



LONG BEACH
CITY COLLEGE



Personnel
Commission

ANNUAL REPORT

2024–2025

Personnel Commission Office
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A Message from our Chair and Executive Director

Greetings,

It is our privilege to present the Long Beach City College Personnel Commission's 2024–2025 Annual Report.

This past year, with the support of our dedicated staff and partners, we achieved significant milestones and continued to advance our mission of providing consistent, equitable, and transparent services for our classified professionals. Highlights include:

- Strengthening the recruitment process to improve efficiency, transparency, and equity.
- Initiating updates to the Personnel Commission Rules and Regulations, beginning with critical chapters to ensure legal compliance.
- Collaborating with stakeholders to maintain accurate and consistent seniority lists.

- Enhancing training and communication tools to support employees, managers, and stakeholders in navigating merit system processes.
- Hosting an appreciation luncheon to honor our outstanding classified professionals.

These accomplishments reflect our ongoing commitment to service, consistency, and excellence. We are especially grateful for the strong collaboration and support of the Board of Trustees, District leadership, LBCCE/AFT/AFL-CIO union partners, and the Personnel Commission and Human Resources teams.

Looking ahead, our priorities for 2025–2026 focus on completing the management classification and compensation study, advancing critical rule revisions, and streamlining recruitment and examination processes—all while deepening partnerships with our stakeholders to ensure a fair, equitable, and sustainable merit system for the future.

On behalf of the Personnel Commission, we thank you for your continued support, collaboration, and shared commitment to our classified professionals. Together, we uphold the integrity of the merit system and contribute to the enduring success of Long Beach City College.

Jeff Kellogg

Chair of the Personnel Commission

Caroline Chretien

Executive Director,
Classified Human Resources



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MISSION

Long Beach City College is committed to empowering our students to become active, ethical participants in their learning, as well as in the democratic structures that give them voice and agency in shaping their society and world.

In an environment that is caring, supportive, and inclusive, LBCC promotes equitable learning and educational achievement by delivering innovative, high-quality degree programs, certificate programs, holistic support services, and leading-edge workforce preparation for our diverse communities.

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 laws.
- 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 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 MeritSystem 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.

VALUES

Teaching and Learning

Academic Excellence,
Equitable Student Learning
and Success, Connectivity

Diversity, Equity, Inclusion, and Accessibility

Anti-racism and Social
Justice, Diversity, Equity,
Inclusion, Culture of Care

Collaboration and Community

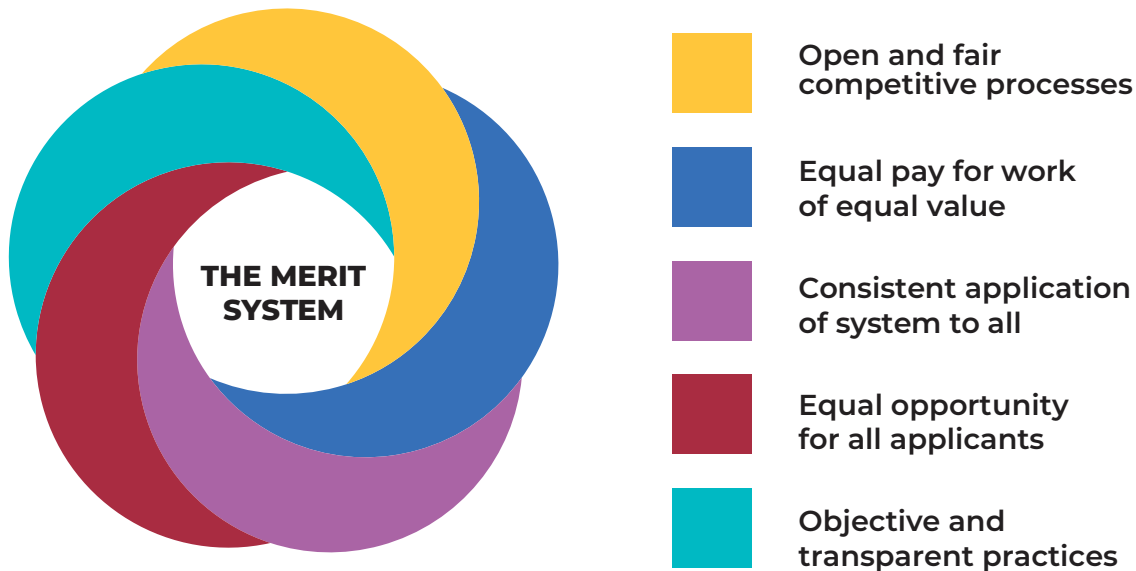
Participatory Governance,
Community Partnerships,
Workforce Development

Creative Leadership and Exploration

Innovation, Sustainability,
Global Citizenship

The Merit System at LBCC

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 LBCC, excellence in the support of public education is the ultimate goal of the Merit System.



Administering the Merit System

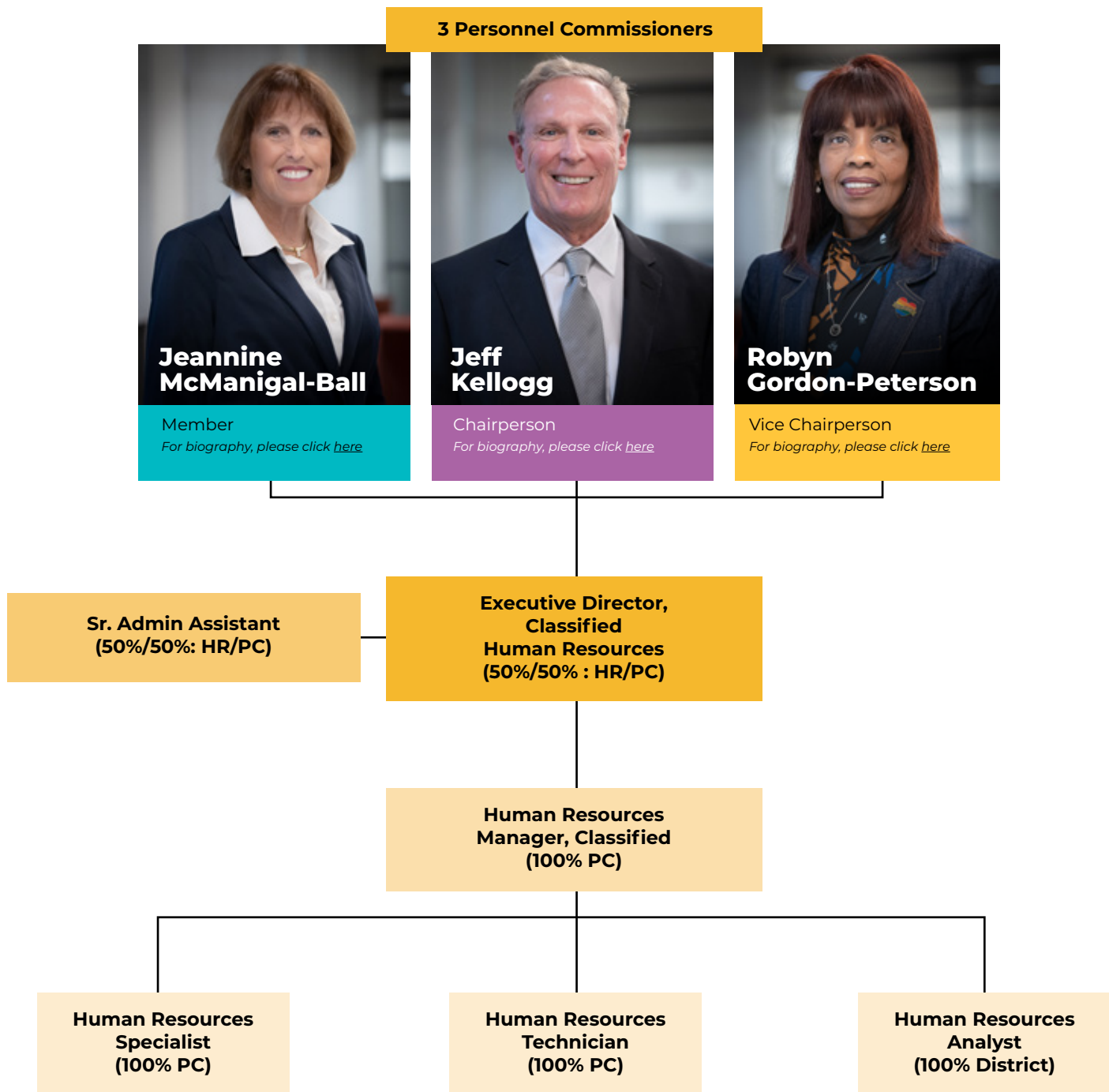
The Personnel Commission plays a critical role in the selection of LBCC's excellent classified staff. Working through its Executive Director, the Commission has a threefold responsibility:

- 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 retaining 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 2024–25 academic year was on strengthening recruitment processes, advancing rule revisions to ensure legal compliance, and collaborating with stakeholders to maintain accurate seniority lists. The Commission also expanded outreach with DEIA-focused strategies, enhanced training and communication tools to better support employees and managers, and hosted an appreciation luncheon to honor classified professionals.

We are grateful for the expertise of these subject matter experts and extend our gratitude to the many individuals who so generously gave their time to serve as raters. Commitment to excellence truly is visible in the workforce of the Long Beach Community College District.

Personnel Commission Organizational Chart



The Executive Director, Classified Human Resources, reports to the Personnel Commission as well as the Human Resources Administration. This dual reporting structure ensures the pre- and post-employment functions for all Classified employees are effective and efficient. Both the Personnel Commission and Human Resources Administration work in tandem for seamless services to Classified job seekers, applicants, and 3 employees.

Personnel Commission Annual Budget

Annual Financial and Budget Report Fiscal Year 2024-25			
Expenditure by Object	2022-23 Actual*	2023-24 Actual or Estimated*	2024-25 Budget*
2000 Classified Salaries			
Commission Members	\$3,450.00	\$3,050.00	\$4,400.00
Director	60,150.00	86,938.00	90,621.00
Secretaries, Clerks	323,277.00	329,076.00	348,822.00
Other	0.00	0.00	0.00
3000 Employee Benefits	181,078.00	233,334.00	252,964.00
Subtotal	567,955.00	652,398.00	696,807.00
4000 Supplies and Equipment Replacement	10,796.00	18,711.00	21,050.00
5000 Operating Expenses	26,798.00	29,408.00	65,950.00
6000 Equipment	1,867.00	605.00	11,325.00
Subtotal	39,461.00	48,724.00	98,325.00
Appropriation for Contingencies			
Total Expenditures	\$607,416.00	\$701,122.00	\$795,132.00

*Round to the nearest dollar

For more information on the 2024-2025 Personnel Commission budget,
you can access the April 22, 2024 presentation using this link:

[https://go.boarddocs.com/ca/lbcc/pcom/Board.nsf/files/D4H47X0A3C8F/\\$file/4.22.24%202024-25%20PC%20Annual%20Budget%20Presentation.pdf](https://go.boarddocs.com/ca/lbcc/pcom/Board.nsf/files/D4H47X0A3C8F/$file/4.22.24%202024-25%20PC%20Annual%20Budget%20Presentation.pdf)



Recruitment Activities

The recruitment lifecycle requires coordination and customer service.

Our Personnel Commission Staff confers with hiring authorities, determines recruitment strategies, develops and coordinates mentor outreach and recruitment programs, selects publications for advertising; prepares, reviews, and distributes job announcements, and other recruiting materials; supervises and oversees application screening; determines examination pass points; ensures interview questions comply with equal employment opportunity regulations and the job classification; directs the creation of hiring lists and prepares statistical reports; and processes appeals and protests regarding test results from applicants.

All recruitment activities are in accordance with the Merit rules, California Education Code, and the Penal Code.

Professional Development

Our annual Classified Appreciation Luncheon, hosted by the Personnel Commission, took place at our Trades, Technology, and Community Learning (TTC) campus and celebrated the invaluable contributions of our classified staff to the college. This year's theme, "Celebrate Our Stars!",

honored the dedication and achievements of classified professionals during Classified School Employee Week 2025. Guests enjoyed a festive luncheon complemented by music, activities, and opportunities to connect with colleagues.

During the 2024–2025 academic year, Human Resources offered classified and confidential staff professional development opportunities to support growth, wellness, and career advancement. Classified Professional Development Day featured a keynote by Dr. Alisia Kirkwood and workshops on Title IX, back pain and sleep, healthy eating, yoga and relaxation, financial planning, CalPERS retirement readiness, technology skills (Adobe Acrobat, Canvas, ITS ticketing), peer mentorship and affinity groups, and supporting distressed students. These programs demonstrate our commitment to employee development, well-being, and equity, ensuring staff have the tools to succeed in their current roles and prepare for future opportunities.

Human Resources successfully hosted the Classified Promotional Success Academy for the second consecutive year, designed to equip classified employees with the knowledge and skills necessary to enhance their promotional opportunities at LBCC and beyond. The second cohort was opened to 10+ participants, offering networking opportunities within the group and allowing for personalized development. Participants engaged in the Level 1 training during the Fall semester and continued with Level 2 in the Spring semester. We are proud to report that all 10 participants successfully graduated from this program.

Annual Report of Recruitment Activities



3838

Applicants

Eligible Candidates

618



67

Certified Eligibility Lists

Recruitments

74



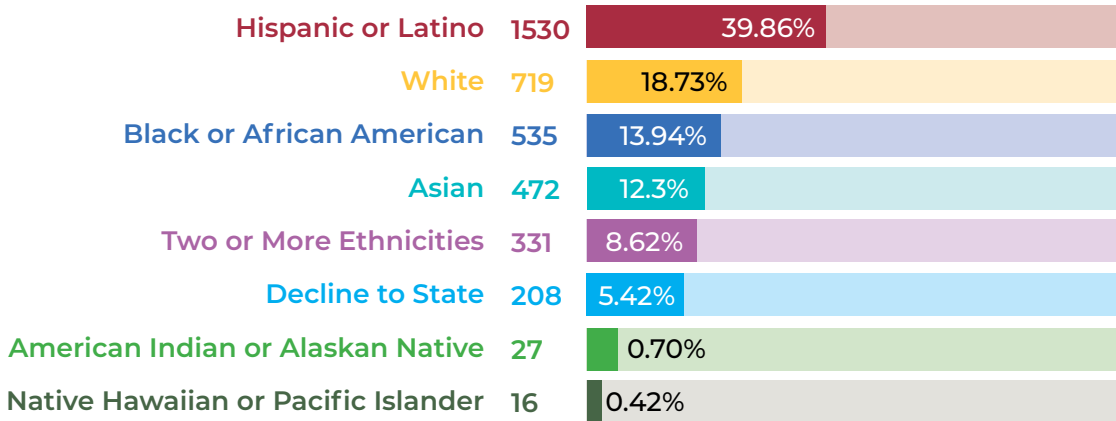
108

**Number of Applicants
Hired or Promoted**

Applicant, Hire/Promotion, and Employee Diversity

Applicants

Detailed demographic breakdown from largest to smallest:



New Hires/Promotions

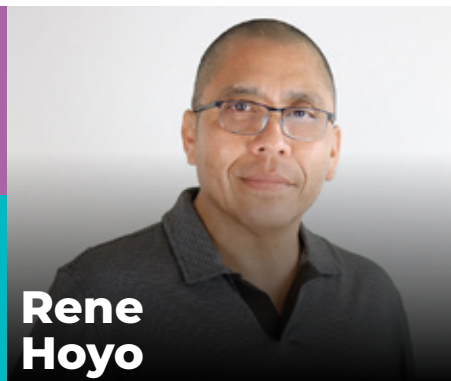


Classified

Detailed demographic breakdown from largest to smallest:



2025 California Community Colleges Classified Employee of the Year



Rene Hoyo
Instructional Assistant,
Computer and Office
Studies

On March 26, 2025, the LBCC Board of Trustees recognized Mr. Rene Hoyo, Instructional Assistant in Computer and Office Studies, as the 2025 LBCC Classified Employee of the Year. The Personnel Commission was honored to celebrate his achievements at its April 21, 2025 meeting.

2025 LBCC Classified Employee of the Year

Mr. Hoyo exemplifies professionalism, leadership, and an exceptional work ethic. He ensures the COS Technology Center is safe, well-maintained, and ready for students and instructors. A champion of equitable student outcomes, he fosters inclusivity, supports Career Technical Education and career readiness programs, and promotes flexible learning environments for on-campus, hybrid, and online instruction.

Beyond the classroom, Mr. Hoyo mentors students during and after their time at LBCC, volunteers at outreach events, and shares his photography of Long Beach landmarks across the college's campuses. Having advanced from Instructional Assistant to Senior Instructional Assistant, he leads by example—offering mentorship, collaboration, and consistent dedication to excellence.

Nominee for the 2025 California Community Colleges Classified Employee of the Year Awards

The LBCC Board of Trustees proudly nominated Mr. Hoyo for this prestigious statewide honor, which recognizes classified professionals who embody Vision 2030 and champion equitable student success. Award recipients were celebrated by the Board of Governors in May 2025 in Sacramento, California.

Local Recognition

To commemorate his outstanding contributions, LBCC produced a video highlighting Mr. Hoyo's service, commitment, and positive impact on students, colleagues, and the greater Long Beach community.

CLICK HERE to watch the video:
<https://www.youtube.com/watch?v=4p7VzgET5QM>

Classified Service Recognition

35 years

Mary Aja
Margaret Miller
Deatrice Shernell

30 years

Lisbeth Alvarez
Mark Guidas
Cindi Nguyen
Robert Remeta

25 years

Fabiola Archila
Paul Azevedo
Sean Carroll
Dario De Santiago
Susana Duran
Pedro Garcia
Brian Hastie
Thai Ly

Tai Nguyen

CC Sadler
Deborah Sweet-Kelly
Cheryl Williams

20 years

Jason Avila
Jaimarie Cruz
Cathy Doles
Andy Dorfman
Neil France
Claudia Garcia
Jessica LeGault
April McGlothlan
Tony Pearson
M'Shelle Reece
Stacey Robinson
Joy Rodrigues
Veronica Rodriguez
Cindi Shaheen

15 years

Jennifer Berber
Mike Birong
Jay Fama
Yolanda Varela

10 years

Jade Adams
Randall Beckman
Caroline Chretien
Thomas Cooper
Jared Dandie
Susan Fintland
Angela Fowlkes
Kevin Gowens
Brandon Hann
Eva Jimenez
Donna Mendoza
Maria Glendaly Neciosup
Erika Rodriguez

Daniel Saldana

Sophall Seth
Jonathan Tejada
Erika Thomas-Eddens
Charace Thompson
Stacey Toda

5 years

Looloo Amante
Yessica Ayoub
Lauryn Burns
Patrick Connell
Karen Covarrubias
Malcolm Elliott
Juliet Hernandez
Laurie Huesmann
Nadia Kelly
Jennifer Lopez
Osvaldo Lopez Gonzalez
Rosa Martinez

Christopher McMath

Paul Molina
Annette Mulinix
Susan Raby
Nestor Ramirez Deniz
Maria Mi-Ann Ramos
Ana Rivera
Karina Rubio
Manuel Sandoval
Keith Storer
Monique Trombley
Patrick Willis
Danithia Wilson
Dean Ylagan
Lauren Zale



Contact Us

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lbcc.edu/human-resources

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