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

PLEDGE OF ALLEGIANCE
Mr. Gaylord 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
Commissioners Richard Gaylord and Darwin Thorpe were present. Ms. McManigal-Ball was not in attendance.

APPROVAL OF MINUTES
Motion to approve the minutes of the July 24, 2012 meeting made by Mr. Gaylord; seconded by Mr. Thorpe.

Motion carried 2/0.

OLD BUSINESS
None.

NEW BUSINESS

Request to Transfer to a Related Class
Instructional Assistant to Culinary Arts Laboratory Instructional Assistant (P. Pickett)

SBDC Sr. Program Assistant, International Trade (#12-023)

Julie Kossick, Director of Human Resources, recommended for approval a request from Patricia Pickett to transfer from Instructional Assistant to Culinary Arts Laboratory Instructional Assistant. Ms. Pickett worked in the Culinary Arts Department as a Federal Work Study student from December 2007 to July 2010 and was hired as a 45% Instructional Assistant in the Culinary Arts Department in August of 2010.

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

Motion carried 2/0.

Eligibility List
Culinary Arts Laboratory Instructional Assistant (#12-023)

Eligibility List
SBDC Sr. Program Assistant, International Trade (#12-023)

Ms. Kossick recommended for approval an eligibility list for Culinary Arts Laboratory Instructional Assistant and an eligibility list for SBDC Senior Program Assistant, International Trade (#12-023)

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

Motion carried 2/0.

INFORMATIONAL ITEMS

Next Meeting
Mr. Thorpe announced that the next regular meeting of the Personnel Commission would be held on Monday, August
20, 2012, at 5:00 p.m. in T1100, Building T, at the Liberal Arts Campus.

**COMMENTS FROM THE STAFF**

Ms. Kossick made a few announcements which included College Day scheduled on August 24th, the beginning of the Fall Session on August 27, and the upcoming re-appointment of Ms. McManigal-Ball for another three year term.

**COMMENTS FROM THE COMMISSIONERS**

None.

**ADJOURNMENT**

Mr. Thorpe adjourned the meeting at 5:12 p.m.