

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
April 28, 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 Phillips, HR Analyst  
Vince Tafoya, HR Specialist
- Introduction of Guests The following guests attended:  
Samerah Campbell, DO HR  
Jason Meyers, CSEA  
Gregory Taylor, DO  
Cheryl Sullivan, FCC  
Eleanor Bruce, FCC
- Public Comment Ms. Bruce requested that a discussion regarding procedures for promotion be added as an item on the May 19, 2015 Regular Meeting agenda.
- Mr. Meyers requested that a discussion regarding the position waiver form, specifically the last sentence in the 2<sup>nd</sup> paragraph, be placed on the May 19, 2015 Regular Meeting agenda.
- Mr. Meyers also requested that a discussion regarding oral board examinations, specifically Personnel Commission rule 5-8 (a), be placed on the May 19, 2015 Regular Meeting agenda.
- Approval of the Minutes The minutes of the March 17, 2015 Regular Meeting were presented for approval.
- Mr. Liermann requested that “Jason Meyers, FCC” be changed to “Jason Meyers, CSEA” under “Introduction of Guests”.
- Ms. Tahajian moved to approve the minutes as amended, 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. Personnel Commission Proposed Budget for FY 2015-2016 Ms. Gomez provided an update on the proposed budget. Ms. Gomez stated that the Human Resources Analyst position would no longer be a shared position with Human Resources and would resume being a full time position in the Personnel Commission. Ms. Gomez also stated that there were some

changes made to the Operating expenses. There was a brief discussion regarding the creation of a reserve account for unspent funds to be rolled over to the new fiscal year.

2. Discussion of  
Employees Working  
Out-of-Classification

Ms. Gomez provided an update on employees working out-of-classification.

Mr. Meyers inquired what the process was to compensate employees when a working out-of-classification request is denied.

Ms. Campbell responded that documentation and research of working out-of-classification varies by position. Ms. Campbell stated that there are times when individuals are asked to track their duties on a calendar in order to determine the frequency of the higher level duties.

Mr. Meyers inquired if all employees who apply for working out-of-classification are required to track duties on a calendar. Ms. Campbell responded that if the positions are in the same job family and the duties are very similar, a calendar may be required to determine if higher level duties are being performed more than 5 days in a 5 day period.

Action Items

[15-12] Consideration  
and Approval of  
Eligibility Lists

Eligibility Lists Presented:

- a. Assessment Coordinator, effective 3/25/15
- b. Evaluator, effective 3/27/15
- c. Institutional Research Coordinator, effective 3/27/15
- d. Educational Advisor, effective 3/27/15
- e. DSP&S Mobility Driver, effective 4/8/15
- f. Orientation Assistant, effective 4/8/15
- g. District Director of Information Systems, effective 4/10/15
- h. Student Services Specialist, effective 4/10/15
- i. Food Service Worker, effective 4/14/15
- j. Groundskeeper Worker, effective 4/14/15
- k. Accounting Supervisor, effective 4/23/15

Ms. Gomez presented this item for consideration and approval. Ms. Gomez noted that the reason for listing only two panelists for the Accounting Supervisor position was due to cancellations and the unavailability of panelists due to the April tax deadlines.

Mr. Liermann moved to approve item 15-12 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

[15-13] Consideration  
and Approval to Exempt  
Academic Position from  
the Classified Service

Classifications Presented:

- a. Director of Oakhurst Community College Center
- b. Associate Vice Chancellor of Enrollment Management, Admissions, Records and Information Systems.

Ms. Gomez presented this item for consideration.

Mr. Tahajian moved to approve item 15-13 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

[15-14] Consideration  
and Approval of Revised  
Specification for Print,  
Media &  
Communications  
Manager

Classifications Presented

a. Print, Media & Communications Manager

Ms. Gomez presented this item for consideration and approval.

Ms. Freeman-Fobbs moved to approve item 15-14 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 presented an update on current and upcoming recruitments and examinations.

Commissioner's Report

Ms. Freeman-Fobbs stated that she attended a lecture in February facilitated by Congressman Jim Costa and guest Congresswoman Maxine Waters at the Old Administration Building at Fresno City College.

Mr. Tahajian had nothing to report.

Mr. Liermann stated that he attended the Mega-Conference and commended staff for presenting a great event.

Closed Session

Mr. Liermann recessed to closed session at 6:15 p.m.

1. Public Discipline/  
Dismissal/ Release  
[Pursuant to  
Government Code  
54957]

Case Presented

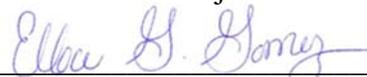
a. Case # 04-22-14.14-23.1051

Open Session

Mr. Liermann reconvened the meeting to public session at 6:27 p.m. Mr. Liermann reported from closed session: The Personnel Commission made a motion to accept the withdrawal of appeal for Case #04-22-14.14-23.1051. The motion was approved unanimously.

Adjournment

Mr. Liermann adjourned the meeting at 6:28 p.m.



Elba Gomez, Director of Classified Personnel

EG:vt