CALL TO ORDER
Commissioner Gaylord called the regular session to order at 5:14 p.m.

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.

Mrs. Diana Torres, Human Resources Manager – Classified, served as the Secretary of the Personnel Commission in the absence of Dr. Hasson, Director, Classified Human Resources.

PUBLIC COMMENTS ON AGENDA ITEMS
Ms. Sheneui Weber, Executive Director, Economic Development, spoke about the Director, Grants in the absence of the new hiring authority—Vice President, Academic Affairs.

Ms. Chretien-Shook, Senior Administrative Assistant – Human Resources/Personnel Commission, indicated Dr. Long, Vice President, Academic Affairs, was present at the first reading on June 22, 2015 and answered the Commissioners’ questions but that was unable to attend this meeting.

Ms. Weber and Mrs. Torres spoke about the Grants Research Analyst and answered the Commissioners’ questions. Mrs. Torres clarified this position is a new classification as the CAED Research Analyst classification still exists in case the department may need it in the future.

OLD BUSINESS
Establishment of New Classifications - Second Reading
Director, Grants

Mrs. Torres submitted for second reading the establishment of a new classification for Director, Grants. Ms. Sheneui Weber, Executive Director, Economic Development, spoke to the item in the absence of the hiring authority—Vice President, Academic Affairs.

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

Director, Career and Technical Education (CTE) Grants and Special Projects (initial title: Project Director, Advanced Manufacturing and Engineering Technology Linked Learning submitted for first reading on June 22, 2015)

Mrs. Torres submitted for second reading the establishment of a new classification for Director, Career and Technical Education (CTE) Grants and Special Projects. Mrs. Torres asked the Commissioners to remove the word “Grants” from the final title.

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

Eligibility Lists

Science Laboratory Equipment Technician (#15-052)

Mrs. Torres submitted for review and approval the eligibility list for Science Laboratory Equipment Technician (#15-052). This list will expire on June 29, 2016.

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

Operations Manager (#15-057)

Mrs. Torres submitted for review and approval the eligibility list for Operations Manager (#15-057). This list will expire on December 29, 2015.

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

Establishment of a New Classification – First reading

Grants Research Analyst

Mrs. Torres submitted for first reading the establishment of a new classification for Grants Research Analyst. Mrs. Torres and Ms. 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, August 10, 2015 at 5:15 p.m. in the Board Room, T1100, on the Liberal Arts Campus.

COMMENTS FROM THE STAFF

Mrs. Torres spoke on behalf of Director Hasson and acknowledged Mrs. McCutcheon for her tremendous support of the Human Resources Department with both the academic and classified functions. Mrs. Torres complimented her energetic and positive attitude, willingness to help and great sense of humor. She added Mrs. McCutcheon will be missed.

COMMENTS FROM THE COMMISSIONERS

Commissioner Wilvers asked if Ms. Sheneui Weber, Executive Director, Economic Development, could speak about the Director, Grants in the absence of the hiring authority—Vice President, Academic Affairs.

Commissioner Gaylord reminded Commissioner Wilvers of the Personnel Commission’s purview which is to approve the position that is being submitted for approval vs. advising the hiring authority of staffing needs. Commissioner Wilvers clarified that her question was only meant to ensure the position has resources to make it successful and asked for her question to be relayed to the hiring authority.

Commissioner Wilvers inquired about the reporting authority for the Operations Manager position. Mrs. Torres indicated this position reports to the Deputy Director, Operations & Maintenance. Commissioner Wilvers commented on the low number of internal applicants for this position and would like to know about the career
ladder and if Director Hasson could let the Commissioners know about the training opportunities at the next meeting. Mrs. Torres responded she will have the organizational chart for the next meeting and will relay the question to Director Hasson.

Commissioner Wilvers asked Mrs. Weber if Ms. Eva Bagg, Dean, Institutional Research, gave her input on the Grants Research Analyst and wanted to know the relationship between this position and Institutional Effectiveness. Ms. Weber answered it will be a very close relationship and will actually be trained by Institutional Effectiveness.

Commissioner McManigal-Ball welcomed Mrs. Torres and thanked Mayra Aguilar, Senior Multimedia Services Technician, and Mrs. Chretien-Shook for supporting the Commission and making the special meeting happen.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mr. Thomas Hamilton, LBCCE/AFT President, commented on the Classified Recruitments List made available at the June 29, 2015 meeting. He noticed the Grants Research Analyst recruitment showed as being on hold and asked for clarification. Mrs. Torres indicated the recruitment list shows all the requisitions we received and this particular recruitment is on hold until the Personnel Commission approves its establishment as a new classification. The second reading will be at the next meeting. Once it gets approved, the recruitment will automatically be opened.

ADJOURNMENT

Commissioner Gaylord adjourned the meeting at 5:34 p.m. with the consent of the members.