

A photograph of three people walking on a college campus. On the left, a man in a grey and teal polo shirt carries a red folder. In the center, a woman in a teal button-down shirt and dark pants walks. On the right, a man in a dark blue jacket and light-colored pants carries a folder. They are walking under a covered walkway with large columns. The background shows a clear blue sky and some greenery.

**2018-2019  
ANNUAL  
REPORT**

# **PERSONNEL COMMISSION**

LONG BEACH COMMUNITY COLLEGE

**4901 E. CARSON STREET, SUITE 1045  
LONG BEACH, CA 90808**

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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 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 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 licensed real estate broker for 40 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.

## **Thomas Hamilton – Vice Chairperson**



Mr. Thomas Hamilton is the Classified Employees' appointee. He has lived and worked in Long Beach the majority of his life, having been a former student of Long Beach City College and an employee of LBCC for 20 years before retiring in June 2018. Mr. Hamilton worked at the Pacific Coast Campus as a Vocational Instructional Technician in Cabinet Making/Carpentry and, prior to his retirement, he served for 6 years as the Council of Classified Employees President. As a former student, employee, and Union President, Mr. Hamilton has been proudly invested in the progress of the LBCC Community.

## **Jeannine McManigal-Ball – Member**



Ms. Jeannine McManigal-Ball is the Commissioners' appointee of the Board of Trustees and Classified Employees 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 recently retired from Los Alamitos High School, after 35 years in education, and has been an active union member throughout. In 2018, she was honored as Orange County Outstanding Arts Educator.

## **Caroline Chretien-Shook – Executive Director, Classified Human Resources**



Caroline Chretien-Shook is the Executive Director, Classified Human Resources at Long Beach City College. As Executive Director, Ms. Chretien-Shook manages employment programs and aspects of human resources for LBCC's classified professionals that include recruitment, selection, employment, and position classification and compensation. She worked in the field of human resources prior to emigrating from the French territory of New Caledonia to the United States in 2008. Preceding her appointment to Executive Director, Classified Human Resources, in August 2019, Ms. Chretien-Shook was the Interim Executive Director for LBCC since July 2018, and worked in the LBCC human resources department in various capacities since 2015. Caroline is passionate about LBCC, its employees, and the community we serve and has always been a proponent of diversity, equity, and inclusion. Her experience and background help her best serve and support the diverse Long Beach community in a purposeful, respectful, and kind manner.

# 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 on 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

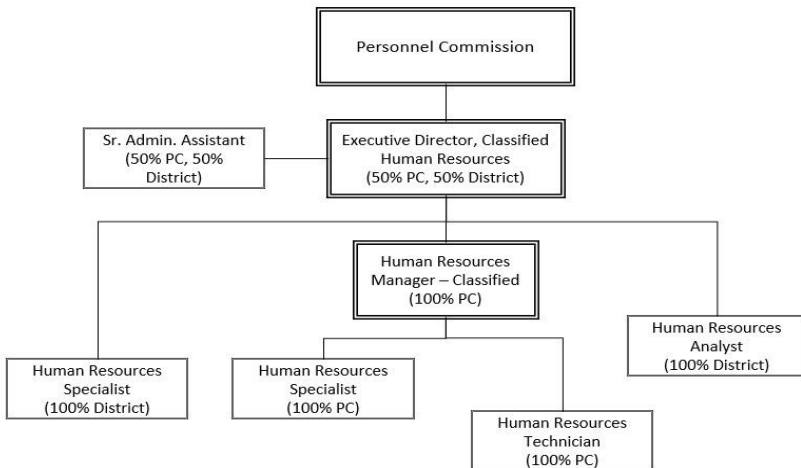
The Personnel Commission plays a critical role in the selection of LBCCD's excellent classified staff. Working through its Executive Director, the Commission has a threefold responsibility:

- 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 2018-2019 school year was to strategically assess high priority recruitments to start the hiring process as quickly as possible enabling early entry into the market, continue the comprehensive classification and compensation study, strengthen professional development efforts including inclusivity initiatives and improvements, redevelop and streamline the onboarding and new hire orientation process, and to continue to enhance customer service.

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



# Personnel Commission Annual Budget

## Annual Financial and Budget Report Fiscal Year 2018-2019

Name of Local Educational Agency: Long Beach Community College

Expenditure by Object	2016-2017 Actual (dollars only)	2017-2018 Actual or Estimated (dollars only)	2018-2019 Budget (dollars only)
<b>2000 Classified Salaries</b>			
Commission Members	\$ 3,550.00	\$ 4,400.00	\$ 4,400.00
Director	71,763.00	72,261.00	64,613.00
Secretaries, Clerks	233,804.00	252,733.00	260,122.00
Other	12,316.00	5,100.00	5,100.00
<b>3000 Employee Benefits</b>	148,735.00	166,982.00	170,003.00
<b>Subtotal</b>	470,168.00	501,476.00	504,238.00
<b>4000 Supplies and Equip- ment Replacement</b>	12,440.00	28,550.00	28,550.00
<b>5000 Operating Expenses</b>	24,434.00	58,450.00	58,450.00
<b>6000 Equipment</b>	9,194.00	11,325.00	11,325.00
<b>Subtotal</b>	46,068.00	98,325.00	98,325.00
<b>Appropriation for Contingencies</b>			
<b>Total Expenditures</b>	\$ 516,236.00	\$ 599,801.00	\$ 602,563.00

# Professional Development

## Classified New Employee Orientation

The New Employee Orientation program is designed to provide a comprehensive introduction into Long Beach City College with the purpose of providing information and resources to support staff and student success. The orientation includes an introduction to the College, strategic plan goals, as well as information on the College's dynamic and inclusive culture. The orientation has been revamped to increase employee engagement, build professional relationships between colleagues, and increase retention.



## Annual Classified Luncheon

Classified staff were honored for their contributions to the College at the Annual Classified Staff Appreciation Luncheon. For this year's awards-themed event, guests were greeted as LBCC VIPs at "The Classys: A Red Carpet Event" and celebrated for the significant roles they play at the

College. Professional Development activities focused on reinforcing institutional knowledge of LBCC, the merit system, and the Personnel Commission in a fun and engaging environment.

## Classified Professional Development Day



Human Resources was excited to provide classified employees with trainings promoting success in current and future positions. For the 2018-2019 academic year, the District held a successful Classified Professional Development Day with engaging teambuilding, effective listening, goal setting, healthy body and mind trainings and workshops, as well as resume and interview preparation.



# Annual Report of Recruitment Activities

Accounting Technician

Administrative Assistant

Applications Development Analyst IV

Aquatics Facilities Technician

Athletic Coordinator

Business Systems Analyst V

Child Care Assistant (3)

Child Development Center Teacher

Custodial Supervisor I

Custodian

Deputy Director, Academic Computing and Multimedia Services

Deputy Director, Global Trade

Director, Admissions and Records

Director, Applications Development and Support

Director, Business Support Services

Director, Global Trade Initiatives

Director, Network Services

Director, Student Conduct and Student Life

Disability Support Services Specialist

Executive Assistant

Executive Director, Classified Human Resources

Graphics and Publishing Technician

HVAC Mechanic

Instructional Aide, Foods Laboratory

Instructional Aide, Student Success Center

Instructional Assistant

Instructional Assistant – Advanced Transportation and Technology

Instructional Laboratory Coordinator

Irrigation and Grounds Maintenance Technician

Job Development Coordinator

Locker Room Attendant

# Annual Report of Recruitment Activities

Media Producer
Mental Health Clinician
Outreach and Recruitment Specialist
Project Manager, Educational and Multimedia Services
Records Specialist
SBDC Senior Program Assistant
Science Lab Equipment Technician
Senior Administrative Assistant
Senior Director, Facilities Planning and Construction (2)
Senior Director, Financial Aid
Senior Network Administrator
Senior Office Assistant
Student Life Coordinator
Student Services Technician
Student Support Services Aide (2)
Student Support Services Program Supervisor
Workforce Development Program Specialist
WRC Laboratory Coordinator
Vocational Instructional Technician – Automotive Technology
Vocational Instructional Technician – Construction Technology
Vocational Instructional Technician – Sheet Metal

## **Discover LBCC – A Great Employer!**

A career event was held on Saturday, April 27, 2019, for community members to explore non-academic career opportunities at Long Beach City College (LBCC). This was the first event of this kind for Classified! Workshops were designed for individuals to learn about LBCC being a great employer and share tips on how to navigate the recruitment and hiring processes. The event was positively received by the community and will now be held annually.

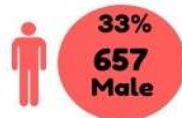
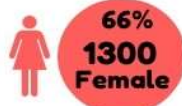
# RECRUITMENT STATS

## 2018-2019

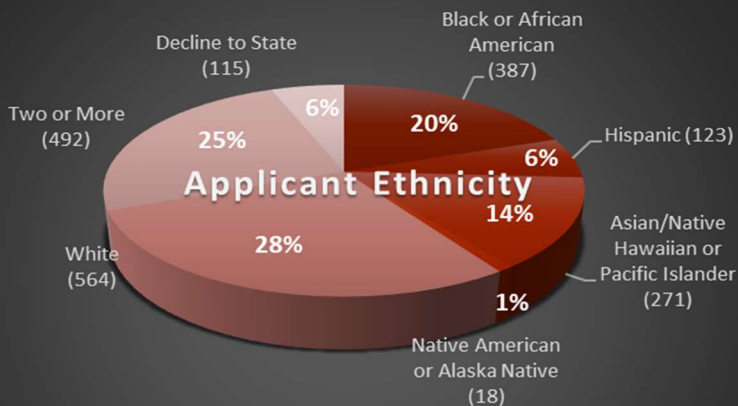


Stats for 2017-2018	
Number of Recruitments:	55
Number of Applicants:	3388
Applicants Tested:	1696
Applicants Interviewed:	363
Applicants Eligible:	303
Eligibility Lists Certified:	46
Number of Applicants Hired:	79

### Applicant Gender Data



**Total Applications: 1970**



- Black or African American
- Hispanic or Latino
- Asian/Native Hawaiian or Pacific Islander
- Native American or Alaska Native
- White
- Two or More
- Unknown

# Classified Diversity & Employee Demographics

## Classified Staff Diversity – Demographics

	2014/15	2015/16	2016/17	2017/18	2018/19
Black or African American	14.00%	14.00%	14.37%	16.00%	17.00%
Hispanic or Latino	24.00%	27.00%	26.45%	27.00%	27.00%
Asian/Native Hawaiian or Pacific Islander	18.00%	18.00%	17.70%	18.00%	18.00%
Native American or Alaska Native	2.00%	2.00%	1.87%	2.00%	2.00%
White	42.00%	39.00%	39.58%	37.00%	35.00%
<b>Total Ethnic Diversity</b>	<b>58.00%</b>	<b>61.00%</b>	<b>60.42%</b>	<b>63.00%</b>	<b>65.00%</b>
<b>Number of Current Classified</b>	<b>405</b>	<b>488</b>	<b>480</b>	<b>499</b>	<b>472</b>

## Management Team Diversity – Demographics (Includes Academic and Classified)

	2014/15	2015/16	2016/17	2017/18	2018/19
Black or African American	12.00%	14.00%	12.00%	13.00%	16.00%
Hispanic or Latino	17.00%	15.00%	17.00%	18.00%	19.00%
Asian/Native Hawaiian or Pacific Islander	19.00%	22.00%	19.00%	16.00%	16.00%
Native American or Alaska Native	0.00%	0.00%	0.00%	0.00%	0.00%
White	52.00%	49.00%	52.00%	53.00%	49.00%
<b>Total Ethnic Diversity</b>	<b>48.00%</b>	<b>51.00%</b>	<b>48.00%</b>	<b>47.00%</b>	<b>51%</b>
<b>Number of Current Management</b>	<b>101</b>	<b>106</b>	<b>131</b>	<b>148</b>	<b>127</b>



# 2019 Outstanding Colleagues



## **Tammy Clark**

Custodian, Operations

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Tammy Clark has worked in the Facilities Department for over 12 years. She grew up in Long Beach and feels right at home here at Long Beach City College. She loves her job and really looks forward to coming to work, as there is always a new challenge awaiting. Her favorite thing about her job are the people she has met and the many friends she has made. Long Beach City College is truly her work family, and she never hesitates to help when the call arises.

Director of Lifetime Learning Theresa Brunella tells us: “Tammy Clark is an exceptional and outstanding employee. She is responsible, reliable, conscientious, gracious, generous, kind, and positive. There is no task or job she won’t do for the seniors at the Lifetime Learning Center and everyone at PCC.

She responds immediately when there is a need to clean up, set up, or replenish supplies. She doesn’t need to be asked if she sees something that needs attention. Tammy is self-motivated, and she knows what needs to be done, and she does it with pride, conviction, and a smile. We are fortunate to have Tammy on the PCC team!”

# 2019 LBCC Classified Employee of the Year



## **Sundee Dominguez**

Math Lab Coordinator,  
Math Success Center

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The Board of Governors of the California Community Colleges annually honors classified employees who demonstrate a high level of commitment and professionalism. Our 2019 Long Beach City College Classified Employee of the Year is Sundee Dominguez, Math Lab Coordinator, Mathematics Success Center.

Ms. Dominguez embodies the California Community College mission: she is a member of the coordination team and serves as the classified Tri-Chair of the school-wide Guided Pathways task force; is a member of the Classified Senate; and serves on the Classified Union Executive Board. An active community member, she works closely with LBUSD programs, particularly with local high school athletics.

As her supervisor, Associate Dean Moises Gutierrez observes, “Sundee is a passionate and caring life-long educator that inspires colleagues around her. From teaching young adults in local middle and high schools, to coordinating resources for adult learners in LBCC’s Math Success Center, and leading efforts like Guided Pathways, she works tirelessly to support our students and their future.”

After graduating from Long Beach Poly High School, she earned an Associate’s Degree in Liberal Studies from LBCC, and her Bachelor of Arts Degree in Liberal Studies, with an Emphasis in Mathematics, as well as two teaching credentials, from CSULB.

Our Classified Employee of the Year, Sundee Dominguez, truly represents the values of hard work, education, and community leadership.

# Classified Service Recognition

## *35 Years*

*Johnny Compian*

## *30 Years*

*Mary Aja  
Aaron Culpepper  
Margaret Miller*

*Malcolm Phillips  
Deatrice Shernell-Banks  
Ronald Vos*

## *25 Years*

*Lisbeth Alvarez  
Mark Guidas  
Cindi Nguyen*

*Robert Remeta  
Tauasosi (Mary) Satele*

## *20 Years*

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

*Elizabeth Morales  
Tai Nguyen  
C.C. Sadler  
Wendy Slater  
Deborah Sweet-Kelly  
Cheryl Williams  
Hilda Yurksitis*

## *15 Years*

*Jason Avila  
Jaimarie Cruz  
Catherine Doles  
Andy Dorfman  
Neil France  
Claudia Garcia  
Jackie Hann  
Ricardo Harris  
Jessica LeGault*

*April McGlothan  
Anthony Pearson  
M'Shelle Reece  
Stacey Robinson  
Joy Rodrigues  
Veronica Rodriguez  
Cynthia Shaheen  
Thomas Sherwood, Jr.*

# Classified Service Recognition

## *10 Years*

*Jennifer Berber  
Mike Birong  
Jay Fama*

*John Jones  
Yolanda Varela*

## *5 Years*

*Jade Adams  
Yelena Balayeva  
Randy Beckman  
Caroline Chretien-Shook  
Esther Contreras  
Maria Contreras Zavala  
Thomas Cooper  
Jared Dandie  
Susan Fintland  
Angela Fowlkes  
Dana Friez  
Kevin Gowens  
Brandon Hann  
Atefeh Hoefgen  
Jacqueline Huerta  
Eva Jimenez  
Michele Ledesma  
Atia Littlejohn  
Donna Lopez de Santa Anna  
Reauna Lopez*

*Sarai Martinez  
Melissa Murillo-Ramirez  
Katherine Murrin  
Maria Glendaly Neciosup  
Trevor Norris  
Korey Patterson  
Janina Robledo  
Erika Rodriguez  
Daniel Saldana  
Elena Sanchez  
Gloria Saraye  
SopHall Seth  
Nathan Stuffel  
Jonathan Tejada  
Erika Thomas-Eddens  
Stacey Toda  
Brittany Triola  
Aaron Turner  
Hannah Yi*







## 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/Personnel-Commission](http://www.lbcc.edu/Personnel-Commission)

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