

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
July 21, 2015 **Amended**

- 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
Greg Taylor, DO
Cheryl Sullivan, FCC
Eleanor Bruce, FCC
Pedro Avila, DO
Rodney Zumkehr, POA
Shannon Ayello, POA
Christine Miktarian, DO
Tom Mester, CCC
Lorrie Hopper, CCC
Scott Olds, DO
- Public Comment None
- Approval of the Minutes The minutes of the June 16, 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
- Information Items
1. Discussion of Employees Working Out-of-Classification Ms. Gomez provided an update on employees working out-of-classification.
Ms. Gomez stated there are currently two employees’ working-out-of-class.
2. Discussion of Oral Board Exam Process Ms. Gomez stated that additional language has been added to the oral board sign-in document regarding an applicant’s right to have a panelist removed from their exam process. A brief discussion followed regarding the changes to the form.

3. Discussion of Personnel Commission Staff Organization
- Ms. Gomez stated that she wished to discuss with the Commissioners the possibility of an additional 2 new positions to the department to assist with recruitments. Ms. Gomez stated that she would like to fully fund a Human Resources Management Systems Analyst position and a part-time Human Resources Specialist position. Ms. Gomez stated the staffing request will be presented at the August 26, 2015 regular meeting.

Action Items

[15-23] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Assistant Residence Hall Supervisor-On Site, effective 6/22/15
- b. Director of College Relations & Outreach (FCC), effective 6/25/15
- c. Executive Director of Foundation, effective 7/13/15
- d. Print, Media & Communications Manager, effective 7/15/15
- e. College Center Assistant, effective 7/16/15
- f. Early Childhood Education Associate (merged list), effective 7/16/15
- g. Financial Aid Assistant I, effective 7/16/16
- h. Financial Aid Assistant II, effective 7/16/15
- i. Bookstore Sales Clerk I-Seasonal, effective 7/17/15
- j. Bookstore Seasonal Assistant-Seasonal, effective 7/17/15

Mr. Liermann moved to approve item 15-23 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

[15-24] Consideration and Approval to Classify New Positions at Fresno City College in Established Job Classification Specifications.

Classifications Presented:

- a. Custodians, 5 Positions
- b. Department Secretary
- c. Human Resources Technician
- d. Institutional Research Coordinator
- e. Instructional Laboratory Technician, Chemistry/Physical Science
- f. Instructional Technician, Welding
- g. Office Assistant I/II
- h. Student Services Specialist
- i. Theatre Manager (Flexible Hour)

Ms. Freeman-Fobs moved to approve item 15-24 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

[15-25] Consideration and Approval to Classify New Positions at Reedley College and Madera Center in Established Job

Classifications Presented:

- a. Administrative Aide, Reedley College
- b. Department Secretary (PPT), Madera College Center
- c. Farm Production Supervisor, Reedley College
- d. Lead Custodian, Madera College Center

Classification
Specifications.

e. Office Assistant III, Reedley College

Mr. Tahajian moved to approve item 15-25 as presented, 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

[15-26] Consideration
and Approval to Classify
New Positions at Reedley
College and Madera
Center in Established Job
Classification
Specifications.

Classifications Presented:

- a. Accounting Technician II
- b. Administrative Aide
- c. College Director of Marketing & Communications
- d. Department Secretary
- e. Library/Learning Resources Assistant III
- f. Micro-Computer Resource Technician
- g. Network Coordinator
- h. Publications Specialist
- i. Research Assistant
- j. Student Services Specialist
- k. Webmaster

Mr. Tahajian moved to approve item 15-26 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

[15-27] Consideration
and Approval to Classify
New Positions at District
Office and District
Operations in Established
Job Classification
Specifications.

Classifications Presented:

- a. Accounting Clerk III, District Office
- b. Admissions & Records Manager, District Office
- c. Building Generalist, 5 Positions, District Operations
- d. Office Assistant III, District Operations
- e. Painter, District Operations
- f. Police Communications Dispatcher, District Operations

Mr. Liermann moved to approve item 15-27 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

[15-28] Consideration
and Approval to Classify
New Position Duties in
the Classified Service
and Establish New

Classifications Presented:

- a. Instructional Technician, Maintenance Mechanic, Fresno City College
- b. Instructional Technician, Manufacturing, Reedley College
- c. Child Development Lab School Director, Clovis College
- d. Web Portal Strategist, District Office

Classification
Specifications

Mr. Tahajian moved to approve item 15-28 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

[15-29] Consideration
and Approval to Extend
Classification of New
Positions in the
Classified Service

Classifications Presented:

Director of Technology (50% Increase), Reedley College

Director of Technology (50% Increase), Clovis College

Research Director, Clovis College

Ms. Gomez requested an extension until the August commission meeting due to the positions under review.

Ms. Campbell stated, “or until we have a recommendation.”

Ms. Freeman-Fobbs moved to approve item 15-29 as presented, 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

[15-30] Consideration
and Approval of New
Classification
Specification for
Financial Aid Systems
Analyst

Ms. Gomez stated this is a new position that will be located at the District Office. Ms. Gomez stated a salary placement on the classified range of 66 is being requested.

Ms. Bruce questioned if the survey for the position looks at duties or simply dollar amounts. Ms. Gomez stated that the survey for the position looks at experience, knowledge, skills, and abilities.

Mr. Tahajian moved to approve item 15-30 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

[15-31] Consideration
and Approval of New
Classification
Specification for Web
Portal Administrator

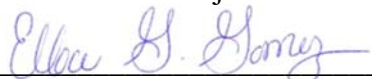
Ms. Gomez stated a title change from Web Portal Strategist to Web Portal Administrator with a recommended range of 75.

Mr. Liermann moved to approve item 15-31 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

- [15-32] Consideration and Approval of New Classification Specification for Child Development Lab School Manager
- Ms. Gomez stated this position is specific to Clovis Community College with a recommended management range 38.
- Mr. Tahajian moved to approve item 15-32 as presented, 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
- [15-33] Consideration and Approval of Revised Classification Specification for Executive Director of Public and Legislative Relations
- Ms. Gomez stated job description has been updated.
- Ms. Campbell stated first bullet under “knowledge of” should end at publications.
- Ms. Campbell requested additional changes; under Skill to, bullet 6, after plan and develop events add “special projects, bond measures, and related materials as needed.”
- Mr. Tahajian moved to approve item 15-33 as presented and amended by Ms. Campbell, 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
- [15-34] Consideration and Approval of Revised Classification Specification for Construction Services Manager
- Mr. Liermann moved to approve item 15-34 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
- Director’s Report
- Ms. Gomez provided an update on recruitment and testing. Ms. Gomez requested Commission August meeting be moved to August 26, 2015.
- Commissioner’s Report
- Ms. Freeman-Fobbs stated that she will be attending a PowerPoint class at Clovis Community College on July 22, 2015.
- Mr. Tahajian and Mr. Liermann had no reports.
- Adjournment
- Mr. Liermann adjourned the meeting at 6:15 p.m.
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Elba Gomez, Director of Classified Personnel
EG:rc