

2016-2017 ANNUAL REPORT

LONG BEACH COMMUNITY
COLLEGE DISTRICT
PERSONNEL COMMISSION



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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 & Executive Director, Classified Human Resources

Richard F. Gaylord – Chairperson



Mr. Richard Gaylord is the Board of Trustees' appointee. He has been a California licensed real estate broker for more than 39 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 – Vice Chairperson



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.

Jeannine McManigal-Ball – Member



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.

Kristin Olson – Executive Director, Classified Human Resources



Kristin Olson is currently the Executive Director, Classified Human Resources at Long Beach City College, the past Director III - Human Resources/Classified Personnel Services at SCCOE, and the past Director of Classified Personnel Services at Lynwood USD. Kristin obtained her BA degrees from UCLA in both Psychology and Communication Studies, her MA degree in Industrial-Organizational Psychology from CSULB, attending on a fellowship and graduating at the top of her class. Kristin then went on to obtain her law degree from Loyola Law School. She is the current Board President for CODESP and co-authored a Behavioral Competency Dictionary used in personnel selection and evaluation. Kristin is a passionate believer

in interdisciplinary collaboration and recently created a work internship program for students within the Opportunity Youth Academy program at SCCOE.

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

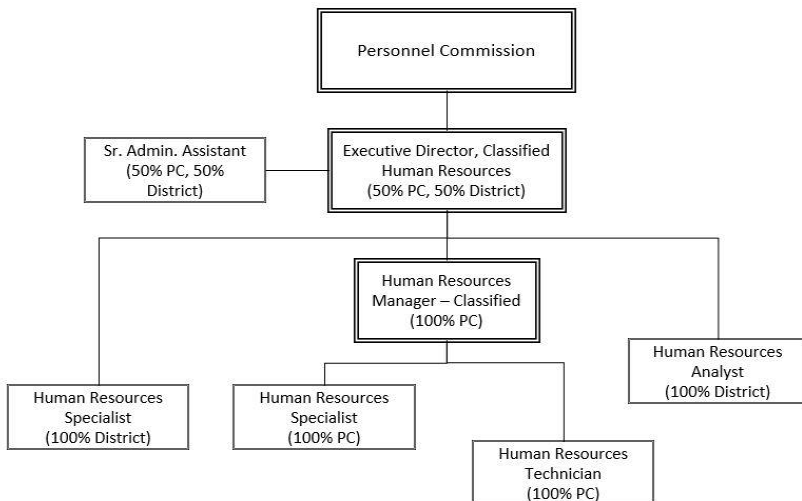
The Personnel Commission plays a critical role in the selection of LBCCD's excellent classified staff. Working through its Director, the Commission has a threefold responsibility:

- 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 2016-2017 school year was to continue the review and revisions of the Personnel Commission Rules and Regulations, begin a comprehensive classification and compensation study, 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

Annual Financial and Budget Report Fiscal Year 2016 - 2017

Expenditure by Object	Column I 2014 - 2015 Actual (dollars only)	Column II 2015 - 2016 Actual or Estimated (dollars only)	Column III 2016 - 2017 Budget (dollars only)
2000 Classified Salaries ¹			
Commission Members ²	\$ 4,450.00	\$ 4,400.00	\$ 4,400.00
Director	54,815.00	69,693.00	71,763.00
Secretaries, Clerks	249,292.00	237,670.00	237,662.00
Other	2,761.00	5,100.00	5,100.00
3000 Employee Benefits	120,206.00	148,579.00	149,759.00
Subtotal	431,524.00	465,442.00	468,684.00
4000 Supplies and Equipment Replacement	11,276.00	33,250.00	28,250.00
5000 Operating Expenses	29,741.00	53,750.00	58,750.00
6000 Equipment	3,429.00	11,325.00	11,325.00
Subtotal	44,446.00	98,325.00	98,325.00
Appropriation for Contingencies ³			
Total Expenditures	\$ 475,970.00	\$ 563,767.00	\$ 567,009.00

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. Guests traveled through an international cuisine while enjoying music and the opportunity to engage with each other.

Classified Professional Development Day

Human Resources is excited to provide classified and confidential staff with trainings to promote success in current or future positions. Classified professional development day has been established to provide trainings and workshops in software, safety, organizational strategic plan, and wellness. For the 2016-2017 academic year, the District held a successful professional development day on September 20, 2016.



Annual Report of Recruitment Activities

Academic Administrative Assistant
Accounting Technician I (2)
Accounting Technician II
Administrative Assistant
Applications Development Analyst IV OR V (2)
Business Client Supervisor
Business Systems Analyst IV
Career Pathways Manager
Carpenter
Cashier
Child Care Assistant (2)
Child Development Center Manager
Child Development Center Teacher
Contracts Technician
Coordinator, Interpreter Services
Culinary Arts Laboratory Instructional Assistant (2)
Curriculum/Schedule Technician
Custodian
Deputy Director, Facilities Rentals & Grounds
Deputy Director, Web and Mobile Services (2)
Disability Support Services Specialist
Educational Assessment Research Analyst I
Executive Director, Small Business and Entrepreneurship Programs
Grants Research Analyst
Graphic Design Specialist
Grounds and Transportation Supervisor
Human Resources Analyst
Human Resources Specialist (2)
Instructional Aide, Student Success Center
Instructional Associate
Instructional Lab Support Assistant

Annual Report of Recruitment Activities

Instructional Laboratory Coordinator
Life Science Laboratory Specialist
Marketing Manager - Small Business Development Center
Matriculation Aide
Multimedia Services Technician
Office Assistant
Outreach Assistant
Payroll and Benefits Manager
Payroll Technician
Performance Accompanist - Dance
Plumber
Program Director, Small Business Development Center (SBDC)
Research Analyst I
Senior Accounting Technician
Senior Administrative Assistant (2)
Senior Administrative Assistant- HR/Mandated Cost
Senior Office Assistant
Skilled Maintenance Worker
Small Business Development Center (SBDC) Financial Analyst
Small Business Development Center (SBDC) Program Assistant
Student Activities Advisor
Student Support Help Desk Program Manager
Student Support Services Aide
Student Technology Help Desk Manager
Technical Support Specialist (2)
Upward Bound Program Supervisor
Vocational Instructional Technician - Electrical/Electronics
Warehouse Worker
Web Content and Electronic Media Coordinator
WRC (Writing and Reading Center) Laboratory Coordinator

Classified Diversity & Employee Demographics

Classified Staff Diversity – Demographics

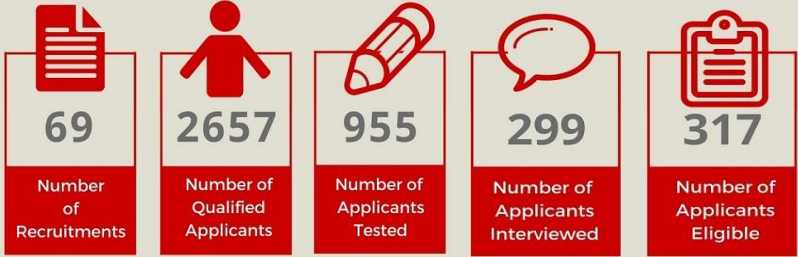
	2012/13	2013/14	2014/15	2015/16	2016/17
Black or African American	14.00%	14.00%	14.00%	14.00%	14.37%
Hispanic or Latino	23.00%	24.00%	24.00%	27.00%	26.45%
Asian/Native Hawaiian or Pacific Islander	18.00%	18.00%	18.00%	18.00%	17.70%
Native American or Alaska Native	1.00%	2.00%	2.00%	2.00%	1.87%
White	44.00%	42.00%	42.00%	39.00%	39.58%
Total Ethnic Diversity	56.00%	58.00%	58.00%	61.00%	60.42%
Number of Current Classified	377	394	405	488	480

Classified Management Diversity - Demographics

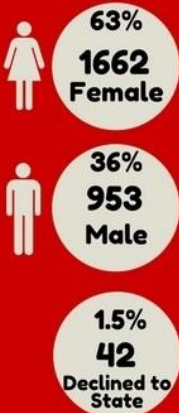
	2012/13	2013/14	2014/15	2015/16 Classified Only	2016/17 Classified Only
Black or African American	14.00%	13.00%	12.00%	14.00%	7.00%
Hispanic or Latino	16.00%	15.00%	17.00%	15.00%	20.00%
Asian/Native Hawaiian or Pacific Islander	21.00%	21.00%	19.00%	27.00%	20.00%
Native American or Alaska Native	0.00%	0.00%	0.00%	0.00%	0.00%
White	49.00%	51.00%	52.00%	45.00%	53.00%
Total Ethnic Diversity	51.00%	49.00%	48.00%	56.00%	47.00%
Number of Current Management	91	92	101	106	131

RECRUITMENT STATS

2016-2017

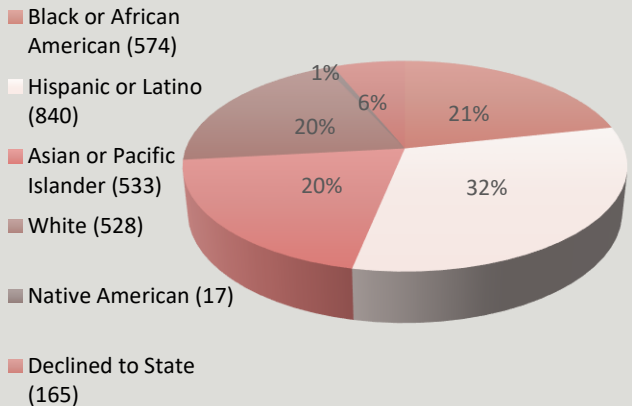


APPLICANT GENDER DATA



Total Applications: 2657

Applicant Ethnicity



Outstanding Colleagues

Kemberly

Quiroz

MATRICULATION PROGRAM ASSISTANT



Kemberly Quiroz started her journey as a student at LBCC in Fall 1997. She earned her Associate in Arts degree in Early Childhood Education and became a Limited Term Employee with the College in 2002. In 2008, Kemberly accepted a permanent position as the Matriculation Program Assistant. Since then, she has assisted many students, faculty, and staff with her can-do spirit.

She is always willing to go above and beyond and doesn't let any bump in the road detour her from the goal at hand.

Cicy

Fan

ADMINISTRATIVE ASSISTANT

Cicy Fan has worked at LBCC for almost 30 years. She demonstrates great enthusiasm in ensuring that student's needs come first. Cicy has always shown sensitivity, warmth, and sincerity towards the diverse student population. She treats every student as a unique individual and has always taken pride in her work and being part of the LBCC community. Colleagues commend her organizational skills, thoughtfulness, loyalty, and honor.



Classified Service Recognition

35 Years

Mark Garber

30 Years

Cicy Fan

Nancy Miyao-Moore

20 Years

Kathryn Each
Richard Estacio

Gloria Gonzales
Mary Olsen Bell

Marlin Stevens

15 Years

Cynthia Brown
Sandra Cleveland
Anne Engel

Kelly Garcia
Cydney Leon
Mich Touch

10 Years

Elizabeth Andrade
Arleatha Brooks
Michael Burke
Donna Coats
Monica DeAnda
Medhanie Ephrem
Diana Galarza
Griselda Gomez
Lillian Justice
Kristy Lutz

Khanh Ly
Brittany McCoy
Camille Mize-Bolton
Mark Neal
Marianne Palacios
Arturo Ramirez
Robert Rapoza
Chelsea Seang
Kimberly Slany
Jamie Sweet

Jacqueline Yung

5 Years

Liz Alejandrino
Michelle Ary
Shyra Compton
Sean Cully
Angelica Hernandez

Kathleen Mais
Sandra Sanchez Rueda
Vivian Shimoyama
Michael Soto
Chris Viola

Please Visit Us



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

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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/Personnel-Commission