

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
May 19, 2015

- Call to Order Mr. Liermann called the meeting to order at 5:31 p.m.
- Members Present Members of the Personnel Commission present were:
Tim Liermann, Chairperson
Bradley Tahajian, Vice – Chairperson
Pamela Freeman-Fobbs
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Phillips, HR Analyst
Reshonda Collins, HR Specialist
- Introduction of Guests The following guests attended:
Samerah Campbell, DO HR
Jason Meyers, CSEA
Raul Perez, CSEA
Cheryl Sullivan, FCC
Eleanor Bruce, FCC
Ernie Garcia, FCC
Karin Collins, FCC
- Public Comment None
- Approval of the Minutes The minutes of the April 28, 2015 Regular Meeting were presented for approval.
- Mr. Tahajian moved to approve the minutes as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.
- The motion passed as follows:
Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann
Noes – 0
- Information Items
1. Discussion of Employees Working Out-of-Classification Ms. Gomez provided an update on employees working out-of-classification.
2. Discussion of Classification Specification and Creation and Revisions Mr. Meyers inquired how requirements were added to a job description. Mr. Meyers expressed concern that some classified positions may have more requirements than faculty positions. Ms. Gomez responded that faculty job descriptions are not considered when creating classified positions. Ms. Campbell stated that faculty positions typically have a job announcement, not a job description. Ms. Gomez and Ms. Campbell stated that they would research issues regarding instructional support staff working with faculty.
- Ms. Gomez will report her findings at the June meeting.

3. Discussion of Classified Promotions
Ms. Bruce inquired about the promotional process and used the example of a recent promotion in which the employee promoted without actually reporting to the original assignment. A brief discussion followed regarding employee promotions.
Ms. Gomez explained the CSEA rules regarding promotions and pay.
4. Discussion of Position Waiver Form
Mr. Meyers stated that on the position waiver form, paragraph 2, last sentence, the inability to waive after an interview is too restricting. Mr. Meyers stated that applicants should be able to waive a position after an interview. Mr. Meyers would like the sentence removed from position waiver form. Mr. Perez stated that Paragraph 2, last sentence takes away options for applicants.
Ms. Gomez stated that allowing applicants to waive after an interview would cause issues with managers receiving the eligibility list in a timely manner.
Mr. Liermann requested this item will be placed on June’s agenda under informational items.
5. Discussion of Oral Board Examination Process
Mr. Meyers stated that some recent oral board exams consisted of only two panelists; concern was raised by some CSEA members that they did not have the right of refusal regarding a panelist who had personal knowledge of the applicant. Ms. Gomez stated that there is a form that applicants sign prior to oral board exams and applicants may request a panelist be removed prior to their exam.
Mr. Liermann requested a copy of the form that applicants’ sign be included in next month’s agenda under informational items.
6. Discussion of Classification Study Report
Ms. Gomez stated that she is continuing to add information to the report previously submitted to Commissioners. Ms. Gomez and Ms. Campbell will be meeting with employees and managers, whether or not there will be a change to their classifications before the Commissioners receive a finalized report. Job descriptions will be updated in phases.
Ms. Campbell stated Human Resources will be requesting a limited term part-time Human Resources Analyst dedicated to the classification study.
Mr. Perez inquired as to possible remedies if an employee disagrees with the classification study findings. Ms. Gomez stated there is no appeal process once the report is finalized.

Action Items

- [15-16] Consideration and Approval of Eligibility Lists
a.

Eligibility Lists Presented:

- a. College Trainer, amended 2/12/15

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian moved to approve item 15-16 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann

Noes – 0

[15-17] Consideration and Approval to Classify New Positions in Established Job Classification Specifications.

Classifications Presented:

- a. Administrative Aide, Clovis Community College Center
- b. Student Services Specialist, Clovis Community College Center
- c. Department Secretary (10.5 Months), Clovis Community College Center
- d. Painter (6 Month Limited-Term), District Operations
- e. Painter (6 Month Limited-Term), District Operations
- f. Financial Aid Assistant I (6 Month Limited-Term), Reedley College
- g. Financial Aid Assistant I (6 Month Limited-Term), Reedley College

Ms. Gomez presented this item for consideration.

Mr. Liermann moved to approve item 15-17 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann

Noes – 0

[15-18] Public Hearing and Adoption of 2015-2016 Personnel Commission Budget

Ms. Gomez presented this item for consideration and approval. Mr. Tahajian inquired about the possibility of rolling over unused funds into the following fiscal year. Ms. Gomez stated that she was advised to utilize excess revenues to fund the Human Resources Analyst position 100%.

Mr. Tahajian moved to approve item 15-18 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously. Ms. Gomez stated that the Personnel Commission budget would be presented to the Board of Trustees at their June 2, 2015 regular meeting.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann

Noes – 0

Director's Report

Ms. Gomez presented an update on current and upcoming recruitments and examinations. All staff members will be attending the upcoming WRIPAC job analysis training at Fresno City College. Ms. Gomez updated the Commission on the status of the new laptops for the Personnel Commission.

Commissioner's Report

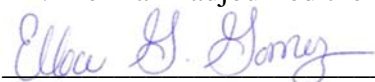
Ms. Freeman-Fobbs stated that she attended the chancellor committee search focus group at Clovis Community College Center.

Mr. Tahajian attended Bike Day at Fresno City College and registered his bike.

Mr. Liermann had nothing to report.

Adjournment

Mr. Liermann adjourned the meeting at 6:57 p.m.

A handwritten signature in blue ink, reading "Elba G. Gomez", written over a horizontal line.

Elba Gomez, Director of Classified Personnel
EG:rc