

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
October 13, 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 Ferguson, HR Analyst
Reshonda Collins, HR Specialist
Edna Pearson, HR Technician
- Introduction of Guests The following guests attended:
Samerah Campbell, DO HR
Jason Meyers, CSEA
Carla Liermann
Gregory Taylor, DO
Eleanor Bruce, FCC
- Public Comment Mr. Meyers inquired if Mr. Taylor had provided a response to his previous inquiry on provisional assignments. Mr. Liermann and Ms. Gomez responded that a discussion regarding provisional assignments would be placed on the November regular meeting agenda.
- Mr. Meyers requested an update on the Districtwide Classification Study. Mr. Liermann responded that an update on the Districtwide Classification Study would be placed on the November regular meeting agenda.
- Approval of the Minutes The minutes of the September 15, 2015 Regular Meeting were presented for approval.
- Ms. Freeman-Fobbs moved to approve the minutes 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
- Information Items
1. Discussion of Employees Working Out-of-Classification Ms. Gomez provided an update on employees working out-of-classification.
- Mr. Meyers inquired why the report did not detail the working out-of-classification reviews with the employee names and position numbers as it is presented for the current working out-of-classification assignments. Ms. Campbell responded that she only agreed to provide summary updates in the form of numbers, not specific employee names.

2. Discussion of
Reclassification
Moratorium Ms. Bruce inquired about the status of the moratorium on reclassifications. Ms. Bruce did not recall a vote taken to continue the moratorium. Mr. Liermann asked for the item to be added to the November regular meeting agenda so that the matter could be researched.
3. Quarterly Budget Report Ms. Gomez provided an update on the 2015-2016 Quarterly Budget Report. Ms. Gomez stated that the budget was still pending salary adjustments based on the additional staff that was added to the department.

Tabled Action Items from September 15, 2015 Regular Meeting

[15-40] Consideration and Approval to Classify New Positions in Established Job Classification Specifications.

Classification Presented:

- o. Office Assistant III (SSSP), CCC

Ms. Gomez provided clarification regarding the full time nature of the position, and the partial denotation in the Board item being in reference to the funding only.

Mr. Liermann moved to approve item 15-40 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

Action Items

[15-45] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Executive Director of Public & Legislative Relations, Effective 9/21/15
- b. College Director of Marketing & Communications, Effective 9/28/15
- c. Accounting Clerk I, Effective 9/30/15
- d. Accounting Clerk III, Effective 9/30/15
- e. Accounting Technician I, Effective 9/30/15
- f. Accounting Technician II, Effective 9/30/15
- g. Financial Aid Systems Analyst, Effective 9/30/15
- h. Webmaster, Effective 9/30/15
- i. Publications Specialist, Effective 9/30/15
- j. Web Portal Administrator, Effective 10/1/15
- k. Police Communications Dispatcher, Effective 10/6/15

Mr. Tahajian moved to approve item 15-45 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

[15-46] Consideration and Approval to Classify New Positions in Established Job Classification Specifications.

Classifications Presented:

- a. Administrative Secretary, FCC
- b. Campus Financial Aid Manager, Six-Month Limited Term, FCC

Ms. Gomez stated minor changes may still be brought back to the Commission prior to recruitment for Campus Financial Aid Manager, because the definition is specific to Reedley College only.

Mr. Liermann moved to adopt item 15-46 as amended, 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

[15-47] Consideration and Approval of Revised Personnel Commission Organization and Staffing Plan

Ms. Gomez stated that Mr. Meyers had raised concerns that the Office Assistant I position in the Personnel Commission Office was not properly eliminated. Ms. Gomez stated that the item was being presented to formally eliminate the Office Assistant I – PPT position assigned to the Personnel Commission and indicated the eliminated position would be taken to the Board of Trustees at their November 2015 meeting.

Mr. Tahajian moved to approve item 15-47 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

Director's Report

Ms. Gomez gave a brief update on the pending recruitments and list referrals.

Ms. Gomez inquired which Commissioners would be interested in attending the CSPCA Conference scheduled to be held February 25th through 28th, 2016. All three Commissioners expressed interest in participating. Ms. Freeman-Fobbs stated that she attended the 2015 conference and could refrain, but would like to attend, should the funding allow.

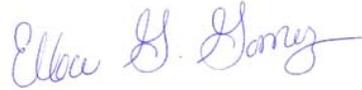
Mr. Taylor stated that he would follow up on the status of the pending disciplinary appeal.

Commissioner's Report

Ms. Freeman-Fobbs stated that she attended a Scholarship ceremony at Clovis Community College in September. Mr. Tahajian shared that he took swimming classes at FCC. Mr. Liermann recently returned from southern California where he celebrated his grandson's 6th birthday party.

Adjournment

Mr. Liermann adjourned the meeting at 6:01 p.m.



Elba Gomez, Director of Classified Personnel
EG:ep