Call to Order  Mr. Manfredi called the meeting to order at 5:35 p.m.

Members Present  Members of the Personnel Commission present were:
Ron Manfredi
Gene Zimmerman

Members of Commission staff present were:
Randy Rowe, Acting Director of Classified Personnel
Leah Torosian, Personnel Assistant

Introduction of Guests  The following guests attended:
Terry Flanagan, CSEA
Lois Williams, RC
George Pisching, FCC
Bill Carr, CSEA, FCC
Don Lopez, FCC
Larry Dickson, FCC
Royce Dunn, RC
Gene Blackwelder, RC
Diane Clerou, DO
Marissa Gonzales, DO

Public Comment (Delegations, Petitions & Communications)  Mr. Blackwelder stated on behalf of the staff at Reedley College he wanted to commend Human Resources and the Personnel Commission staff for the amount of work they have been able to accomplish in the past few months. He said the response time and efficiency has greatly improved over the last few months.

Ms. Lois Williams stated she was one of the employees who had originally agreed to take part in the pilot program relative to the reclassification study, but she has since decided to drop out along with the other two employees who also decided to drop out of the program. She went on to say that she applied for the Program Development Assistant position and was screened out. She said she has filed an appeal. She explained in 1998 she applied for the same position and was interviewed, however, this time she was screened out prior to the interview process.
The District presented the Commissioners and CSEA with the District’s comments on the Torrance Unified School District Personnel Commission rules as required by the Personnel Commission. It was explained the education code revisions are designated in green type and the District comments are designated in red type.

Terry Flanagan expressed frustration over the entire process of eliminating the previous chapters 1 – 9 that had been approved by the Commission and starting the whole process over with the Torrance Unified School District Personnel Commission rules. Mr. Flanagan stated for the record he was requesting the Commission to stop the rules adoption process until there is a full Commission. There was a lengthy discussion regarding using these rules as a format versus using Long Beach Community College rules or the recently revised rules chapters 1 through 9. Following the discussion the Commission decided to allow an extension for CSEA to submit their comments on the Torrance Unified School District Personnel Commission rules. The new date for CSEA submission is Friday, May 6, 2005.

Approval of the Minutes

Mr. Zimmerman moved to approve the minutes of the March 15, 2005, Regular Meeting. Mr. Manfredi seconded the motion, and it carried unanimously.

Acting Director’s Report

Mr. Rowe explained that all the requested documentation has been sent to the State Chancellor’s Office relative to the appointment process for the At-Large Commissioner. Mr. Rowe stated he received a communication from the State Chancellor’s Office on April 11th explaining several attorneys have been out of the office and they will begin looking at the material submitted. Mr. Rowe is hopeful that there will be an appointment before the May 17 meeting.

Mr. Rowe gave a brief update on Eileen O’Hare and her illness. He stated she is doing much better and should have a projected date of return soon.

Mr. Rowe also commended the Personnel Commission staff and District Human Resources staff for the amount of work they have accomplished since January. He stated there are currently 20 recruitments posted, 10 written tests are scheduled for the end of May, 5 written tests will be given next Saturday, there have been 9 oral boards, 7 eligibility lists have been established, 19 regular positions have been filled and there are 5 more positions that have been certified to the managers for selection of a candidate.
Consent Agenda
[05-14] Mr. Manfredi again expressed concern over the number of people who fail the written tests. There was discussion regarding the current tests and the fact that the District is working with managers and experts in the fields to formulate new tests to more accurately assess the candidates’ abilities to perform certain jobs. This is an ongoing process that will take some time to complete. There was also discussion regarding the vagueness of some job announcements. Mr. Manfredi asked if this could be addressed and more succinctly state the actual job duties and expectations. Mr. Zimmerman moved to approve the consent agenda as presented with the understanding that there is a challenge related to the Program Development Assistant recruitment. Mr. Manfredi seconded the motion, and it carried unanimously.

Approval of the following eligibility lists:

a. Office Assistant III, Permanent Part-Time, Reedley College effective 4/12/05
b. Air Conditioning & Heating Mechanic, Districtwide, effective 4/8/05
c. Institutional Research Coordinator, Districtwide effective 3/14/05
d. Program Development Assistant, Districtwide effective 4/5/05

Action Items

Consideration and Approval of Reclassification Process [05-15] Mr. Rowe stated at the last meeting, the Commissioners were presented with a pilot program for resolving the three long standing reclassification studies. Since that time the three classified employees who were going to be involved in the pilot program have decided not to participate. This action item is to determine how the Commission would like to proceed with the outstanding reclassification studies. Mr. Zimmerman moved to wait until a new Director of Classified Personnel is appointed before proceeding with the outstanding reclassification studies. Mr. Manfredi seconded the motion, and it carried unanimously.

Consideration and Approval of Revised Audio Visual Maintenance Specialist Employment Standards [05-16] It was explained that the current Audio Visual Maintenance Specialist Classification is very outdated. It references repair of 16 mm manual and automatic threading projects, tape recorders, solid state circuits, etc. With the retirement of a long time employee the language in the classification specification is being updated to more accurately reflect the duties of this position. Mr. Zimmerman moved to approve the revised job classification for Audio Visual Maintenance Specialist with the addition of the word “equipment” under example of duties. Mr. Manfredi seconded the motion and it carried unanimously.
Mr. Rowe explained the Commission will need to adopt a budget at the May Commission meeting. He provided information relative to the budget for the past two years. He asked the Commissioners for direction on the 2005-06 budget. The Commissioners requested information showing the budgeted and actual expenses for 2003-04, budgeted and estimated actual expenses for 2004-05, and a proposed budget for 2005-06. They also requested bulleted items tracking where funds are being proposed for movement within the budget. The Commissioners will be requesting from the Board of Trustees an increase from the $15.00 stipend per meeting to the $50.00 maximum authorized by the Education Code. CSEA also requested the Commissioners be provided the same health insurance coverage as classified employees.

Mr. Manfredi complimented the staff on all their efforts to improve the recruitment process and increase productivity.

Mr. Zimmerman announced due to business situations that have developed he will be resigning as Commissioner after serving eight years. His effective date of resignation is June 1, 2005.

At 7:00 p.m. the meeting was adjourned.

Randy Rowe, Acting Secretary to the Commission

RR:cm