

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
December 15, 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 Phillips, HR Analyst
Vince Tafoya, HR Specialist
- Introduction of Guests The following guests attended:
Samerah Campbell, DO HR
Gregory Taylor, DO
Cheryl Sullivan, FCC
Eleanor Bruce, FCC
Stephanie Robinson, FCC
- Public Comment Ms. Bruce inquired if an email had been sent out regarding the classification study. Ms. Gomez responded that it had not yet been sent out and would be covered in more detail in Informational Item 3.
- Consideration of Joint Commissioner Appointment Mr. Liermann administered the Oath of Allegiance to Mr. Tahajian who was appointed as Joint Commissioner.
- Approval of the Minutes The minutes of the November 17, 2015 Regular Meeting were presented for approval.
- Mr. Liermann requested that “neutral Commissioner” be replaced with “joint Commissioner” on page 5, item 15-54, and second paragraph.
- Ms. Gomez stated that Ms. Campbell had forwarded her suggested corrections in advance of the meeting. Ms. Campbell requested that “site-side meetings” be replaced with “site-wide meetings” on page 2, information item 4, and first paragraph. Ms. Campbell also requested that “explain” be replaced with “explained” on page 1, Public Comment, second paragraph.
- Mr. Tahajian moved to adopt 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. Quarterly Budget Report Ms. Gomez provided an update on the quarterly budget report noting the adjustment for additional Personnel Commission staff.

2. Discussion of Employees Working Out-of-Classification
- Ms. Gomez provided an update on employees working out-of-classification noting that the report only listed one employee working out-of-classification, but should state two employees who were newly added.
- Ms. Gomez inquired if the Commissioners wanted to have the report presented every month. Mr. Liermann requested that the report be presented one final time at the regular January Commission meeting.
3. Discussion of Classification Study Status for Clerical/Secretarial Job Families
- Ms. Gomez provided an update on the current classification study. Ms. Gomez stated that a memo would be sent out to all classified staff providing an update once it had been reviewed by Mr. Liermann.
- Mr. Liermann requested that a hard copy of the memo be sent to employees that do not have email accounts.

Action Items

[15-55] Consideration and Approval of Eligibility Lists

- Eligibility Lists Presented:
- a. Administrative Aide - Madera College Center, Effective 11/24/15
 - b. Bookstore Sales Clerk I – Seasonal, Effective 12/5/15
 - c. Bookstore Seasonal Assistant, Effective 12/9/15
 - d. General Utility Worker, Effective 11/24/15
 - e. Instructional Technician – Chemistry/Physical Science, Effective 12/8/15
 - f. Instructional Technician – General Science, Effective 12/8/15
 - g. Lead Custodian, Effective 11/24/15
 - h. Painter, Effective 11/12/15
 - i. Programmer Analyst, Effective 12/9/15
 - j. College Athletic Trainer (continuous), Effective 12/9/15

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 15-55 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

[15-56] Consideration and Approval to Classify New Positions in Established Job Classification Specifications.

- Classifications Presented:
- a. Sign Language Interpreter III – PPT, RC
 - b. Sign Language Interpreter III – PPT, RC
 - c. Administrative Aide, 6-Month Limited-term, DO

Ms. Gomez presented this item for consideration and approval.

Ms. Freeman-Fobbs moved to approve item 15-56 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

[15-57] Consideration and Approval to Change Position Classification in the Classified Service

Classification presented:

- a. Publication Specialist, Clovis College #5077

Ms. Gomez presented this item stating that position was originally classified as a Publication Specialist but should have been classified as a Graphic Artist.

Mr. Tahajian moved to approve item 15-57 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

[15-58] Consideration and Approval of New Classification Specification for Nursing Simulation Technician

Classifications Presented:

- a. Laboratory Simulation Technician

Ms. Gomez presented this item for consideration and approval.

Ms. Robinson provided the Commission with a brief background and explanation of the Laboratory Simulation Technician position.

Mr. Liermann moved to approve item 15-58 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

[15-59] Consideration and Approval of Revised Classification Specification for Child Development Lab School Manager

Ms. Gomez presented this item noting that an additional change to the classification was required in order to ensure that the position meets the updated requirements for Licensing. Ms. Gomez requested the addition of “Ability to achieve and maintain a level 5 Early Stars rating from the County Office of Education”.

Mr. Liermann moved to approve item 15-59 with the addition noted, 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

[15-60] Consideration and Adoption of 2016 Personnel Commission Regular Meeting Calendar

Ms. Gomez presented this item for consideration and adoption noting the preferred dates. Ms. Gomez recommended the following changes to the proposed calendar, January 19, 2016 to January 26, 2016 and May 24, 2016 to May 11, 2016.

Ms. Freeman-Fobbs moved to adopt item 15-60 as presented with changes to the January 26, 2016 and May 11, 2016 proposed meeting dates, 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

[15-61] Consideration of
SCCCD Personnel
Commission
Organization

Mr. Liermann moved that Ms. Freeman-Fobbs serve as Chairperson, Mr. Tahajian serve as Vice-Chairperson and Ms. Gomez serve as Secretary for term of January 1, 2016 through December 31, 2016. Mr. Tahajian seconded the motion, and it carried unanimously.

b. Election of
Officers

The motion passed as follows:

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

Noes – 0

Director's Report

Ms. Gomez gave a brief update on pending and anticipated recruitments, stating that current Food Service Worker I recruitment will be stopped and posted as continuous recruitment.

Commissioner's Report

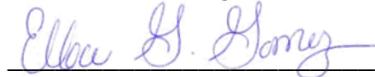
Ms. Freeman-Fobbs reported that she attended the Heritage Society dinner with major State Center Community College Foundation donors.

Mr. Tahajian thanked Mr. Liermann for great job as Chairperson

Mr. Liermann thanked everyone for the support and wished all in attendance a great holiday.

Adjournment

Mr. Liermann adjourned the meeting at 6:07 p.m.



Elba Gomez, Director of Classified Personnel

EG:vt