MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION STATE CENTER COMMUNITY COLLEGE DISTRICT September 15, 2015

Call to Order	Mr. Liermann called the meeting to order at 5:30 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 Ferguson, HR Analyst Reshonda Collins, HR Specialist
Introduction of Guests	The following guests attended: Samerah Campbell, DO HR Jason Meyers, CSEA Gregory Taylor, DO Raul Perez, CSEA Labor Relations Eleanor Bruce, FCC
Public Comment	Ms. Bruce requested that a discussion on re-classification be added to October agenda. Mr. Meyers requested clarification on the Personnel Commission organization and staffing plan as an item on the October agenda. Mr. Gomez responded that she would meet with Mr. Meyers and explain the staffing plan. Ms. Gomez indicated a revision to the staffing plan would be brought back to the Personnel Commission at the October meeting if the change was needed.
Approval of the Minutes	The minutes of the August 26, 2015 Regular Meeting were presented for approval.
	Ms. Freeman-Fobbs moved to approve the minutes as presented, Mr. Tahajian seconded the motion, and it carried unanimously.
	The motion passed as follows: Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann Noes – 0
 <u>Information Items</u> 1. Discussion of Employees Working Out-of-Classification 	Ms. Gomez provided an update on employees working out-of- classification. Ms. Gomez stated that the number of pending working out-of-classification employees was now three employees working out-of-classification.

	Mr. Perez presented a statement on behalf of CSEA that their position was that the working out-of-classification process is seriously flawed with no resolution in sight. Ms. Campbell responded that working out-of-classification is a negotiated issue and that Mr. Perez could meet with her to discuss his concerns.
 Discussion of District- Wide Versus Location Specific Recruitments 	Mr. Tahajian questioned the reasoning for site-specific applications for Office Assistant III and Administrative Aide recruitments.
	Ms. Gomez stated the goal of site specific recruitments was to prevent campuses form waiting on eligibility lists. A brief discussion followed. Ms. Gomez requested that the Personnel Commission allow the process to happen and a report would be brought back after all testing was completed.
 Discussion of Provisional Placement Days 	Mr. Meyers inquired to the status of the legal opinion. Mr. Taylor stated that he is preparing a written opinion that will be given to Commissioners within a week.
Action Items	
[15-39] Consideration and Approval of Eligibility Lists.	 Classifications Presented: a. Accounting Clerk III – Reedley College, Effective 8/27/15 b. Secretary to the Vice Chancellor, Effective 8/27/15 c. Custodian, Effective 9/10/15 d. Educational Advisor PPT, Effective 9/10/15 Mr. Liermann moved to approve item 15-39 as presented, Mr. Tahajian seconded the motion, and it carried unanimously. The motion passed as follows: Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann Noes – 0
[15-40] Consideration and Approval to Classify New Positions in Established Job Classification Specifications.	 Classifications Presented: a. Accounting Technician I (SSSP), FCC b. Assessment Technician (SSSP), FCC c. Assessment Technician (SSSP), CCC d. Athletic Equipment Manager, 6-Month Limited-Term, RC

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	 e. Educational Advisor (SSSP), CCC f. Educational Advisor (SSSP), MC g. Evaluator (SSSP), CCC h. Evaluator (SSSP), FCC i. Evaluator (SSSP), FCC j. Evaluator (SSSP), RC k. Human Resources Technician, 6-Month Limited-Term, DO l. Instructional Aide PPT, FCC m. MicroComputer Resource Technician, 6 Month Limited-Term, FCC n. MicroComputer Resource Technician (SSSP), FCC o. Office Assistant III (SSSP), Fund Full-time, CCC p. Office Assistant III (SSSP), FCC q. Office Assistant III (SSSP), FCC r. Research Assistant PPT (SSSP), CCC
	Ms. Campbell requested clarification for the status of item (o). Item (o) was tabled until clarification is received.
	Ms. Freeman-Fobbs moved to approve item 15-40 as presented, with the exception of item o, Mr. Liermann seconded the motion, and it carried unanimously.
	The motion passed as follows: Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann Noes – 0
[15-41] Consideration and Approval to Classify New Positions in New Job Classification Specifications	Classifications Presented:
	 a. Instructional Technician – Manufacturing b. Student Support Specialist (SSSP), FCC c. Student Relation Specialist (SSSP), FCC
	Mr. Liermann moved to approve item 15-41 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.
	The motion passed as follows: Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann Noes – 0
[15-42] Consideration and Approval to Exempt New Positions from the Classified Service	Classifications Presented:
	a. College and Career Transition Coordinator (SSSP), Oakhurst

	 b. Director of Counseling and Special Projects (SSSP), FCC c. Dual Enrollment Coordinator (SSSP), FCC d. Math Center Coordinator (SSSP), RC e. Peer Assistant Student Sessions Coordinator (SSSP), FCC f. Student Success Math Coordinator (SSSP), FCC g. Tutorial Center Coordinator (SSSP), MC h. Writing Center Coordinator (SSSP), RC
	Ms. Campbell clarified that item (a) was for Madera, Reedley and Oakhurst and the item b was for "Special Programs" not "Special Projects".
	Mr. Tahajian moved to approve item 15-42 as corrected, 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
[15-43] Consideration and Approval of Revised Classification Specification for Farm Production Supervisor	Ms. Gomez presented revisions to the classification specification for Farm Production Supervisor and recommended changing salary to Management Range 30.
	Mr. Liermann moved to approve item 15-41 as presented, with consideration to the proposed salary range. Mr. Tahajian seconded the motion, and it carried unanimously.
	The motion passed as follows: Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann Noes – 0
[15-44] Consideration to Appoint Commissioner	Mr. Tahajian stated he is willing to continue serving as a Commissioner.
	Mr. Liermann and Ms. Freeman-Fobbs announced the Commission's intent to reappoint Mr. Tahajian. Mr. Liermann explained that a public hearing would be held at the November meeting.
Director's Report	Ms. Gomez provided an update on current recruitments and tests in progress. Ms. Gomez also requested that the October meeting be changed to October 13, 2015.

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Commissioner's Report

Ms. Freeman-Fobbs reported that she will be attending Clovis Community College scholarship ceremony.

Mr. Tahajian had nothing to report.

Mr. Liermann had nothing to report.

Adjournment

Mr. Liermann adjourned the meeting at 6:23 p.m.

Ellou & Somy

Elba Gomez, Director of Classified Personnel EG:rc