CALL TO ORDER
Commissioner Darwin Thorpe called the regular session to order at 5:02 p.m.

ROLL CALL
Commissioners Jeannine McManigal-Ball, Richard Gaylord, and Darwin Thorpe were present.

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.

PLEDGE OF ALLEGIANCE
Mr. Thorpe asked Mr. Gaylord to lead the audience in the Pledge of Allegiance.

APPROVAL OF MINUTES
Motion to approve the minutes of the November 19, 2012 meeting made by Mr. Gaylord; seconded by Ms. McManigal-Ball.

Motion carried 3/0.

ELECTION OF OFFICERS
Chairperson for Calendar Year 2013
Mr. Thorpe opened the floor for the nomination for Chairperson of the Personnel Commission for calendar year 2013. Mr. Thorpe nominated Mr. Gaylord; seconded by Ms. McManigal-Ball.

Motion carried 3/0.

Vice-Chairperson for Calendar Year 2013
Mr. Gaylord opened the floor for the nomination of Vice Chairperson of the Personnel Commission for calendar year 2013. Mr. Thorpe nominated Ms. McManigal-Ball. Mr. Gaylord seconded the motion.

Motion carried 3/0.

OLD BUSINESS
Establishment of a New Classification – Second Reading
Associate Director, Public Relations and Marketing
Julie Kossick, Director of Human Resources, recommended, for second reading and approval, an establishment of a new classification for Associate Director, Public Relations and Marketing.

Mark Taylor, Director, College Advancement, Public Affairs & Government Relations was present to answer questions.

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

Motion carried 3/0.

Establishment of a Revised Classification – Second Reading
SBDC Marketing and Events Coordinator
Ms. Kossick recommended for second reading and approval an establishment of a new classification for SBDC Marketing and Events Coordinator.

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

Mr. Thorpe reminded the Commission that the title of the classification had been changed from SBDC Marketing and Events Coordinator to SBDC Marketing Coordinator after first reading.

Motion carried 3/0.
NEW BUSINESS

Personnel Commission Meeting Dates for Calendar Year 2013

Ms. Kossick submitted for second reading and approval Personnel Commission dates for the 2013 calendar year.

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

Motion carried 3/0.

Extension of Working Out-of-Class Assignment

Ms. Kossick recommended for approval an extension of a working out-of-class extension for Jonah Lopez, a permanent employee in the College Articulation Specialist classification. Ms. Lopez has worked out-of-class for a period of ninety (90) calendar days in a Business Systems Analyst II classification from October 17, 2011 through November 30, 2012. Approval of this request would provide work continuity in the Admissions and Records department through February 28, 2013.

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

Ms. McManigal-Ball asked Ross Miyashiro, Dean of Admissions and Records, why the position had not yet been filled. Mr. Miyashiro explained that the position was part of the reorganization of enrollment services and it was currently supporting the implementation of the degree audit.

Motion carried 3/0.

INFORMATIONAL ITEMS

Next Meeting

Mr. Gaylord announced that the next regular meeting of the Personnel Commission would be held on Monday, December 17, 2012, at 5:00 p.m. in T1100, Building T, at the Liberal Arts Campus.

COMMENTS FROM THE STAFF

Ms. Kossick informed the Commissioners of the 4/10 winter schedule. She said the District would be open Monday through Thursday from 7:30 a.m. to 6:00 p.m. and closed on Friday, effective December 17, 2012 through January 25, 2013.

COMMENTS FROM THE COMMISSIONERS

Commissioner Gaylord thanked everyone for allowing him to be Chairperson again and what a pleasure it is working with such a great group of people.

COMMENTS FROM THOSE IN ATTENDANCE

Mr. Hamilton asked Ms. Kossick for clarification on the 4/10 and holiday schedule. Ms. Kossick announced the holiday dates as December 24, 2012; December 25, 2012, December 26, 2012; December 27, 2012; December 31, 2012; and January 1, 2013. She added that Facilities personnel have been notified of their schedules.

ADJOURNMENT

Mr. Gaylord adjourned the meeting at 5:22 p.m.