

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
April 20, 2016

- Call to Order Ms. Freeman-Fobbs called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:
Pamela Freeman-Fobbs, Chairperson
Bradley Tahajian, Vice – Chairperson
Tim Liermann, Commissioner
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Ferguson, HR Analyst
Melissa Flores, Limited Term HR Technician
- Introduction of Guests The following guests attended:
Dr. Paul Parnell, Chancellor
Eric Payne, Trustee
Jason Meyers, CSEA
Raul Perez, CSEA
Kevin Dale, Esq., Atkinson, Andelson, Loya, Ruud & Romo
Samerah Campbell, DO
Pedro Avila, DO
Wil Schofield, DO
Barbara Martin, DO
Eleanor Bruce, FCC
Susan Johnson, FCC
Mary Doyle, FCC
Joyce Clark, FCC
Nathan Clark, FCC
Frances Catlapp, FCC
Cindy Dunn, FCC
Jeff Santellano, FCC
Robin Torres, FCC
Carol Rains-Heisdorf, FCC
Alex Adams, FCC
- Public Comment Ms. Rains-Heisdorf stated her concerns regarding the Classification Study, the recommendation to change the job title of Institutional Research Coordinator, and the classification of Institutional Research as part of the Instructional Services Job Family.
- Approval of the Minutes The minutes of the March 22, 2016 Regular Meeting and April 5, 2016 Special Meeting were presented for approval.
- Mr. Tahajian requested that the April 5, 2016 Special Meeting minutes be changed from “Ms. Freeman-Fobbs convened in closed session...” to “Ms. Freeman-Fobbs convened the meeting in closed session...”
- Mr. Liermann moved to adopt the March 22, 2016 Regular Meeting minutes

as presented and approve the April 5, 2016 Special Meeting minutes as amended. Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

Information Items

1. Discussion of
Personnel
Commission
Proposed Budget for
FY 2016/2017

Ms. Gomez provided an explanation of the Personnel Commission Proposed Budget for FY 2016/2017 and noted the proposal of funding for 1.5 positions.

Mr. Liermann noted the increased workload of the Personnel Commission and encouraged the District to fund these positions.

2. Discussion of
Authority of the
Personnel
Commission to
Eliminate Positions

Ms. Dunn stated her concerns regarding three positions within the Career and Employment Center and recommended that one individual be moved to a different department.

Mr. Tahajian stated that it is not under the authority of the Personnel Commission to transfer or eliminate positions.

Ms. Freeman-Fobbs stated that only the Board of Trustees has the authority to eliminate positions.

3. Discussion of
Classification Study
Working Report for
Instructional Support,
Accounting,
Miscellaneous
Technical, and Public
Relations Job
Families

Ms. Gomez provided an explanation of the Classification Study Working Report and noted the following changes to be made:

1. Ms. Gomez noted that page 25, next to “Accounting Clerk I/II PPT 2413 (Vacant)” be changed from “Needs further review 2413” to “Accounting Assistant.”
2. Ms. Gomez noted that page 32, next to “Athletic Equipment Manager 3048 (Kevin Hemley)” be changed from “PE/Athletics Specialist” to “Athletic Equipment Manager.”
3. Ms. Gomez noted that page 36, under “Computer & Technology Services, next to each of the three “Instructional Tech – Pc Lab PPT” positions be changed from “Computer Lab Specialist” to “Computer Lab Assistant.”

Ms. Gomez stated that the sections identified in orange need further review.

Ms. Freeman-Fobbs inquired if a Classification Study orientation was provided to staff. Ms. Gomez stated that an orientation was provided to staff in January 2013 after the Classification Study was initially approved in June 2012, and Memorandums of Understanding were signed at the end of 2012.

Mr. Tahajian inquired to how close the Classification Study is to being completed. Ms. Gomez stated that the Classification Study is approximately 70% completed.

Ms. Rains-Heisdorf inquired why the term “Assistant” was not listed among the Classification Study definition terms. Ms. Gomez stated that due to the entry-level nature of the term, no definition is needed in the Classification Study.

Ms. Rains-Heisdorf inquired if the order of defined terms reflected classification hierarchy. Ms. Gomez stated that based on the recommendations made throughout the Classification Study, the defined terms do reflect classification hierarchy.

Ms. Freeman-Fobbs stated that George Cole, the Executive Director of the California School Personnel Commissioners Association, has offered to review the Classification Study for further clarification and validation.

Ms. Gomez stated that the Classification Study has been modeled after the Los Angeles Community College District (LACCD). Ms. Gomez explained that the LACCD was chosen as a model because it is a Merit System district, a multi-campus district, and the district with the most recently completed Classification Study.

Ms. Bruce inquired when district employees are able to provide feedback regarding the Classification Study. A brief discussion followed regarding the timeline of the Classification Study, how feedback is obtained from employees and managers, and the classification hierarchy as outlined in the definition of terms.

Mr. Meyers called attention to page 23 of the Classification Study and stated his concerns regarding the purview of the Personnel Commission to recommend FLEX positions, specifically “Athletic Equipment Manager FLEX.” Ms. Campbell stated that FLEX positions are negotiable.

Mr. Liermann stated that because this is a negotiable item, it is not under the purview of the Personnel Commission to make FLEX recommendations.

Mr. Tahajian stated that management can make FLEX recommendations to Human Resources and suggested that the Personnel Commission withdraw FLEX recommendations from the Classification Study.

4. Discussion of
Classification Study
Status

Ms. Gomez provided an updated timeline for the upcoming Classification Study meetings scheduled with campus management.

Ms. Gomez stated that additional calendar adjustments may be made to the May, June, and July meetings.

5. Discussion of
Working Out of
Classification
Request

Mr. Meyers stated his concerns regarding employees working out of classification and provided documentation that supported the Personnel Commission’s purview over working out of classification determinations.

Ms. Freeman-Fobbs thanked Mr. Meyers for bringing this to the attention of the Personnel Commission and stated that it will be discussed with General Counsel.

Ms. Campbell stated that working out of classification is related to wages, hours, and working conditions and noted that Human Resources is continuing to review this issue. Ms. Campbell provided documentation that supported Human Resources' purview over working out of classification.

Mr. Perez inquired to the number of pending working out of classification analysis requests and to the number of approved working out of classification assignments.

Ms. Gomez stated requests are submitted directly to Human Resources and that those figures are not currently being tracked by the Personnel Commission. Ms. Campbell stated that information regarding those figures should not be discussed during the Personnel Commission meeting.

Ms. Catlapp stated her concerns regarding the perceived threat of declining an assignment that is out of classification. Ms. Campbell stated that Administrative Regulations exist which outline the process for working out of classification assignments and requests for analysis.

6. Discussion of August 2016 Regular Meeting Date Ms. Gomez proposed that the August 2016 Regular Meeting be scheduled for August 23, 2016 and that a July 2016 Regular Meeting be scheduled for July 19, 2016.

Mr. Liermann stated that he will be unable to attend the July 2016 Regular Meeting.

Ms. Freeman-Fobbs, Mr. Tahajian, and Mr. Liermann approved the proposed July 2016 and August 2016 Regular Meeting dates.

Action Items

[16-13] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Building Generalist – Continuous, Effective 4/4/16
- b. Custodian, Effective 4/11/16
- c. Department Secretary – CCC and HC, Effective 3/28/16
- d. Department Secretary – FCC and DO, Effective 3/28/16
- e. Department Secretary – Madera, Effective 3/28/16
- f. Department Secretary – Reedley, Effective 3/28/16
- g. Early Childhood Education Associate – Continuous, Effective 3/28/16
- h. Evaluator, Effective 3/31/16
- i. Lead Maintenance Worker, Effective 4/4/16
- j. Student Services Specialist, Effective 3/31/16

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 16-13 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-14] Consideration and Approval to Classify New Positions in Established Job Classification Specifications

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian moved to approve item 16-14 as presented, Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-15] Consideration and Approval Exempt New Position Duties from the Classified Service

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 16-15 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-16] Consideration and Approval to Classify New Position Duties in the Classified Service and Establish New Job Classification Specification

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian moved to approve item 16-16 as presented, Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-17] Consideration and Approval of New Classification Specific for Director of Admissions & Records

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 16-17 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-18] Consideration and Approval of Revised Classification Specification for Computer Operator/Information Technology Support

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 16-18 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

- [16-19] Consideration and Approval of Revised Classification Specification for Executive Secretary to the Chancellor
- Ms. Gomez presented this item for consideration and approval.
- Mr. Liermann moved to approve item 16-19 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.
- The motion passed as follows:
Ayes – Ms. Freeman-Fobbs Mr. Tahajian, and Mr. Liermann
Noes – 0
- Director’s Report
- Ms. Gomez gave a brief update on pending and anticipated recruitments. Ms. Gomez also stated that many Classification Study meetings have been scheduled and several job classification families are currently being updated.
- Ms. Gomez noted that Ms. Flores attended the United Way Job Fair and that Ms. Ferguson will be attending the June 2016 WRIPAC Meeting.
- Commissioners’ Report
- Mr. Liermann stated that he enjoyed meeting Chancellor Parnell and that he appreciated his attendance at the Personnel Commission Regular Meeting.
- Mr. Tahajian stated that he also enjoyed meeting Chancellor Parnell and thanked Trustee Payne for his attendance at the Personnel Commission Regular Meeting.
- Mr. Tahajian stated he served on the Vice Chancellor of Human Resources Selection Committee. Mr. Tahajian also stated that Trustee Arias requested to receive more information regarding the Personnel Commission.
- Ms. Freeman-Fobbs stated that it was a pleasure meeting Chancellor Parnell. Ms. Freeman-Fobbs reported that she will be attending an upcoming retirement luncheon and a “recycled fashion show” at the Fresno City College Library.
- Mr. Liermann stated that he will be observing the Executive Secretary to the Chancellor Oral Board Examination. Mr. Liermann also stated that Ms. Gomez and Ms. Ferguson will be presented with Service Awards at the end of the month.
- Adjournment
- Ms. Freeman-Fobbs adjourned the meeting at 6:50 p.m.
- 

Elba Gomez, Director of Classified Personnel
EG:mf