CLOSED SESSION Pursuant to Section 54957, CA Govt. Code, discussed Personnel matters. No decisions were made in closed session.

REGULAR SESSION Ms. Carlin called the regular session to order 5:15 p.m. and led the audience in the pledge of allegiance.

ROLL CALL Personnel Commissioners Ms. Carlin and Mr. Gaylord were present. (Mr. McManus arrived as the meeting was closing; he had been in an automobile accident on the way to the meeting.)

APPROVAL OF MINUTES Motion to approve the minutes of May 19, 2003, made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 2/0.

OLD BUSINESS Submitted for second reading and approval, revision to Classification Specifications for Data Software Technician. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 2/0.

NEW BUSINESS

Request to Transfer to a Closely Related Classification Submitted for consideration, a Request to Transfer, from Senior Clerk to Intermediate Clerk, a closely related classification. Ms. Axup explained that the requestor was seeking a transfer to a lower classification in lieu of a pending layoff. She noted that both the skills need and the examinations required were very similar in content and duties. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 2/0.

Modify Assignments Submitted for consideration, request to modify the current assignments of two positions at the classification of Upward Bound Program Specialist from 11-month to 12-month assignments. In the past, the two employees have been hired as Limited Term Employees
During their off month of June. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. *Motion carried 2/0.*

**New Classification**
Submitted for first reading and review, a new classification of Human Resources Benefits Specialist, Range 8 of the Management Team salary schedule. Ms. Carlin made note of the submission.

**New Classification**
The item of Administrative Support Manager, to be submitted for first reading, was pulled from consideration at this time.

**New Classification**
Submitted for first reading and review, a new classification of Associate Director - Foundation, Range 10 of the Management Team salary schedule. Ms. Carlin made note of the submission.

**Eligibility Lists**
Submitted for approval the eligibility list for Instructional Aide - Foods Lab; Instructional Toolroom Maintenance Mechanic - Diesel; Instructional Toolroom Maintenance - Welding. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. *Motion carried 2/0.*

**INFORMATION ITEMS**

**Job Announcements**
Ms. Axup announced the following recruitments (closing dates in parentheses): Instructional Aide - Fashion Design (6/17/03); Instructional Toolroom Maintenance Mechanic - Horticulture (6/25/03).

**Next Meeting**
The next meeting was originally scheduled for July 21, 2003 at 5:15 p.m. in the Board Room, Building I, LAC. Mr. Gaylord requested the meeting be re-scheduled to July 14, because of a conflict in his calendar. Ms. Carlin agreed, pending concurrence with Mr. McManus. Mr. McManus subsequently concurred with the change in the date of the next Personnel Commission meeting to July 14, 2003 at 5:15 in Room 111, Building V, LAC.

**COMMENTS FROM STAFF**
Geri Morgan, Administrative Secretary-Personnel Commission, noted that an additional job announcement had been released after the Agenda had been distributed. The Clerical Series recruitment would close on June 30, 2003.
COMMENTS FROM COMMISSIONERS

None

COMMENTS FROM THOSE IN ATTENDANCE

Mr. Collins advised the Commissioners that increases in the budget projections could result in release of some frozen classified positions. He was hopeful that some of the more vital vacancies could be filled in the near future.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:22 p.m.