

LONG BEACH COMMUNITY  
COLLEGE DISTRICT  
PERSONNEL COMMISSION

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**ANNUAL REPORT**  
**2015 - 2016**

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Long Beach, CA 90808  
[www.lbcc.com](http://www.lbcc.com)

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# Long Beach City College's Mission

Long Beach City College is committed to providing equitable student learning and achievement, academic excellence, and workforce development by delivering high quality educational programs and support services to our diverse communities.

## Values

### ***Purposeful***

The College provides students clear pathways and support to attain their career and educational goals.

### ***Focused***

The College embraces a long-term commitment to innovative student success.

### ***Nurturing***

The College provides an environment in which students, faculty, and staff build relationships that are understanding and supportive.

### ***Connected***

The College is recognized as integral to an inclusive, vibrant, and prosperous local, regional, and global community.

### ***Respectful***

The College values and celebrates the exemplary contributions of faculty, staff, and its community partners in supporting students.

## Statement of Ethics

We, members of the Long Beach Community College District Personnel Commission and staff believe:

- We exercise our responsibilities within all applicable Federal and State Law.
- Equal opportunity should be provided to ALL and ALL shall be allowed to present their qualifications under a system of merit selection.
- Efficiency of the classified service begins with individual responsibility to a shared ethical and work-related commitment by all employees in the workplace.
- As leaders in support of the Merit System, we set the ethical tone by our personal conduct and our institutional leadership.
- Implicit in our support of the Merit System is our obligation to administer state and federal laws honestly in the mutual interest of the citizens, elected representatives, management, and employees.
- We should continue to seek, through state legislation and local policies, rules and processes which will further the interests of efficiency and fairness under the Merit System guidelines.
- We should conduct ourselves both on and off the job in such a manner as to create faith in the objectivity and impartiality of our decisions.

# Personnel Commissioners & Director, Classified Human Resources

## **Jeannine McManigal-Ball – Chairperson**



Ms. Jeannine McManigal-Ball is the Commissioner's Appointee of the Board of Trustees and Classified Employee's Union. She graduated from Long Beach City College before receiving her Bachelor's Degree from the University of Southern California, a Master's Degree from Cal State Long Beach and an Administrative Credential from the University of California at Irvine. She is a department chair at Los Alamitos High School and has been an active union member for over 30 years.

## **Richard F. Gaylord – Vice Chairperson**



Mr. Richard Gaylord is the Board of Trustees' appointee. He has been a California licensed real estate broker for more than 35 years and served as President of both the California and the National Associations of REALTORS®. Mr. Gaylord has been active in numerous community organizations having served as Chairman of both the City of Long Beach Civil Service and Planning Commissions. He also served as Chairman of the State of California Board of Behavioral Science Examiners. In addition to other honors and awards, Mr. Gaylord received the 2015 Lifetime Achievement Award from the Long Beach Branch of the NAACP.

## **Uduak-Joe Ntuk - Member**



Mr. Uduak-Joe Ntuk is the Classified Employee's Union appointee. Mr. Ntuk is the Petroleum Administrator for the City of Los Angeles and teaches at California State University, Long Beach as an Adjunct Faculty Member in the Chemical Engineering Department. He graduated from St. Anthony High School and Long Beach City College, before earning his Bachelor's Degree in Chemical Engineering from Cal State Long Beach and Master's Degree in Petroleum Engineering from the University of Southern California.

## **Monalisa Hasson, Ed.D. – Director, Classified Human Resources**



Dr. Monalisa Hasson has served the Long Beach City College as Director, Classified Human Resources since February 2015. In this role, she serves as executive officer of the classified service for the Personnel Commission. Prior to joining the College, Dr. Hasson served students for over 26 years at the K-12 level in various roles including ten years as Assistant Superintendent of Human Resources. Dr. Hasson completed her undergraduate program in Business Management at Mt. San Antonio College and the University of Phoenix. She earned her Master's Degree in Educational Leadership from Pepperdine University where she also completed her Tier I Administrative Service Credential. Monalisa also holds a vocational/career technical teaching credential in Personnel Administration. Dr. Hasson earned her educational doctorate degree in Educational Leadership with an emphasis on K-12 Urban Education from the University of Southern California where she also completed her Tier II Administrative Service Credential.

# A Merit System District

The Merit System was established at LBCCD in July of 1978, by act of the Classified Employees of the College, according to California Education Code §88000 - §88180. At LBCCD, excellence in the support of public education is the ultimate goal of the Merit System. Guiding this achievement are the following general principles:

- Hire and promote employees on the basis of ability, with open competition in initial appointment.
- Prevent appointments to positions based upon politics or personal favoritism.
- Ensure that employees doing like work are similarly classified and receive like pay.
- Provide fair and impartial personnel rules and consistency of administration of the rules.
- Assure fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, gender, age, or religious creed, and with proper regard for their privacy and constitutional rights as citizens.
- Impartial hearing of appeals on disciplinary actions.
- Career service employees are encouraged to remain with and to promote within the College in an effort to retain the services of qualified employees.



# Administering The Merit System

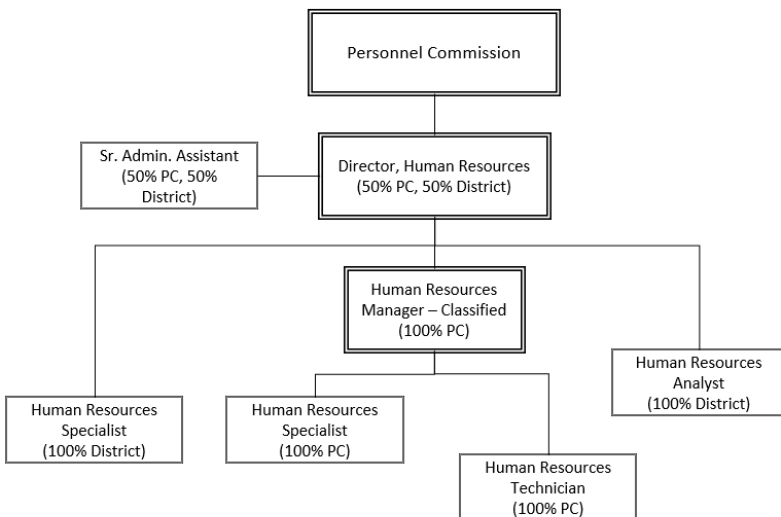
The Personnel Commission plays a critical role in the selection of LBCCD's excellent classified staff. Working through its Director, the Commission has a threefold responsibility:

- To cooperate with the governing board and administrators in the quest for competent employees and best practices in personnel administration;
- To represent the interests of the general public by providing a personnel system dedicated to hiring and retention of highly qualified/competent workers in the service of the jurisdiction, and
- To see that classified employees receive fair and equitable treatment.

The focus of the Personnel Commission for the 2015-2016 school year was to review and revise the Personnel Commission Rules and Regulations, broaden recruitment efforts by utilizing LinkedIn, strengthen professional development efforts, streamline recruitment processes, and to continue to enhance customer service.

In focusing on recruitment and selection, we extend our gratitude to the many individuals who so generously gave their time and expertise to serve as subject matter experts. Commitment to excellence truly is visible in the workforce of the Long Beach Community College District.

## Personnel Commission Organizational Chart



# Personnel Commission Annual Budget

<b>Annual Financial and Budget Report</b>			
<b>Fiscal Year 2015 - 2016</b>			
<b>Expenditure by Object</b>	<b>Column I 2013 - 2014 Actual* (dollars only )</b>	<b>Column II 2014 - 2015 Actual* (dollars only )</b>	<b>Column III 2015 - 2016 Budget (dollars only )</b>
<b>2000 Classified Salaries<sup>1</sup></b>			
Commission Members <sup>2</sup>	\$3,888.00	\$4,450.00	\$4,400.00
Director	69,866.00	54,815.00	69,693.00
Secretaries, Clerks	271,010.00	249,292.00	237,670.00
Other	9,525.00	2,761.00	5,100.00
<b>3000 Employee Benefits</b>	151,595.00	120,206.00	148,579.00
<b>Subtotal</b>	505,884.00	431,524.00	465,442.00
<b>4000 Supplies and Equipment Replacement</b>	19,543.00	11,276.00	33,250.00
<b>5000 Operating Expenses</b>	21,909.00	29,741.00	53,750.00
<b>6000 Equipment</b>		3,429.00	11,325.00
<b>Subtotal</b>	41,452.00	44,446.00	98,325.00
<b>Appropriation for Contingencies <sup>3</sup></b>			
<b>Total Expenditures</b>	\$547,336.00	\$475,970.00	\$563,767.00

\*Actual Expenses in Columns I & II.

# Classifications Created in 2015-2016

Application Administrator

Applications Development Analyst IV\*

Associate Director, Scholarship and Outreach

Deputy Director, Facilities Rentals & Grounds\*

Director, Career Pathways Support Services

Executive Director, Small Businesses and Entrepreneurship Programs\*

Functional Lead Analyst – Fiscal Services

Functional Lead Analyst – Human Resources

Functional Lead Analyst – Student Support Services

Career Pathways Coordinator

Grants Research Analyst

Program Director, Adult Education

Reprographics and Mail Assistant\*

Student Support Help Desk Program Manager

**\*Approval of new classification did not result in new position. Allocated position was filled with new classification.**



# Annual Report of Recruitment Activities

10,000 Small Businesses Alumni Manager

10,000 Small Businesses Associate Director (2)

Academic Administrative Assistant

Accountant

Administrative Assistant

Administrative Support Specialist

Admission & Records Technician I

Admissions & Records Technician II

Application Administrator (3)

Applications Development Analyst IV OR V

Applications Development Analyst V (2)

Associate Director, Scholarship and Outreach

Business Client Supervisor (2)

Business Systems Analyst IV

Buyer

Career Pathways Coordinator

Career Pathways Manager

Child Care Assistant (2)

Child Development Center Teacher

Custodian

Director Global Trade & Logistics

Director, Career and Technical Education and Special

Director, Career Pathways Support Services

Director, Grants

Director, Student Discipline and Student Life

Director, Student Health Services and Student Life

Director, Superintendent-President's Office

Director, Workforce Development

Enrollment Services Supervisor

Enrollment Specialist

ERD Education Program Coordinator

Executive Assistant

Facilities Maintenance Manager

Financial Aid Specialist

Functional Lead Analyst - Human Resources

# Annual Report of Recruitment Activities

Functional Lead Analyst - Student Support Services

Functional Lead Analyst - Fiscal Services

Grounds and Transportation Supervisor

Grounds Maintenance Worker

Human Resources Analyst

Human Resources Specialist

HVAC Mechanic

Instructional Assistant

Instructional Lab Support Technician

Irrigation & Grounds Maintenance Technician

Matriculation Aide

Mental Health Clinician

Nurse

Parking Services Coordinator

Personnel Commissioner

Planning Systems Analyst I

Program Director, Adult Education

Program Director, Small Business Development Center (SBDC)

Program Manager-10,000 Small Businesses

Reprographics and Mail Assistant

Research Analyst II

SBDC Regional Director (2)

Scholarship Specialist

Senior Accountant

Senior Network Administrator

Senior PeopleSoft Database Administration (DBA)/Systems Mgr.(2)

Senior Technical Support Specialist

Sports Information Specialist

Student Support Services Aide

Upward Bound Program Supervisor

Warehouse Worker

Web Developer II

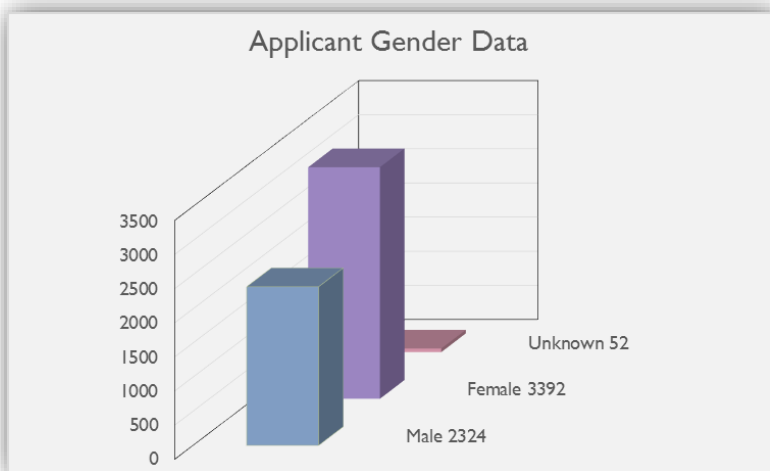
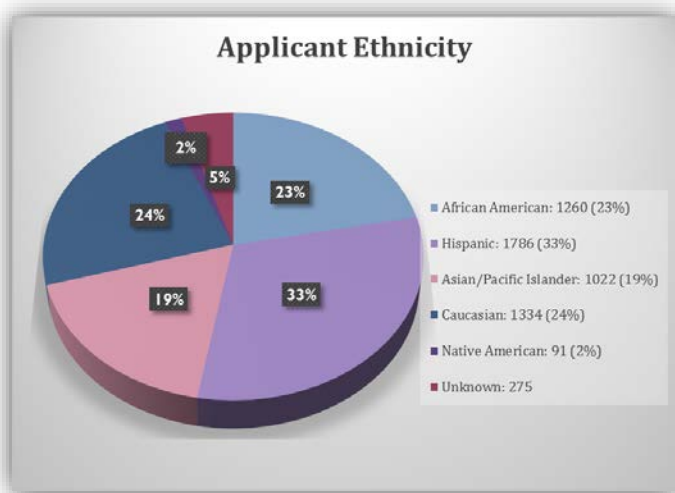
Workforce Development Program Specialist

Workforce Development Training Coordinator

Workforce Development Training Manager (3)

# Recruitment Statistics

<b>Recruitment Statistics</b>	<b>14-15</b>	<b>15-16</b>
<i>Number of Recruitment</i>	61	80
<i>Number of Applicants</i>	4527	5768
<i>Applicants Tested</i>	1803	2030
<i>Applicants Interviewed</i>	733	609
<i>Applicants Eligible</i>	420	323
<i>Eligibility Lists Certified</i>	59	68
<i>Number of Applicants Hired</i>	92	68



# Classified Diversity & Employee Demographics

## Classified Staff Diversity – Demographics

Classified	2011/12	2012/13	2013/14	2014/15	2015/16
African American	14.93%	14.00%	14.00%	14.00%	13.00%
Hispanic	21.75%	23.00%	24.00%	24.00%	26.00%
Asian/Pacific Islander	15.14%	18.00%	18.00%	18.00%	19.00%
Caucasian	46.70%	44.00%	42.00%	42.00%	40.00%
Native American	1.48%	1.00%	2.00%	2.00%	2.00%
<b>Total Diversity</b>	<b>53.30%</b>	<b>56.00%</b>	<b>58.00%</b>	<b>58.00%</b>	<b>60.00%</b>
<b>Number Hired</b>	<b>31</b>	<b>32</b>	<b>91</b>	<b>75</b>	<b>68</b>
<b>Number of Classified</b>	<b>416</b>	<b>377</b>	<b>394</b>	<b>405</b>	<b>434</b>

## Classified Management Diversity - Demographics

Management	2011/12	2012/13	2013/14	2014/15	2015/16	2015/16 Classified Only
African American	12.24%	14.00%	13.00%	12.00%	14.00%	14.00%
Hispanic	14.29%	16.00%	15.00%	17.00%	15.00%	15.00%
Asian/Pacific Islander	22.45%	21.00%	21.00%	19.00%	22.00%	27.00%
Caucasian	51.02%	49.00%	51.00%	52.00%	49.00%	45.00%
Native American	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Diversity</b>	<b>48.98%</b>	<b>51.00%</b>	<b>49.00%</b>	<b>48.00%</b>	<b>51.00%</b>	<b>56.00%</b>
<b>Number Hired</b>	<b>19</b>	<b>10</b>	<b>5</b>	<b>22</b>	<b>19</b>	<b>11</b>
<b>Number of Management</b>	<b>103</b>	<b>91</b>	<b>92</b>	<b>101</b>	<b>106</b>	<b>96</b>

Working  
Out Of Class  
29

Distributed &  
Tracked Evaluations  
218

Resignations/  
Retirements  
52



Employment

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**Actions**

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Processed



Transfers  
52

Reinstatement from  
Layoff  
6

Change  
in  
Assignment  
4

# Professional Development

## Classified New Employee Orientation

The New Employee Orientation program is designed to provide a comprehensive induction into the Long Beach City College with the purpose of providing information and resources to support staff and student success. The orientation includes an overview of the history of the College followed by information on business support services, communications and marketing, customer service, district policies, district publications, employee benefits, performance evaluations, facilities, Long Beach City College Foundation, holidays/leave reporting, IT Help Desk, employee wellness, personnel commission role, payroll, personnel processes, professional development, professional expectations, student health services, union/collective bargaining agreement. The orientation culminates with a tour of the campus.

## Annual Classified Luncheon



Classified staff were honored for their contributions to the college at the Annual Classified Luncheon. This year's theme was Western Roundup which included delicious food, games, music, dancing, and most importantly, a relaxed setting to engage with each other.

## Classified Professional Development Days

Human Resources is excited to provide classified and confidential staff with trainings to promote success in current or future positions. Classified professional development days have been established to provide trainings and workshops in software, safety, wellness, customer service, effective communication, first aid, goal setting, and self-empowerment. For the 2015-2016 academic year, the District held two (2) successful professional development days on September 22, 2015 and March 15, 2016.



## Computer and Office Studies (COS) Workshops



In collaboration with the department Computer and Office Studies, the District was able to provide classified staff the opportunity to receive extended training on the most current Microsoft Office Suite programs and other related software, ergonomics, working in difficult environments, and cybersecurity. Trainings occurred from October 2, 2015

through December 4, 2015.

# Classified Service Recognition

## *40 Years*

*Linda Brett*

## *35 Years*

*Ruth C. Abair*

## *30 Years*

*Kevin M. Kearney*

*Lily Hue Nguyen*

*Yolanda C. Fernandez*

## *25 Years*

*Laura J. Miller*

*Sem Chao*

*Vicki A. Lerch*

*Kathie A. Atwood*

*Marie A. Monaus*

## *20 Years*

*Ronald J. Estacio*

*David C. Mendoza*

*Patricia A. Johnson*

*Deborah L. Boyle*

*Marcia L. Nystrom*

*Graciela D. Mendoza*

*Arne F. Nystrom*

*Laura L. Compian*

*Jose L. Hernandez Alcala*

*Anthony W. Napolillo*

## *15 Years*

*Karen M. Harada*

*Mumtaz Hasan*

*Oscar Santoscoy*

*Daniel J. Blincoe*

*Leslie A. Heber*

*Dara E. Alavarez*

*Julie Chao*

*Lizbeth R. Zuniga*

*Shirley M. Brown*

*Christopher J. Ruiz*

*Ronald M. Lebfrom*

*Carey V. Brooks*

*Markesha Taylor*

*Carl M. Garner*

# Classified Service Recognition

(Continued...)

## 10 Years

*James Welton  
Gary D. Rathburn  
Kenton D. Chong  
Bunseth Thip  
Felicia L. Jefferson  
Judith I. Quilaton  
Diane M. Swendell  
Michael C. Smith  
Dawn M. Truesdelle  
Joanna R. Rudolph  
Timothy Wootton  
Janice B. Grass  
Brian Skieff*

*Lisa A. Edmunds  
Sulicarina Serrano  
Alejandro Rodriguez  
Michael C. Morgan Sr.  
Allison Brown  
Charmaine C. Devera  
James M. Firtzgerald  
Trelton J. Spencer  
Susana Mendez  
Paul M. Tianpiboonsiri  
Margaret Padron  
Daniel S. Gilpatrick  
Keishon Martin*

*Demetre M. Dovalis II*

## 5 Years

*Megan E. Keebler  
Ted E. Hiatt  
Curtis C. Preuss  
Thomas J. Nyssen  
Chester K. Britt Jr.  
Jonah L. Lopez  
Douglas C. Thoin  
Sandra S. Salina*

*Andrew E. Fuenmayor  
Steve K. Boede  
Laura L. Rantala  
AlecSandria Colchico  
Warren L. Hardy Jr.  
Linh M. Perlas  
Gissel Ibarra  
Annie C. Mejia*

*Whitney L. Shanklin*



# Outstanding Colleagues

Cathy  
Doles



ADMISSIONS & RECORDS TECHNICIAN II - ADMISSION & RECORDS



Cathy Doles always manages to greet students with a smile on her face. She is friendly to

everyone. Students walk away from Cathy with their questions answered and a feeling that someone at this college genuinely cares about them, because she DOES genuinely care about them. She is compassionate and has a generous giving spirit. She also brings a lot of happiness to her co-workers by coordinating get-togethers and bringing in homemade snacks to lift staff

morale. She's a dedicated, hard-working employee and the college is so lucky to have her. She deserves to be acknowledged for going above and beyond in her every day dealings with students and staff.

Janet Falcon always goes above and beyond her duties, taking responsibility for processes and programs outside of typical

work requirements. She leads the Spring Olympics planning and implementation process. This is the new annual employee team building event, which typically takes place in April/May of each year. The amount of work that goes into this event is staggering. Janet also coordinates many projects within Administrative Services while maintaining an immensely positive attitude. Her sense of humor is second to none and she always responds quickly and professionally. She is an incredible asset to the department and the college.

Janet  
Falcon



EXECUTIVE ASSISTANT - ADMINISTRATIVE SERVICES



# Notes

## Please Visit Us



Human Resources and the Personnel Commission are located in the T Building at the Liberal Arts Campus.

Liberal Arts Campus

4901 East Carson Street, Long Beach, CA 90808

Pacific Coast Campus

1305 East Pacific Coast Highway, Long Beach CA 90806

Phone: (562) 938-4372

Web: [www.lbcc.edu/PersonnelCommission](http://www.lbcc.edu/PersonnelCommission)

Tips For Success:

<http://www.lbcc.edu/PersonnelCommission/tipsforsuccess.cfm>