

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
March 17, 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  
Reshonda Collins, HR Specialist
- Public Comment None.
- Introduction of Guests The following guests attended:  
Diane Clerou, DO HR  
Raul Perez, CSEA  
Carol Shimmer, FCC  
Jason Meyers, CSEA  
Gregory Taylor, General Counsel  
Chris Villa, FCC  
Cheryl Sullivan, FCC  
Shannon Ayello, POA  
Eleanor Bruce, FCC
- Approval of the Minutes The minutes of the February 17, 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. Quarterly Budget Report Ms. Gomez reported on the current budget. Ms. Gomez stated that the Commission was on track for expenditures. Ms. Gomez stated that the conference and training expenditures may require a budget transfer because of higher expenses than what was originally allocated for the year.
- Ms. Gomez advised the Commissioners that the first draft of the 2015-2016 Personnel Commission budget would be presented at the April 28, 2015 Regular Meeting.
2. Discussion of Employees Working Out-of-Classification Ms. Gomez stated there was one additional Working Out-of-Classification in a Director of Purchasing position and indicated the assignment would end when the permanent employee returned. Ms. Gomez indicated the other two Working Out-of-Classification assignments were pending recruitment

Mr. Meyers requested clarification on what a completed Working Out-of-Classification report represented. Mr. Liermann stated “completed” does not tell the complete story and it needed to be better defined.

Mr. Meyers noted the Board of Trustees consent agenda had four different names than those listed on the report. Ms. Gomez responded that short-term assignments were not listed on the Working Out-of-Classification list; only active Working Out of Class assignments were being reported and those pending analysis.

Action Items

[15-08] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented

- a. Custodial Manager, effective 2/23/15
- b. Director of Student Success, Equity & Outreach, effective 2/25/15
- c. Administrative Aide, effective 3/11/15
- d. Administrative Secretary I, effective 3/12/15

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 15-08 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

[15-09] Consideration and Approval to Classify New Positions in Established Job Classification Specifications

Classifications Presented

- a. DSPS Mobility Driver PPT, Fresno City College
- b. Instructional Laboratory Technician General Science, Madera Center
- c. Office Assistant III, Clovis Community College Center

Ms. Gomez presented this item for consideration.

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

Mr. Tahajian moved to approve item 15-09 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

[15-10] Consideration and Approval to Change Position Classification in the Classified Service

Classifications Presented

- a. Director of Student Success, Equity & Outreach, Fresno City College

Ms. Gomez presented this item for consideration and approval stating that the duties for this position were revised specifically for Fresno City College.

Ms. Freeman-Fobbs moved to approve item 15-10 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

[15-11] Consideration  
and Approval of New  
Classification  
Specification for Director  
of College Relations &  
Outreach

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 15-11 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 announced there will be a WRIPAC job analysis in Fresno, CA in June or July.

Ms. Gomez provided an update on the current discipline and appeals stating that the dates listed on the Director's Report have not changed. Ms. Gomez indicated the first hearing was being moved from the District Office to the Herndon Campus.

Commissioner's Report

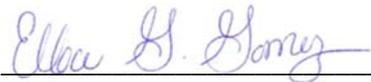
Ms. Freeman-Fobbs requested to move meeting to April 28, 2015

Mr. Tahajian had nothing to report.

Mr. Liermann stated he will be attending the Mega-Conference.

Adjournment

Mr. Liermann adjourned the meeting at 5:53 p.m.



Elba Gomez, Director of Classified Personnel

EG:rc