CLOSED SESSION
Pursuant to Section 54957, CA Govt. Code, discussed appointment, employment, discipline or dismissal of public employees. No decisions were made in closed session.

REGULAR SESSION
Mr. McManus called the regular session to order at 5:00 p.m. He led the audience in the pledge of allegiance.

ROLL CALL
Personnel Commissioners Mr. McManus, Mr. Gaylord and Ms. Carlin were present.

APPROVAL OF MINUTES
Motion to approve the minutes of November 15, 2004, made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0.

COMMISSIONER REAPPOINTMENT
Mr. Tortarolo announced the Board of Trustee’s reappointment of Mr. McManus to the Commission for a 3-year term, beginning December 1, 2004 and ending December 1, 2007.

ELECTIONS
Mr. McManus opened the floor for nominations of Chairperson and Vice Chairperson for Calendar Year 2005.

The nomination of Mr. Gaylord to serve as Chairperson was made by Ms. Carlin; seconded by Mr. McManus. The nomination was put to a vote, and Mr. Gaylord was elected 3/0.

The nomination of Ms. Carlin to serve as Commission Vice Chairperson made by Mr. McManus; seconded by Mr. Gaylord. The nomination was put to a vote, and Ms. Carlin was elected 3/0.

OLD BUSINESS
New Classification
None.

NEW BUSINESS
Mr. Tortarolo submitted the revised job description of Special
Revised Job Description

Mr. Tortarolo submitted for approval the eligibility list for Special Program Assistant, Economic Development. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0.

Eligibility Lists

Mr. Tortarolo presented the proposed order for the upcoming 2004-2007 Class Study. He conveyed that the Class Study is structured to complete one-third of the study each year over a three to four year period, dependent upon funds available.

INFORMATION ITEMS

Proposed Order of Class Study 2004-2007

Mr. Tortarolo submitted a reclassification request of Mr. Harold Foot, an Instructional Associate in the ESL Department. He stated that it was the staff’s finding that the gradual accretion of duties has not occurred in this position. Therefore it was recommended that the Commission not reclassify the position at this time, but asked that this classification be reviewed again in the upcoming class study.

Next Meeting

Mr. Tortarolo announced the following active recruitments in the Classified Service (closing date in parentheses): Academic Administrative Secretary (12/13/04); Custodial Supervisor (12/10/04); Fiscal Operations Systems Analyst (12/29/04); Manager, Support Services (1/4/05); Nurse (12/15/05); Supervisor-Building & Grounds (1/4/05).

Presentation

On behalf of the Commission, Mr. McManus presented Ms. Shannon Willson with a plaque in appreciation of her support of the merit system. The Commissioners individually expressed their appreciation in working with Ms. Willson and wished her all the best in her new endeavor. Ms. Willson in return expressed her appreciation for her time working with the Commission as the AFT President.
Mr. Tortarolo conveyed his appreciation for the good working relationship he has had with Ms. Willson during her time as Union President. He congratulated Ms. Willson on her new position and wished her well in her new career.

None.

None.

There being no further business, the meeting was adjourned at 5:10 p.m.