CALL TO ORDER
Commissioner Jeannine McManigal-Ball, Chairperson, called the regular session to order at 5:01 p.m.

PLEDGE OF ALLEGIANCE
Ms. McManigal-Ball asked Annalisa Iglesias 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 November 28, 2011 meeting, made by Mr. Gaylord; seconded by Mr. Thorpe.  
Motion carried 3/0.

COMMISSIONER APPOINTMENT/OATH OF OFFICE
Ms. McManigal-Ball announced the reappointment of Mr. Gaylord for a 3-year term, beginning December 1, 2011 and ending December 1, 2014.

ELECTION OF OFFICERS
Chairperson for Calendar Year 2012
Ms. McManigal-Ball opened the floor for nominations for Chairperson of the Personnel Commission for calendar year 2012.

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

Vice-Chairperson for Calendar Year 2012
Ms. McManigal-Ball opened the floor for nominations for Vice-Chairperson of the Personnel Commission for calendar year 2012.

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

OLD BUSINESS
None.

NEW BUSINESS
Extension of Working Out of Class Assignment (M. Perez-Flores)
Ms. Kossick recommended for approval, an extension of a working out-of-class assignment for Maria Perez-Flores, Planning Analyst, to fill the vacant position of Planning...
Systems Analyst I. 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. Thorpe; seconded by Mr. Gaylord.

*Motion carried 3/0.*

**Eligibility Lists**
- Director, Workforce Development (#11-042)

Ms. Kossick recommended for approval, eligibility lists for Director, Workforce Development (#11-042).

Motion to approve made by Mr. Gaylord; seconded by Mr. Thorpe.

*Motion carried 3/0.*

**INFORMATIONAL ITEMS**

**Next Meeting**
Ms. McManigal-Ball announced that the next regular meeting of the Personnel Commission would be held on Monday, January 9, 2012, at 5:00 p.m. in the Board Room, Building T, at the Liberal Arts Campus.

**COMMENTS FROM THE STAFF**
Ms. Kossick said we will be receiving more eligibility lists on upcoming agendas.

**COMMENTS FROM THE COMMISSIONERS**
Mr. Gaylord, Mr. Thorpe, and Ms. McManigal-Ball commented on how much they enjoy working with professionals committed to the Merit System and wished happy holidays to all.

**COMMENTS FROM THE AUDIENCE**
None.

**ADJOURNMENT**
Ms. McManigal-Ball adjourned the meeting at 5:14 p.m.