

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
August 26, 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  
Vince Tafoya, HR Specialist
- Introduction of Guests The following guests attended:  
Samerah Campbell, DO HR  
Jason Meyers, CSEA  
Rodney Zumkehr, POA  
David Soldani, Esq., Atkinson, Andelson, Loya, Ruud & Romo  
Pedro Avila, DO  
Scott Olds, DO  
Harold Zahlis, FCC  
Lisa Vincent, FCC  
Marcie Braggs, RC  
Cindy Dunn, FCC
- Public Comment Ms. Braggs expressed concerns regarding Informational Item 4 on the agenda and the draft report. Ms. Braggs stated that she felt the College Relations Specialist should not be downgraded to Educational Advisor. Ms. Gomez responded that there was no recommendation to downgrade or change any positions to Educational Advisors. Ms. Gomez stated that the classification study draft was a presentation of proposed titles.
- Mr. Zahlis commented on the title changes for the Microcomputer positions and stated that it was his position that those positions should not be combined. Ms. Gomez responded that this was a preliminary report and incumbents would still be allowed to make recommendations when the actual job descriptions were written.
- Ms. Dunn inquired why the Job Developer position was recommended to be changed to Career Services Specialist in the draft report. Ms. Gomez responded that only draft titles were being presented at this time. Ms. Dunn also stated her concerns regarding the title changes throughout the District to Technician or Specialist.
- Approval of the Minutes The minutes of the July 21, 2015 Regular Meeting were presented for approval.
- The following changes were requested:

1. Ms. Gomez requested corrections to the last names of Shannon Ayello and Christine Miktarian under “Introduction of Guests”.
2. Ms. Gomez also requested that page 4, first paragraph under item 15-30 be changed from “...this is new positions...” to “...this is a new position...”

Mr. 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. 2014-2015 Year End Budget Report  
Ms. Gomez provided an update on the 2014-2015 Year End Budget Report. Ms. Gomez stated that the budget was adjusted with the Cost of Living increase.
2. 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 seven.
3. Discussion of Provisional Placement Days  
Ms. Gomez stated that CSEA had requested this item be placed on the agenda for discussion.

Mr. Meyers requested that the Commission clarify the interpretation of 90 provisional days within one fiscal year under Personnel Commission Rule 7-7. A discussion followed regarding provisional placement days.

Mr. Liermann stated that this item would be placed on the September 15, 2015 Regular Commission meeting agenda for further discussion and requested a legal opinion from the General Counsel.

4. Discussion of Classification Study Draft Working Report for Information Systems, Library and Student Services Job Families  
Ms. Gomez provided an update on the classification study draft report. Ms. Gomez stated that the recommended changes began on page 30 of the working report and were highlighted in green.  
Ms. Freeman-Fobbs inquired if the employees would be given an opportunity to provide input to the recommended changes. Ms. Gomez responded that the employees would receive a copy of the job description once the updated descriptions were written and would be given an opportunity to provide feedback.

Mr. Meyers inquired what the rationale was for consolidating titles of positions. Ms. Gomez responded that positions were consolidated when the work performed by the employees in similar classifications was similar or the same. Mr. Meyers inquired if the titles would be reassessed based on the response of employees from the classification study. Ms. Gomez responded that they would be reviewed when the classification specifications were drafted.

Ms. Campbell stated she would like to caution against discussing unverified information received from individuals other than the District, CSEA, POA and the Commission. Ms. Campbell also stated that this is currently a working report and could be changed based on further information received.

Mr. Meyers inquired why there were recommendations made to eliminate some of the positions. Ms. Gomez responded that after reviewing the questionnaires for several positions, some did not have enough duties listed to warrant keeping the position. Ms. Gomez state that position would be reviewed again if there were changes in the duties. Ms. Gomez also stated that most of the positions recommended for elimination were vacant positions.

#### Action Items

[15-35] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Scholarship Specialist, effective 7/22/15
- b. Physical Education Attendant effective 7/22/15
- c. Department Secretary, effective 7/29/15
- d. Upward Bound Assistant, effective 7/29/15
- e. Micro-Computer Specialist, effective 8/6/15
- f. Cook, effective 8/6/15

Mr. Liermann moved to approve item 15-35 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

[15-36] Consideration and Approval to Classify New Positions at Fresno City College in Established Job Classification Specifications.

Classifications Presented:

- a. Department Secretary (PPT), FCC
- b. Instructional Aide (PPT), FCC
- c. Sign Language Interpreter III (PPT) Districtwide
- d. Sign Language Interpreter IV (PPT) Districtwide

Mr. Tahajian moved to approve item 15-36 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

[15-37] Presentation and Approval of the Personnel Commission Annual Report for 2014-2015

Ms. Gomez presented the 2014-1015 Personnel Commission Annual Report for approval. Ms. Gomez noted a correction to the number of enrolled students reflected in the packet that was sent out. Ms. Gomez indicated the correct number was 49,000. Mr. Liermann requested that copies of the corrected report be mailed out to the Commissioners.

Mr. Tahajian moved to approve item 15-37 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

[15-38] Consideration and Approval of Personnel Commission Organization and Staffing Plan

Ms. Gomez presented item 15-38 by stating that Commission Staff was requesting approval to have the current part-time Human Resources Management Systems Analyst work 21 hours per week for the Personnel Commission department in a 6 month, limited term assignment. Ms. Gomez indicated that the Board of Trustees approved the funding of the position for an additional 21 hours, making the position full-time. Ms. Gomez stated that the Human Resources Management Systems Analyst was currently being funded 19 hours per week by the Human Resources department.

Ms. Gomez also requested approval for a full-time 6-month limited-term Human Resources Technician position to help with the additional office workload and recruitments. Ms. Gomez stated that the Human Resources Technician was being presented to the Board of Trustees at their September 1, 2015 regular meeting as a 6 month limited term assignment. Ms. Gomez also stated that the current Office Assistant I position would be unfunded.

Mr. Liermann moved to approve item 15-38 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 current recruitment and testing.

Commissioner's Report

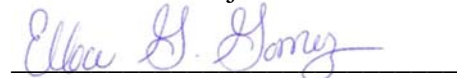
Ms. Freeman-Fobbs reported that she attended the opening ceremony for Clovis Community College in August.

Mr. Tahajian had nothing to report.

Mr. Liermann reported that the evening was his 26<sup>th</sup> wedding anniversary.

Adjournment

Mr. Liermann adjourned the meeting at 6:25 p.m.



Elba Gomez, Director of Classified Personnel

EG:vt