CALL TO ORDER
Commissioner Darwin Thorpe, Chairperson, called the regular session to order at 5:01 p.m.

PLEDGE OF ALLEGIANCE
Mr. Thorpe asked Richard Gaylord to lead 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
Commissioners Jeannine McManigal-Ball, Richard Gaylord, and Darwin Thorpe were present.

APPROVAL OF MINUTES
Motion to approve the minutes of the December 12, 2011 meeting, made by Ms. McManigal-Ball; seconded by Mr. Gaylord.

Motion carried 3/0.

OLD BUSINESS
None.

NEW BUSINESS
Extension of Working Out of Class Assignment (M. Taylor)
Ms. Kossick recommended for approval, an extension of a working out-of-class assignment for Mark Taylor, Director, Community and Governmental Relations to fill the vacant position of, Director, College Advancement, Public Affairs and Governmental Relations. Approval of this out-of-class assignment request will provide work continuity in Institutional Effectiveness until the position is filled.

Motion to approve made by Mr. Gaylord; seconded by Ms. McManigal-Ball.

Motion carried 3/0.

Eligibility Lists
• Instructional Aide, Foods Lab (#12-015)
Ms. Kossick recommended for approval, eligibility lists for Instructional Aide, Foods Lab (#12-015).

Motion to approve made by Ms. McManigal-Ball; seconded by Mr. Gaylord.

Motion carried 3/0.

INFORMATIONAL ITEMS
Next Meeting
Mr. Thorpe announced that the next regular meeting of the Personnel Commission would be held on Tuesday, January 24, 2012, at 5:00 p.m. in T1046, Building T, at the Liberal Arts Campus.
COMMENTS FROM THE STAFF
Ms. Kossick gave a mid-year Personnel Commission recruitment report, noting twenty-seven (27) eligibility lists have been created and thirty-five (35) new hires have been made. She commented on the well attended State of the College Address. Plans are being made for the Classified Appreciation Luncheon to be held on Friday, May 25, 2012.

COMMENTS FROM THE COMMISSIONERS
Mr. Thorpe, also, commented on the State of the College Address. It was informative and festive.

COMMENTS FROM THE AUDIENCE
None.

ADJOURNMENT
Mr. Thorpe adjourned the meeting at 5:16 p.m.