

Personnel Commission Office / Human Resources Department
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A Message from our Chair and Executive Director

Greetings,

We are pleased to present the LBCC Personnel Commission's 2022-2023 Annual Report.

Our accomplishments last year were not limited to continuing and completing the classification and compensation study for classified employees, improving the working out-of-class process, continuing our recruitment efforts which resulted in the hire or promotion of 124 candidates, stabilizing the Personnel Commission's Office personnel and hosting our annual classified appreciation luncheon with engaging professional development activities.

While the approval of the Classification and Compensation Study results for classified employees occurred in September 2023, academic year 2023-24, it is important to highlight that the efforts to complete the classification and compensation study took place during academic year 2022-23. We would like to acknowledge and thank Philip J. Gordillo, Executive Director, California School Personnel Commissioners Association, who led those efforts.

For the 2023-2024 academic year, the Personnel Commission will continue with the implementation of the classification and compensation study results, improvement of the working out-of-class process, and enhancement of the next annual report.

All of the work and milestones mentioned above were done thanks to the incredible support and contributions of various stakeholders such as District representatives, LBCCE/AFT union leadership members, volunteers and the Personnel Commission and Human Resources team members.

As our team continues to move Personnel Commission initiatives forward while promoting the merit system mission and principles, we want to thank everyone who has been involved with the successful initiatives and activities listed above, for your meaningful contributions.

Our future is bright thanks to your continued support.

Sincerely,

Robyn Gordon-Peterson, Chair of the Personnel Commission
Caroline Chretien, Executive Director, Classified Human Resources



Robyn Gordon-Peterson



Caroline Chretien

TABLE OF CONTENT

Mission, Values, and Ethics Statement	1
Personnel Commissioners	2
The Merit System at LBCC and Administering it	3
Dual Reporting Structure and Organizational Chart	4
Annual Budget	5
Completion of the Classification and Compensation Study for Classified Employees	6
Annual Report of Recruitment Activities	7
Applicant Diversity	8
Classified Employee Diversity	9
Professional Development	10
2023 California Community Colleges Classified Employee of the Year	11
Classified Service Recognition with Names	12
Contact Us	13

Long Beach City College 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. ([link](#))

Values ([link](#))

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

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

Robyn Gordon-Peterson – *Chairperson*



Ms. Robyn Gordon-Peterson is the Board of Trustees appointee. She graduated from Long Beach Poly High School and graduated with honors from LBCC with two associate degrees, a bachelor's degree from Webster University and a master's degree from Cal State Dominguez Hills. She retired from Long Beach Transit after 25 years, her last position was as the company's Chief Operating Officer. She is active in the community currently serving on the City of Long Beach Civil Service Commission as Vice President, and a Board Member on the following boards, 4Girls Organization, Long Beach Community College Foundation, Alpha Kappa Alpha Sorority, National Association for the Advancement of Colored People, Care Closet, LBC, National Council of Negro Women, The Rotary Club of Long Beach, and Long Beach Day Nursery's Honorary Board. She lives in Long Beach with her husband, a Long Beach City College and CSULB graduate, and two daughters who currently attend LBCC, along with two Maltese dogs, Kona, and Koa.

Jeannine McManigal-Ball – *Vice Chairperson*



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 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.

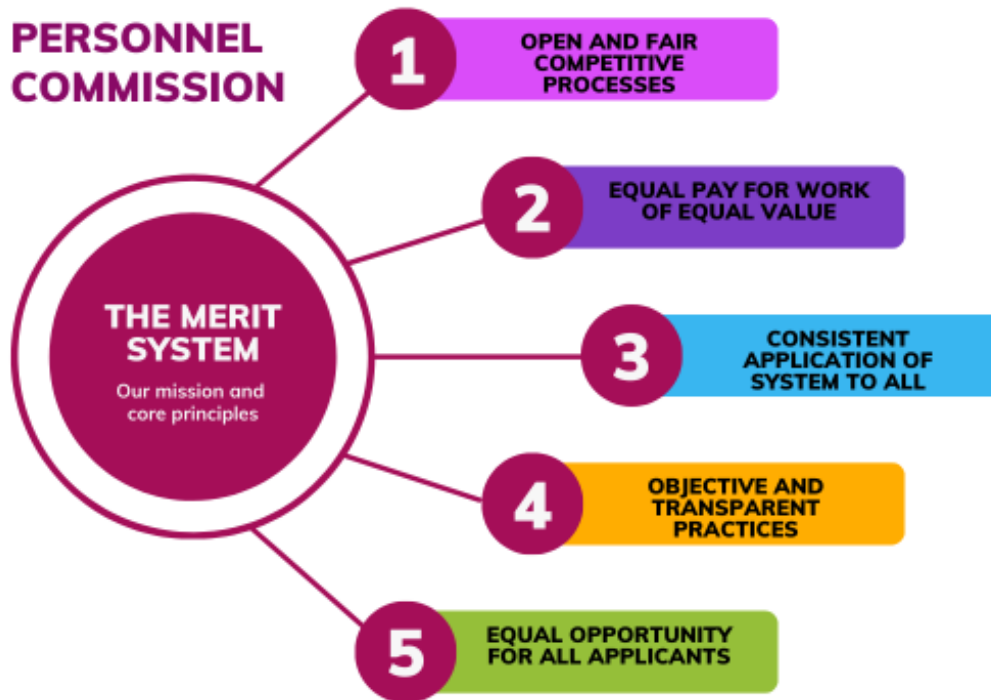
Jeffrey Kellogg – *Member*



Mr. Jeff Kellogg is the Classified Employees' appointee. His professional background and experience cover the entire process related to the planning, funding, and construction of facilities at K-12 and community college districts in California. Born and raised in Long Beach, and following his days as a student at LBCC, he attended the University of Oregon, earning his Bachelors of Science Degree. As former Vice Mayor, Long Beach City Council member, Long Beach City College Trustee, and LBCC Alumni Hall of Fame inductee, Mr. Kellogg remains an active member of the Long Beach community.

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 2022-2023 school year was to continue and complete the classification and compensation study for classified employees, strategically assess high-priority recruitments to start the hiring process as quickly as possible, strengthen professional development efforts including inclusivity initiatives and improvements, 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.

Dual Reporting Structure

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 employees.

Personnel Commission served approximately 659 active Classified employees and management team members.

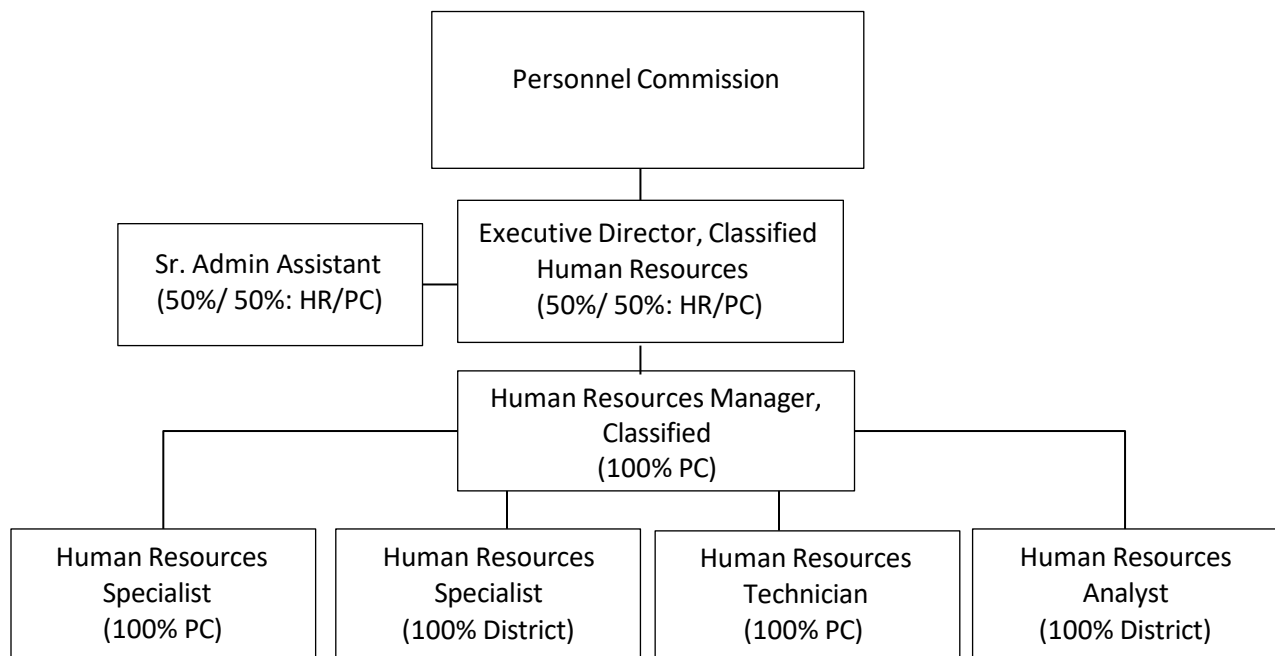
Employee Groups:

- Classified bargaining unit employees represented by AFT
- Classified confidential employees
- Classified managers and supervisors
- Classified administrators

Personnel Commission/Human Resources Functions for all the Classified Staff:

- Pre and Post Employment Processing
- Recruitments
- Classification and Compensation
- Training and Development
- Employee Relations
- Leave Administration

Personnel Commission Organizational Chart



Personnel Commission Annual Budget

Annual Financial and Budget Report Fiscal Year 2022-2023			
Expenditure by Object	2020-2021 Actual*	2021-2022 Actual*	2022-2023 Approved Budget*
2000 Classified Salaries			
Commission Members	3,300.00	3,400.00	4,400.00
Executive Director	122,241.00	136,395.00	74,840.00
Manager, HR Staff, LTE, Other	107,140.00	204,355.00	317,562.00
3000 Employee Benefits	121,446.00	172,405.00	229,431.00
Subtotal	354,127.00	516,555.00	626,233.00
4000 Supplies and Equipment Replacement	100.00	7,776.00	21,050.00
5000 Operating Expenses	18,526.00	27,601.00	65,950.00
6000 Equipment	0.00	0.00	11,325.00
Subtotal	18,626.00	35,377.00	98,325.00
Appropriation for Contingencies	0.00	0.00	0.00
Total Expenditures	\$ 372,753.00	\$ 551,932.00	\$ 724,558.00

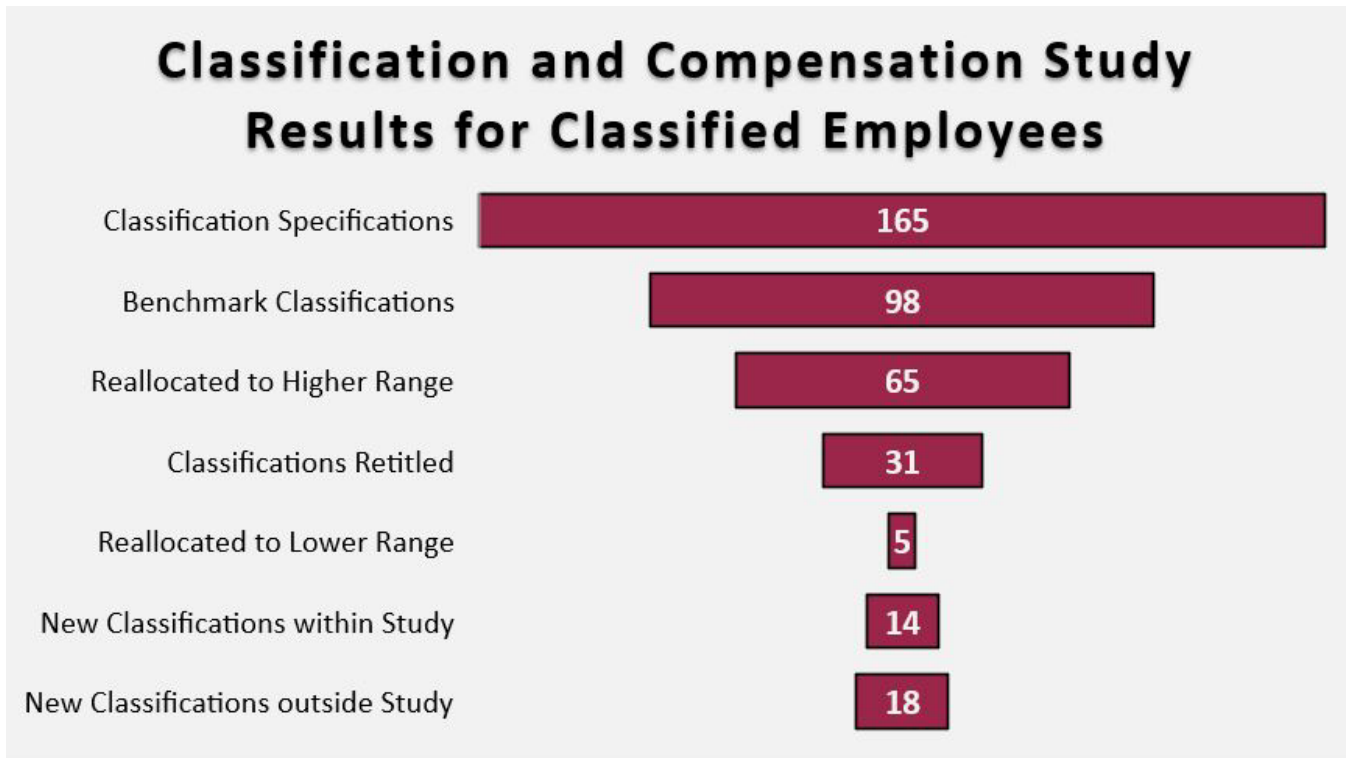
* Round to the nearest dollar

The [2021-2022 budget](#) was approved on May 3, 2021, for a total of **\$664,685**. The Personnel Commission actually spent **\$551,932**, as reflected in the table above, which means \$112,753 (about 17% of the total approved budget) went back to the general funds, at the end of the 2021-22 fiscal year.

The [2022-2023 budget](#) was approved on May 2, 2022, for a total of **\$724,558**. The [\\$59,873](#) difference from the previous year reflects an increase in salaries for the Executive Director (+\$2,180), Manager, HR Staff, LTE and Other (+\$28,952), and employee benefits (+\$28,741).

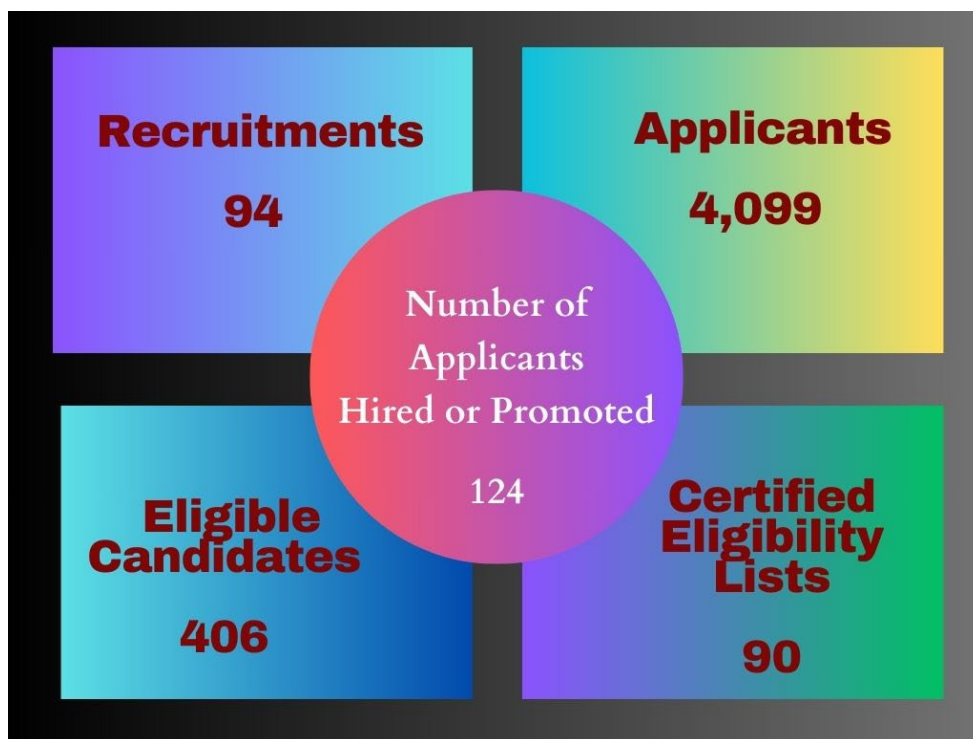
Completion of the Classification and Compensation Study for Classified Employees

While the approval of the Classification and Compensation Study results for classified employees occurred on September 11, 2023, academic year 2023-24, the efforts to complete the classification and compensation study took place during academic year 2022-23.



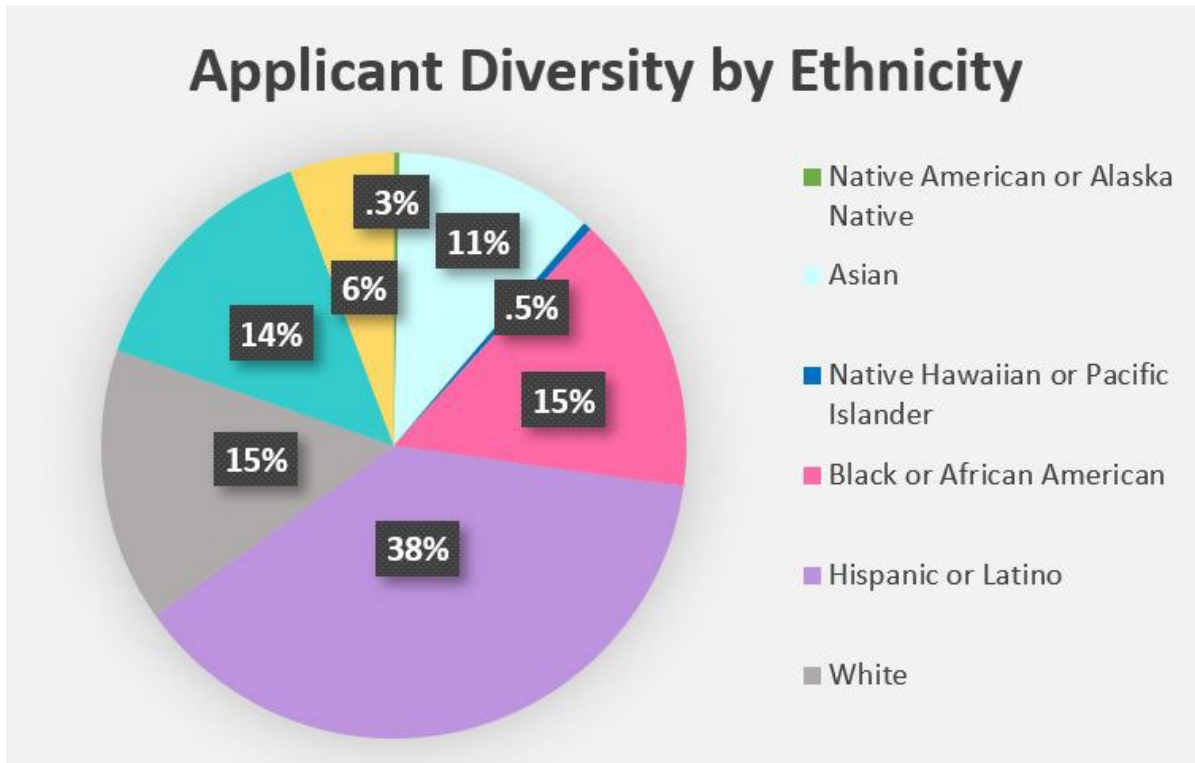
Annual Report of Recruitment Activities

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.



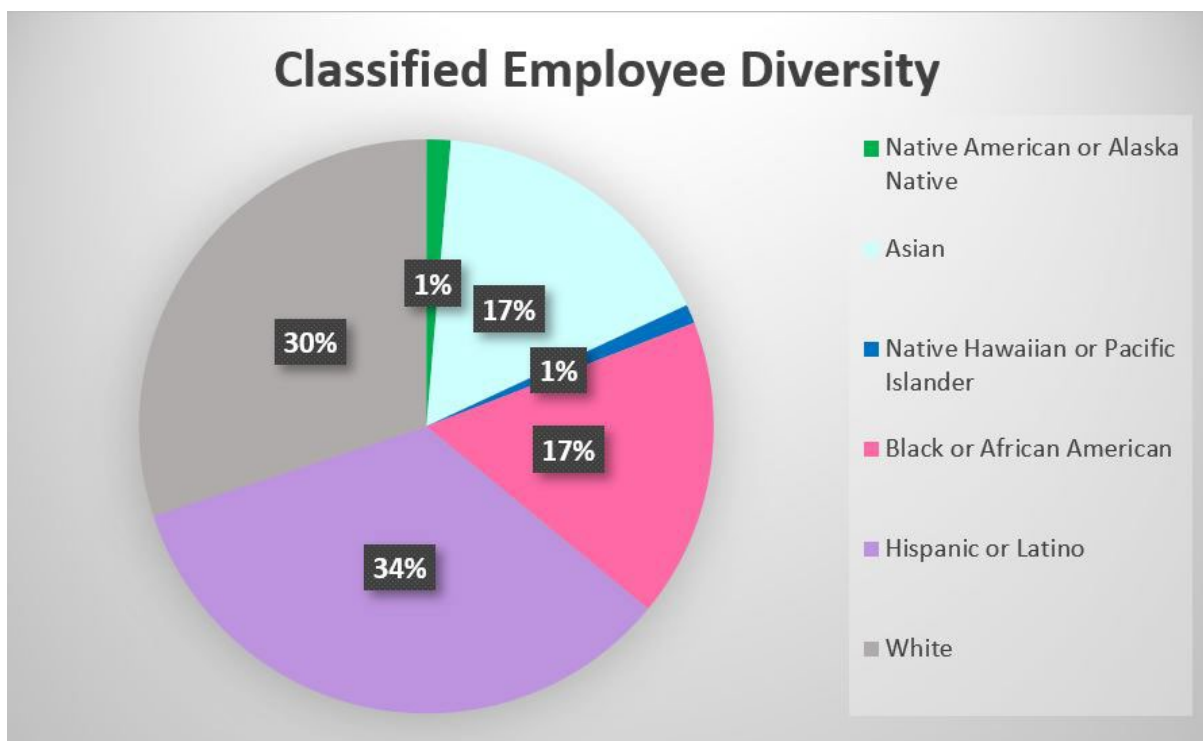
2022-23 Applicant Diversity

Ethnicity	Applicants	Percentage
Native American or Alaska Native	13	0.3%
Asian	449	11.0%
Native Hawaiian or Pacific Islander	20	0.5%
Black or African American	634	15.5%
Hispanic or Latino	1,555	37.9%
White	619	15.1%
Two or more	574	14.0%
Declined to State	235	5.7%
Totals	4,099	100%



2022-23 Classified Employee Diversity

Ethnicity	Employees	Percentage
Native American or Alaska Native	9	1.4%
Asian	110	16.7%
Native Hawaiian or Pacific Islander	7	1.1%
Black or African American	111	16.8%
Hispanic or Latino	224	34%
White	198	30%
Totals	659	100%



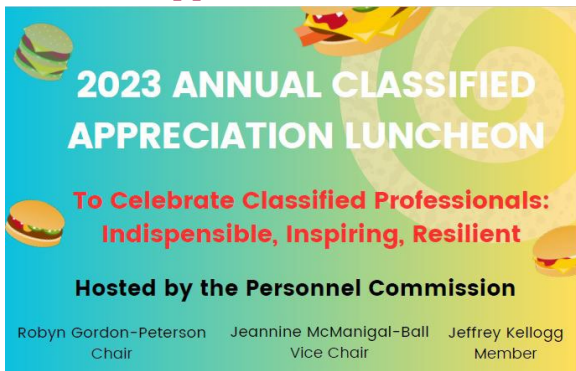
Professional Development

Classified New Employee Orientation



The New Employee Orientation program is designed to provide a comprehensive introduction to Long Beach City College with the purpose of providing information and resources to support staff and student success. The orientation helps with increasing employee engagement and retention, as well as building professional relationships between colleagues.

Classified Appreciation Luncheon



Our annual Classified Luncheon, hosted by the Personnel Commissioners, was held right outside of the new LBCC Aquatic Center, at the Liberal Arts Campus. Classified staff were honored for their contributions to the college at the Annual Classified Luncheon. Guests enjoyed a backyard BBQ lunch while enjoying music, games, and activities and, most importantly, connecting with their colleagues, during our celebration of Classified School Employee Week 2023.

Classified Professional Development Day



During the 2022-23 academic year, Human Resources provided classified and confidential staff with trainings to promote success in current and future positions. The district offered a day of programming focused on “Sweet Success” in diversity, technology, and skills development.

2023 California Community Colleges Classified Employee of the Year



Starla Thomas
Career and Technical
Education Coordinator

Pictured from left to right: Commissioner Jeff Kellogg, Commissioner Jeannine McManigal-Ball, Starla Thomas, and Commissioner Robyn Gordon-Peterson

Each year at their May meeting, the Board of Governors of California Community Colleges honors classified employees who demonstrate the highest level of commitment to the Vision for Success, the mission of the California Community Colleges' and their local districts. Award winners are selected by representatives of the Community Colleges Board of Governors, Consultation Council and the Chancellor's Office, for California Community Colleges. Recipients of this award represent some of California's best community college classified employees!

In 2023, the District recommended the nomination of Starla Thomas who was selected as one the award recipients at the Board of Governor's May 22nd meeting:

"Starla Thomas has served students at Long Beach City College (LBCC) for the past five years as a career and technical education coordinator. In her role, she has been instrumental in implementing the Strong Workforce Grant by recruiting career education faculty to apply for awards to improve student success rates. Through her leadership, LBCC faculty are developing career education programs to close equity gaps among traditionally underrepresented students. In addition, LBCC has also been able to implement a Career Technical Education Community model with goals to support the college's Black and African American students become successful in their pursuit of desired career pathways. Thomas also volunteers with nonprofit organizations to provide free counseling to low-income individuals who cannot afford, or qualify for, free medical assistance."

The five 2023 Classified Employee of the Year Award recipients were:

- Eleanor Bambusch, Administrative Assistant, College of the Desert
- Frederick Bobola, Instructional Lab Coordinator - The Learning Center, College of the Canyons
- Joan Jarrett, Program Coordinator - Instructional Resource Center, Feather River College
- Nino Shtromberg, CalWORKS Coordinator – SFP Technician, Los Angeles Valley College
- Starla Thomas, Career and Technical Education Coordinator, Long Beach City College

Classified Service Recognition with Names

The Personnel Commission wishes to recognize those Classified employees who achieved service milestones to the Long Beach Community College District during academic year 2022-23.

35 years

Nancy Miyao-Moore

25 years

Marlin Stevens
Mary Olsen Bell
Richard Estacio
Kathryn Each

20 years

Sandra Cleveland
Kelly Garcia
Cydney Leon
Mich Touch

15 years

Elizabeth Andrade
Arleatha Brooks
Donna Coats
Daniel Curtis
Monica DeAnda
Diana Galarza
Juan Herrera
Kristy Lutz
Khanh Ly
Camille Mize-Bolton
Mark Neal
Griselda Padilla
Marianne Palacios
Arturo Ramirez
Robert Rapoza
Chelsea Seang
Kimberly Slany
Benjamin Sweet

10 years

Lesclarce Alejandrino
Michelle Ary
Shyra Compton
Sean Cully
Angelica Hernandez
Kathleen Mais
Roberta Maroney
Sandra Sanchez Rueda
Christopher Viola

5 years

Joana Barron
Amy Bigelow
Stephanie Bonales
Kristen Brady
Allan Buhain
Thomas Butler
Mark Carlos
Joshua Castellanos
Leticia Covarrubias
Sten Ensberg
Tanairi Flores
Grace Galvez
Faith Gobeli
James Harris
Brenda Herrera
Jae Hwang
Valinda Intarattana
Shonda Jones
Marina Krasner
Brooke Leflore
Timothy Lyon
Lauren McAnelly
Sharon McMahan
Rio Medina
Michelle Motley
Jessie Parker
Bradley Pollak
Noshin Razzaghi
Alexis Redmond
Luis Roa
Isaac Ruelas
Ramel Santiel
Becca Shewmake
Brian Shields
Joanna Smith
Preston Smith
Lauren Stergens
Mark Stuart
Starla Thomas
Tedde Titus
Craig Wicks
Sylmar Williams

Contact Us

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Visit us at <https://www.lbcc.edu/human-resources>
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