

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
February 17, 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
- Public Comment None.
- Introduction of Guests The following guests attended:
Samerah Campbell, DO HR
Jason Meyers, CSEA
David Soldani, Esq., Atkinson, Andelson, Loya, Ruud & Romo
Chris Villa, FCC
David Clark, RC
Eleanor Bruce, FCC
- Approval of the Minutes The minutes of the January 20, 2015 Regular Meeting were presented for approval.
- Mr. Tahajian moved to approve the minutes 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
- Information Items
1. Discussion of Employees Working Out-of-Classification Ms. Gomez presented this informational item by stating that two new employees have been added to working out-of-classification list.
- Mr. Meyers inquired if the employees identified as “completed” had been notified. Ms. Campbell responded that the review had been completed by Ms. Phillips and that the individuals who requested working out-of-classification analysis were pending approval from Human Resources.
- Mr. Liermann stated that there needed to be clarification on the report regarding analysis that are completed and those that have been sent to Human Resources for approval. Ms. Campbell responded that they would make the changes needed to differentiate the status.

2. Discussion of
Classification Study
Status

Ms. Gomez stated that the managers were currently in the process of reviewing classification studies. Ms. Gomez stated that one job family was being reviewed at a time and that the final reports for all areas should be ready for initial review by the Commissioners at the May 19, 2015 Regular Commission meeting.

Mr. Meyers inquired if employees that had not completed the study would still have time to complete them. Ms. Gomez responded that they would be moving forward with information that has already been provided.

Ms. Campbell stated that Human Resources and the Commission has made the classification study a priority and a focus.

Action Items

[15-02] Consideration
and Approval of
Eligibility Lists

Eligibility Lists Presented

- a. Microcomputer Resource Technician, effective 2/5/15
- b. Instructional Technician – Microcomputer Lab, effective 2/6/15
- c. College Trainer, effective 2/11/15
- d. Instructional Assistant - Nursing, effective 2/11/15
- e. Police Officer, effective 2/11/15

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian inquired why there was one list with only one candidate. Ms. Gomez responded that the College Trainer recruitment along with the Instructional Technician - Nursing would be continuous recruitment and handled similarly to the Sign Language Interpreter positions since applicants were difficult to find. Ms. Gomez also stated that the Eligibility List would be modified as more candidates apply and are moved through the testing process.

Mr. Tahajian moved to approve item 15-02 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

[15-03] Consideration and
Approval to Classify New
Positions in Established
Job Classification
Specifications

Classifications Presented

- a. Job Developer, Reedley College
- b. College Center Assistant, Madera Center
- c. Student Services Specialist, Madera Center

Ms. Gomez presented this item for consideration and approval stating that there were 2 new positions at the Madera Center and 1 new position at Reedley College as a result of new funding.

Mr. Liermann stated that he was glad the District was hiring additional employees.

Mr. Liermann moved to approve item 15-03 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

[15-04] Consideration and Approval to Exempt Academic Position from the Classified Service

Academic Exemption Presented

a. Student Equity Coordinator

Ms. Gomez presented this item for consideration and approval stating that this position was originally brought to the Commissioners as a classified position, but after further review of the duties, it was determined that the position should not be classified.

Mr. Meyers inquired what duties were identified that would make the position exempt. Ms. Campbell responded the position will be in charge of recommending or developing instructional materials with faculty.

Ms. Gomez stated that duties 11, 12 and 16 helped determine the exemption.

Mr. Villa explained that the position would be more aligned with faculty responsibilities.

Mr. Freeman-Fobbs moved to approve item 15-04 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

[15-05] Consideration and Approval of Revised Classification Specification for Instructional Technician – Farm, Agricultural and Natural Resources

Ms. Gomez presented this item for consideration and approval stating that a new format was used which included the addition of special conditions. Ms. Gomez also added that the experience had to list each section individually because of the different areas of responsibility and the addition of commercial class A license as a requirement within 6 months of hire.

Mr. Clark stated that the position supports the Natural Resources Forestry class at Quail Lake. Mr. Clark also stated that the District insurance carrier requires that anyone who drives a 15 passenger van would be required to hold a class B or A license with passenger endorsement in order to transport students. Mr. Clark added that the individual would also be required to haul equipment to the Forestry lab at Quail Lake which requires a class A license.

Mr. Liermann inquired what would happen if they did not have a class A license within 6 months. Ms. Campbell responded that they would not meet the minimum qualifications of the position. Mr. Liermann inquired if the individual would be let go. Ms. Gomez affirmed that they would be released.

There was a brief discussion regarding the various types of licenses and requirements.

Mr. Meyers inquired if the District was eliminating their fleet vehicles, why a passenger endorsement would be required. Ms. Campbell responded that fleet was being phased out for instruction. Mr. Clark added that they would be utilizing rented vehicles.

Mr. Meyers inquired if incumbents would be required to have special licenses with passenger endorsements. Ms. Campbell responded they would. Mr. Meyers inquired who would be assuming the cost for the endorsements. Ms. Campbell responded that the District would cover the costs.

Mr. Tahajian moved to approve item 15-05 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

[15-06] Consideration and Approval of Revised Classification Specification for Director of Information Systems

Ms. Gomez presented this item for consideration and approval of revised classification specification stating that there had been changes to the title and definition. Ms. Gomez also stated that there would be no change to salary, the position would be senior level classified and would be exempt from referral of only the top 3 ranks.

Mr. Liermann moved to approve item 15-06 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

[15-07] Consideration and Approval of Revised Classification Specification for Executive Director of Foundation

Ms. Gomez presented this item for consideration and approval. Ms. Gomez stated that there would be no change to salary, the position would be senior level classified and would be exempt from the referral of only the top 3 ranks.

Mr. Liermann moved to approve item 15-07 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.

Ms. Gomez also provided an update on the WRIPAC meeting that was held in January. Ms. Gomez added that she was nominated to be President Elect of WRIPAC.

Ms. Gomez reminded Commissioners about the upcoming Classified Mega Conference on March 31, 2015.

Ms. Gomez provided an update on the current discipline and appeals stating that the dates listed on the Director's Report have not changed.

Commissioner's Report

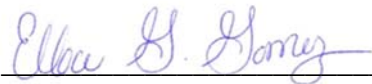
Ms. Freeman-Fobbs had nothing to report.

Mr. Tahajian provided a report on his attendance at the CSPCA conference that was held in January.

Mr. Liermann had nothing to report.

Adjournment

Mr. Liermann adjourned the meeting at 6:15 p.m.



Elba Gomez, Director of Classified Personnel
EG:vt