**CALL TO ORDER**

Commissioner Gaylord called the regular session to order at 5:01 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 5:20 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**

Dr. Hasson, Director, Classified Human Resources, 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 18, 2015 made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. *Motion carried 3/0.*

**PUBLIC COMMENTS ON AGENDA ITEMS**

Thomas Hamilton, LBCCE/AFT President, had questions about the Director, Superintendent-President’s Office revised class specification that has been submitted for first reading. He wanted to know if this position would duplicate the Executive Assistant’s position and if the Vice-Presidents could help the Superintendent-President if extra help is needed. Mr. Hamilton also commented on the organizational chart as the Board Secretary would report to this position and not the Board of Trustees. Mr. Hamilton expressed his concerns regarding this Management position coming out of the general fund while the Classified employees have been trying to get restored. Mr. Hamilton concluded by asking who is currently doing the job duties.

**OLD BUSINESS**

Revised Class Specification – Second Reading

Director, Global Trade and Logistics

Director Hasson submitted for second reading and approval a revised class specification for Director, Global Trade and Logistics.

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

Eligibility Lists
Financial Aid Advisor (#15-005)
Director Hasson submitted for review and approval the eligibility list for Financial Aid Advisor (#15-005). This list will expire on June 8, 2016.
Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. *Motion carried 3/0.*

Instructional Aide, Student Success (#15-051)
Director Hasson submitted for review and approval the eligibility list for Instructional Aide, Student Success (#15-051). This list will expire on June 8, 2016.
Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. *Motion carried 3/0.*

Senior Office Assistant (#15-045)
Director Hasson submitted for review and approval the eligibility list for Senior Office Assistant (#15-045). This list will expire on June 8, 2016.
Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. *Motion carried 3/0.*

Custodian (#15-047)
Director Hasson submitted for review and approval the eligibility list for Custodian (#15-047). This list will expire on December 8, 2015.
Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. *Motion carried 3/0.*

Extension of Working Out-of-Class Assignment
SBDC Regional Director (T. Mittan)
Director Hasson submitted for approval a working out-of-class extension from August 17, 2015 through September 18, 2015 for Timothy Mittan, a permanent employee in the SBDC Associate Director position, to fill the vacant SBDC Regional Director position. Sheneui Weber, Director, Economic Development, spoke to the item.
Motion to approve made by Commissioner McManigal-Ball; seconded by Commissioner Wilvers. *Motion carried 3/0.*

Establishment of a New Class Specification – First reading
Mental Health Clinician
Director Hasson submitted for first reading the establishment of a new class specification for Mental Health Clinician. Dr. Hasson spoke to the item in the absence of the hiring authority.
This item will return on a future agenda for second reading and approval. *No motion.*

Revised Class Specification – First reading
Director, Superintendent-President
Director Hasson submitted for first reading a revised class specification for Director, Superintendent-President. Dr. Hasson spoke to the item in the absence of the hiring authority.
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 22, 2015 at 5:15 p.m., in the Board Room, T1100, on the Liberal Arts Campus.

COMMENTS FROM THE STAFF

Dr. Hasson extended her gratitude to the Personnel Commission Staff, Personnel Commissioners and the AFT leadership for making the Classified Employee Luncheon a success.

Dr. Hasson indicated we are making very positive steps on professional development.

Director Hasson reported that the Committee had been plugging away at reviewing the Rules and Regulations and thanked Commissioner McManigal-Ball for the very useful feedback she had provided. Susan Trask, Ground Maintenance Worker, commented on finalizing three of the items Commissioner McManigal-Ball listed and that the Rules and Regulations Committee will keep her updated.

Director Hasson thanked the Commissioners and the staff for attending the Personnel Commissioners Association of Southern California (PCASC) Mini-Conference on June 5th and commented on Mr. Hamilton’s team being in the finals for the Merit System Trivia Bowl.

COMMENTS FROM THE COMMISSIONERS

Commissioner Wilvers thanked Director Hasson for providing the organizational chart for the revised class specification for Director, Global Trade and Logistics second reading.

Commissioner Wilvers indicated how glad she was to see an open and promotional examination for the Financial Aid Advisor eligibility list (#15-005).

Commissioner Wilvers asked Director Hasson for the rationale for having an open examination for the Instructional Aide, Student Success (#15-051) and if the position was an entry-level position. Director Hasson confirmed it was an entry-level position and the open examination determination was based on the Field of Competition that was approved recently by the Commission. Dr. Hasson added that the District didn’t have any lower positions that would be eligible.

Commissioner Wilvers asked Director Hasson for the rationale for having an open versus an open and promotional examination for the Senior Office Assistant position (#15-045) as she believed the District has lower clerical positions which could be eligible. Director Hasson indicated she will obtain additional information on this item and will report it at the next meeting.

Commissioner Wilvers asked Ms. Weber, Director, Economic Development, who has been filling in for Mr. Mittan’s position as
the SBDC Associate Director while he is working out-of-class as the SBDC Regional Director. Ms. Weber indicated he has been filling both positions; however, his scope of responsibility has been limited as it pertains to the duties of the SBDC Regional Director.

Commissioner Wilvers asked Director Hasson if the hiring authority could be present at the next meeting to answer the commissioners’ questions regarding the Mental Health Clinician class specification. Commissioner Wilvers also suggested we add a knowledge requirement of the HIPAA (Health Insurance Portability and Accountability Act) regulations. She also thanked Dr. Hasson for including the organizational chart.

Commissioner Wilvers asked Director Hasson when the Director, Superintendent-President’s Office position was last filled, if this position would come out of the general fund and who has been doing the job. Dr. Hasson indicated she would obtain additional information as to when the position was last filled and will report at the next meeting. Director Hasson replied the position would be paid from general funds. Regarding the duties, Dr. Hasson stated they had been absorbed by various administrators; however, many of the duties are just not being addressed.

Commissioner Gaylord addressed Mr. Hamilton’s concerns regarding the Director, Superintendent-President’s Office class specification and reminded him of the Personnel Commission’s purview. Commissioner Gaylord recommended to have this discussion directly with the President’s Executive Committee. Commissioner Gaylord asked Director Hasson if she could ask Ms. Lou Anne Bynum, Executive Vice President, College Advancement & Economic Development, to speak on this item for the second reading on June 22nd.

Commissioner McManigal-Ball commented on the phenomenal Classified Luncheon between the great food and the wonderful spirit; she added it was the best Classified Luncheon so far. Commissioner McManigal-Ball thanked everyone who helped with the luncheon.

Commissioner McManigal-Ball talked about the importance of the current week with graduations. She acknowledged and thanked all the staff working on graduation and all the efforts put into it. Commissioner McManigal-Ball congratulated the graduates on their success and thanked all the Classified staff for making it such a special day and event.

Commissioner Wilvers also commented on the Classified Luncheon which she thought was a fabulous function where everybody had fun and where the Classified employees felt valued and celebrated. Commissioner Wilvers thanked the Director and her team for the great job in planning and executing the event.
Commissioner Wilvers indicated the mini-conference was very informative and was happy to see Long Beach City College being greatly represented as we had the largest group attending this conference so far.

Commissioner Wilvers thanked the Rules and Regulations Committee for their work and acknowledged it being a tedious yet very important project.

Commissioner Gaylord commented on the Classified Luncheon as well and indicated it was the best in fifteen years and thanked everyone for collaborating on this event.

Commissioner Gaylord mentioned the speaker from Southwest Airlines at the mini-conference who greatly promoted the team work and made a lot of points on collaboration and its benefits, some of which were efficiency and effectiveness.

Commissioner Gaylord concluded with telling Director Hasson how the commissioners appreciate having Dr. Hasson as part of the Long Beach Community College team as her presence has already made such a difference. Commissioner Gaylord reported on some feedback the commissioners received from the employees; they interpret Dr. Hasson as someone they can trust, which is very important. Commissioner Gaylord thanked her.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None.

**ADJOURNMENT**

Commissioner Gaylord adjourned the meeting at 5:50 p.m. with the consent of the members.