

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
June 16, 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  
Vince Tafoya, HR Specialist
- Introduction of Guests The following guests attended:  
Samerah Campbell, DO HR  
Greg Taylor, DO  
Jason Meyers, CSEA  
Vanessa Cervantez, CSEA  
Cheryl Sullivan, FCC  
Eleanor Bruce, FCC  
Carol Shimer, FCC
- Public Comment None
- Approval of the Minutes The minutes of the May 19, 2015 Regular Meeting were presented for approval.
- Mr. Tahajian moved to approve the minutes 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
- Information Items
1. Discussion of Employees Working Out-of-Classification Ms. Gomez provided an update on employees working out-of-classification.  
Mr. Meyers requested an update on the 9 completed working out-of-classification employees. Ms. Campbell responded that there had been no change since the regular meeting in May.
2. Discussion of Position Waiver Form Ms. Gomez provided an update on the position waiver form and stated that no changes were recommended.  
Mr. Meyers stated that that the term “following an interview” should be removed from the waiver form. Mr. Meyers also stated that an employee should be able to waive a job offer after an interview without being removed from the eligibility list.
- Ms. Gomez responded that other merit system districts did not allow a waiver after an interview noting that it would be a strain on resources. A brief

discussion followed regarding the topic to waive a job offer following an interview.

3. Discussion of Oral Board Examination Process

Ms. Gomez provided an update on the discussion of Oral Board Examination process providing a copy of the document that the applicant signs prior to the examination.

Mr. Liermann inquired what the process was if the candidate knew one of the panelist and preferred the panelist to not participate in the examination. Ms. Gomez responded that the panelist would be asked to be removed from the examination for the individual candidate.

Mr. Meyers inquired if the document provided to the candidate could include language informing the candidate of the option to remove a rater from the examination. Ms. Gomez responded that the proposed changes would need to be reviewed by the EEO Manager for approvals. A brief discussion followed regarding the provided form.

4. Discussion of Classification Specification Creation and Revisions

Ms. Gomez provided an update on the classification specification creation and revisions providing a copy of the minimum qualifications for faculty and administrators stating that the District abides by the provided guidelines.

5. Discussion of Neutral Commissioner Appointment

Mr. Liermann stated that the appointee of the neutral commissioner needed to be presented in September 2015 noting that Mr. Tahajian would be interested.

Mr. Taylor stated that an intended appointment should be made prior to September 30, 2015.

Action Items

[15-19] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Associate Vice Chancellor, Business and Operations, effective 5/26/15
- b. Job Developer, effective 6/1/15
- c. Human Resources Technician - Confidential, effective 6/10/15

Mr. Liermann moved to approve item 15-19 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

[15-20] Consideration and Approval to Classify New Positions in Established Job Classification Specifications.

Classifications Presented:

- a. Educational Advisor, Reedley College
- b. Human Resources Analyst PPT, (6 Month Limited-Term), District Office
- c. Human Resources Technician - Confidential, (6 Month Limited-Term), District Office
- d. Office Assistant III (6 Month Limited-Term), District Office

- e. Seasonal Student Advisor, Clovis Community College Center
- f. Seasonal Student Advisor, Clovis Community College Center

Ms. Gomez presented this item for consideration and approval stating that all positions presented were new positions approved at the Board of Trustee meeting in June.

Mr. Tahajian moved to approve item 15-20 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

[15-21] Consideration and Approval to Classify New Position in New Job Classification Specification.

Classifications Presented:

- a. Financial Aid Systems Analyst, District Office

Ms. Gomez presented this item for consideration and approval. Ms. Gomez stated that this would be a new position located at the District Office and did not have a current classification.

Ms. Freeman-Fobbs moved to approve item 15-21 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

[15-22] Consideration and Approval to Exempt Academic Position from the Classified Service.

Classifications Presented:

- a. Student Equity Coordinator, Reedley College
- b. Tutorial Center Coordinator, Clovis Community College Center

Ms. Gomez presented this item for consideration and approval for exemption from the Classified Service.

Mr. Liermann moved to approve item 15-22 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 also stated that Commission and Human Resources staff would be attending a Job Analysis training held in July.

Ms. Gomez requested that a regular meeting be scheduled for July to review revisions to classification specifications.

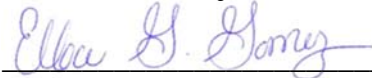
Mr. Liermann confirmed that a regular meeting would be scheduled for July 21, 2015 at 5:30 PM.

Commissioner's Report Ms. Freeman-Fobbs stated that she had a new grandson.

Mr. Tahajian had nothing to report.

Mr. Liermann stated that he attended his granddaughter's high school graduation in Idaho.

Adjournment Mr. Liermann adjourned the meeting at 6:10 p.m.



Elba Gomez, Director of Classified Personnel  
EG:vt