some on-campus programs for reducing all kinds of mental health related issues. Dr. Peterson confirmed to the Commissioners the sessions would be free of charge.

Commissioner Wilvers asked about “under direction” in the first part of the job description. Dr. Hasson indicated in modern job descriptions, the reporting authority is not specified as it does not describe the job.

Commissioner McManigal-Ball asked Dr. Peterson if the Mental Health Clinician would be available for on-demand usage. Dr. Peterson answered yes and added the goal was to split the hours between appointments and on-demand needs. The Mental Health Clinician would see students for short periods (about five sessions and ten at the most) and refer them off-campus for long-term care.

Commissioner Wilvers asked Dr. Hasson how many positions are beneath the Senior Office Assistant position as she was surprised there were no internal candidates. She also asked if this position was the same as the former Intermediate Clerk Classification before the title was changed. Dr. Hasson indicated she will provide an answer at the next regular meeting and will bring the Series structure.

Commissioner Wilvers asked Director Hasson if the Director, Grants position was retired and if it was the reason why it was submitted to the Commissioners as a new classification. Dr. Hasson responded the position was eliminated at some point.

Commissioner Wilvers asked if the District was going to retire the Associate Director, Grants position. Dr. Long, Vice President, Academic Affairs, confirmed it was the District’s intent to retire the position and to bring back the Director, Grants position instead as higher qualifications are necessary to coordinate the District’s efforts with grants. Dr. Long added she wasn’t sure if any paperwork had been submitted to actually retire the position at this point.

Commissioner Wilvers asked about The Director, Grants class specification having the “Knowledge of Human Resources practices and labor contract relations” listed and how it would fit in this position. Director Hasson responded that knowing what the practices are regarding transfers, working people in their class and knowing the contract and its implementation is very important. Especially since some grants come with specific conditions that may contradict the Collective Bargaining Agreement.
Commissioner Wilvers asked how many years of funding were left on the grant for the Project Director, Advanced Manufacturing and Engineering Technology Linked Learning position. Ms. Sheneui Weber, Executive Director, Economic Development answered there are four years left and added more grants focused on Career Pathways will come.

Commissioners McManigal-Ball and Wilvers congratulated the negotiation teams about the tentative AFT contract agreement.

Commissioner McManigal-Ball proposed an agenda item for the next regular scheduled meeting as she would like to formulate a committee to investigate the class description of Instructional Associate. This recommendation being in relation to issues that occurred during layoffs and re-hire. The Commissioners and the Director determined this request would fall under “Review of Job Classifications” which could be listed on the agenda to address Commissioner McManigal-Ball’s concerns.

Commissioner Wilvers thanked the Director and the Rules and Regulations Committee for their work and congratulated Dr. Hasson and Mrs. Chretien-Shook for graduating from the Merit System Academy.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mr. Hamilton, LBCCE/AFT President, thanked the Commissioners for their patience and understanding over the past eight months during the contract negotiation period. Mr. Hamilton announced a tentative agreement which has been ratified with the union memberships and which will be submitted to the Board of Trustees on June 23, 2015 for approval.

ADJOURNMENT

Commissioner Gaylord adjourned the meeting at 6:18 p.m. with the consent of the members.