REGULAR SESSION

Mr. Gaylord called the regular session to order at 5:01 p.m. He led the audience in the Pledge of Allegiance.

CLOSED SESSION

Pursuant to Section 54957 of the California Government Code, discussed appointment, employment, discipline or dismissal of public employees. No action was taken during closed session.

ROLL CALL

Personnel Commissioners, Mr. Gaylord, Mrs. McManigal-Ball and Mr. Thorpe were present.

APPROVAL OF MINUTES

Motion to approve the minutes of November 20, 2007, as corrected, made by Mrs. McManigal-Ball; seconded by Mr. Thorpe. Motion carried 3/0.

COMMISSIONER REAPPOINTMENT

Mr. Thorpe was reappointed to the Commission for a 3 year term, beginning December 1, 2007 and ending December 1, 2010. Mr. Gaylord thanked Mr. Thorpe for all his insight and his hard work. Mr. Thorpe thanked the president of AFT for granting him the opportunity to hold the position of Commissioner.

ELECTIONS

Mr. Gaylord opened the floor for nominations of Chairperson and Vice Chairperson for calendar year 2008.

The nomination of Mrs. McManigal-Ball to serve as Chairperson was made by Mr. Thorpe; seconded by Mr. Gaylord. The nomination was put to a vote, and Mrs. McManigal-Ball was elected 2/0.

Mr. Gaylord turned the meeting over to Mrs. McManigal-Ball.

The nomination of Mr. Thorpe to serve as Vice Chairperson was made by Mr. Gaylord; seconded by Mrs. McManigal-Ball. The nomination was put to a vote, and Mr. Thorpe was elected 2/0.

OLD BUSINESS

None.

New Business

Establishment of a New Classification – Purchasing Assistant – First Reading

Ms. Kossick submitted for first reading the establishment of a new classification for Purchasing Assistant, AFT Bargaining Unit Salary Schedule 2007-2008, Range 23. This item will return on a future agenda for second reading and approval.
Reinstatement of Class Specification – Art Gallery Coordinator

Ms. Kossick submitted for approval the reinstatement of a class specification for Art Gallery Coordinator, AFT Bargaining Unit Salary Schedule 2007-2008, Range 33. Motion to approve made by Mr. Gaylord; seconded by Mr. Thorpe. *Motion carried 3/0.*

Request for Professional Expert – Assistant Coach

Ms. Kossick submitted for approval a Request for a Professional Expert for Assistant Coach. Motion to approve made by Mr. Thorpe; seconded by Mr. Gaylord. *Motion carried 3/0.*

Approve Eligibility Lists

Ms. Kossick submitted for approval the eligibility lists for Educational Technologist II; Energy Management Coordinator; Library Assistant; Nurse Practitioner; Small Business Development Center Client Supervisor; Parking Services Coordinator; Public Relations Coordinator; Registrar; Tutorial Program Coordinator. Motion to approve made by Mr. Gaylord; seconded by Mr. Thorpe. *Motion carried 3/0.*

INFORMATIONAL ITEMS

Next Meeting

Mrs. McManigal-Ball announced that the Personnel Commission has new meeting dates for calendar year 2008. Ms. Kossick added that the dates are posted on the Personnel Commission website.

Mrs. McManigal-Ball announced that the next meeting is scheduled for January 14, 2008, in the Board Room, Building I.

COMMENTS FROM THE STAFF

Ms. Kossick said that 2007 was a good year and that she is looking forward to 2008. Salary recommendations for Phase I and Phase II will be forthcoming in February 2008, for the Personnel Commission’s approval.

COMMENTS FROM THE COMMISSIONERS

Mr. Thorpe attended the Personnel Commissioners Association of Southern California meeting on December 5, 2007, and distributed reading material and a “go green” tote to Mrs. McManigal-Ball, Mr. Gaylord, and Ms. Kossick.

Mrs. McManigal-Ball congratulated Mr. Gaylord for his appointment as 100th president of the National Association of Realtors. She also thanked him for all his contributions as
Chairperson during the past year.

COMMENTS FROM THE AUDIENCE

Ms. Costa, president of AFT, shared her concern about a JIQ deadline that had not been met and the correct review process not followed. Ms. Kossick clarified that the JIQ has been turned in and the employee’s manager is currently reviewing it.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:26 p.m.