

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
December 13, 2016 \*\*Amended\*\*

- 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  
Isabel Barreras, Commissioner
- Members of Commission staff present were:  
Elba Gomez, Director of Classified Personnel  
Christine Ferguson, HR Analyst  
Reshonda Collins, HR Specialist  
David Soldani, General Counsel
- Introduction of Guests The following guests attended:  
George Cole, CSPCA  
Samerah Campbell, DO  
Eleanor Bruce, FCC  
Sergeant Chris Bosworth, POA
- Swearing In of CSEA Commissioner Ms. Freeman-Fobbs administered the Oath of Allegiance to Ms. Barreras, who was sworn in as the CSEA-appointed Commissioner for the term of December 1, 2016 to November 30, 2019.
- Public Comment There was no public comment.
- Approval of the Minutes The minutes of the October 11, 2016 Regular Meeting were presented for approval.
- Mr. Tahajian moved to approve the October 11, 2016 Regular Meeting minutes as amended. Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.
- The motion passed as follows:  
Ayes – Ms. Freeman-Fobbs and Mr. Tahajian.  
Noes – 0  
Abstained – Ms. Barreras
- The minutes of the November 15, 2016 Regular Meeting were presented for approval.
- Mr. Tahajian moved to approve the November 15, 2016 Regular Meeting minutes as presented. Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.
- The motion passed as follows:  
Ayes – Ms. Freeman-Fobbs, Mr. Tahajian, and Ms. Barreras  
Noes – 0
1. Classification Study Status Ms. Gomez stated there were no changes to the classification study status.

Ms. Bruce requested the names and titles of employees interviewed by Mr. Cole.

Mr. Cole stated he would not reveal the names and titles of the employees due to the report being confidential.

Ms. Gomez stated the report would go to the Commission in closed session and it was up to the discretion of the Commissioners on whether to make the report public.

Ms. Freeman-Fobbs stated she is in agreement with Dr. Cole to keep the names and titles of the employees interviewed confidential for the report.

2. Employees  
Working Out-of-  
Classification

Ms. Gomez presented the quarterly report of employees working-out-of-classification.

Action Items

[16-57]  
Consideration and  
Approval of  
Eligibility Lists

Consideration and Approval of Eligibility Lists

Ms. Gomez requested the removal of item e. Chief of Police.

- a. Administrative Assistant, Effective 12/1/16
- b. Bookstore Sales Clerk I – Seasonal, Effective 12/2/16
- c. Call Center Support Assistant, Effective 11/28/16
- d. Call Center Support Specialist, Effective 11/28/16
- e. Chief of Police, Effective 10/13/16
- f. Curriculum Assistant, Effective 11/16/16
- g. Library Services Assistant, Effective 12/7/16
- h. Office Assistant I (Full-Time), Effective 11/28/16
- i. Office Assistant I (Permanent Part-Time), Effective 11/28/16
- j. Student Communications Specialist, Effective 11/28/16

Ms. Barreras moved to approve item 16-57 as amended. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

Ayes – Ms. Freeman-Fobbs, Mr. Tahajian, and Ms. Barreras  
Noes – 0

[16-55]  
Consideration and  
Approval to Classify  
New Positions in  
New Job  
Classification  
Specifications

Consideration and Approval to Classify New Positions in New Job Classification Specifications.

- a. Accounting Technician I DO, Position #1212
- b. EEO/Staff Development Manager – Limited-term (6-months), DO, Position #9035
- c. Institutional Research Coordinator – Limited-term (6-months), DO, Position #9034

Mr. Tahajian moved to approve item 16-55 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

[16-58]  
Consideration and  
Approval to Classify  
New Positions in  
New Job  
Classification  
Specifications

Consideration and Approval to Change Position Classification for Food Service Worker I to Food Service Worker II

- a. Administrative Assistant, MC
- b. Food Service Worker II – PPT, RC
- c. Food Service Worker II – PPT, RC
- d. Food Service Worker II – PPT, RC
- e. Food Service Worker II – PPT, RC

Mr. Tahajian requested clarification on Food Service Worker positions.

Ms. Gomez explained the procedures for classifying positions in order to prevent layoffs.

Mr. Tahajian moved to approve item 16-58 as presented. Ms. Barreras seconded the motion and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-59]  
Consideration and  
Approval to Change  
Position  
Classification for  
Food Service Worker  
I to Food Service  
Worker II

Consideration and Approval to Change Position Classification for Food Service Worker I to Food Service Worker II

- a. Food Service Worker I, Position #3074, Vacant
- b. Food Service Worker I, Position #3078, Vacant
- c. Food Service Worker I, Position #3177, Alicia Aguirre
- d. Food Service Worker I, Position #3178, Crystal Z Kamada
- e. Food Service Worker I, Position #3179, Victoria Veloz

Ms. Barreras moved to approve item 16-59 as presented. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-60]  
Consideration and  
Approval of Revised  
Classification  
Specification for

Consideration and Approval of Revised Classification Specification for Food Service Worker II

Mr. Tahajian moved to approve item 16-60 as presented. Ms. Barreras seconded the motion and it carried unanimously.

Food Service Worker II      The motion passed as follows:  
Ayes – Ms. Freeman-Fobbs, Mr. Tahajian, and Ms. Barreras  
Noes – 0

[16-61]      Consideration and Approval to Abolish Classification Specification for Food  
Consideration and      Service Worker

Approval to Abolish      Ms. Barreras moved to approve item 16-59 as presented. Mr. Tahajian  
Classification      seconded the motion and it carried unanimously.  
Specification for

Food Service Worker      The motion passed as follows:  
Ayes – Ms. Freeman-Fobbs, Mr. Tahajian, and Ms. Barreras  
Noes – 0

[16-62]      Consideration and Approval of Revised Classification Specification for  
Consideration and      Secretary to the Associate Vice Chancellor

Approval of Revised      Ms. Gomez stated the revision is to ensure an accurate recruitment for the  
Classification      current vacancy at the District Office. Ms. Gomez stated there are no changes  
Specification for      or revisions to the job duties or salary.  
Secretary to the

Associate Vice      Mr. Tahajian questioned why a higher salary was not recommended if there  
Chancellor      was an increase in the required levels of the position.

Ms. Gomez stated salary recommendations are not done when a classification  
is part of the class study.

Ms. Tahajian moved to approve item 16-63 as amended. Ms. Barreras  
seconded the motion and it carried unanimously.

The motion passed as follows:  
Ayes – Ms. Freeman-Fobbs, Mr. Tahajian, and Ms. Barreras  
Noes – 0

[16-63]      Consideration and Approval of Classification Specification Salary Change for  
Consideration and      Benefits Coordinator

Approval of      Ms. Gomez stated the creation of the Human Resources Analyst Confidential  
Classification      position impacted the hierarchy of the Benefits Coordinator position. Ms.  
Specification Salary      Gomez stated in order to correct the issue, a salary survey was completed and  
Change for Benefits      after discussion with Human Resources, it was determined that the Benefits  
Coordinator      Coordinator position should be raised to a 66 confidential salary range.

Ms. Campbell stated the District does not believe it is within the Personnel  
Commission authority to set the salary; it recommends. Ms. Campbell stated  
the Commission is responsible for setting reasonable relationships between  
the classifications. Ms. Campbell stated Human Resources met with the  
Director and that Ms. Gomez is aware of the District's interpretation. Ms.  
Campbell met with Ms. Gomez and the recommended salary was agreed  
upon.

Ms. Freeman-Fobbs stated she is inclined to agree with the Director of the Personnel Commission. Ms. Freeman-Fobbs stated that if the District were to challenge this in the future the Personnel Commission staff would seek a legal opinion.

Ms. Barreras moved to approve item 16-63 as presented. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-64]  
Consideration and  
Adoption of 2017  
Personnel  
Commission Regular  
Meeting Calendar

Consideration and Adoption of 2017 Personnel Commission Regular Meeting Calendar

Ms. Barreras moved to approve item 16-59 as presented. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-65]  
Consideration of  
SCCCD Personnel  
Commission  
Organization

Consideration of SCCCDC Personnel Commission Organization  
a. Election of Officers

Ms. Barreras nominated Ms. Freeman-Fobbs as Personnel Commission Chairperson.

Ms. Barreras nominated Mr. Tahajian as Personnel Commission Vice Chair

Ms. Barreras nominated Ms. Gomez as Personnel Commission Secretary

Ms. Barreras moved to approve item the election of officers. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

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

Noes – 0

Director's Report

Ms. Gomez stated the Personnel Commission will begin implementing surveys to applicants to gain feedback on application and exam process.

Commissioners' Report

Ms. Barreras thanked CSEA for her appointment as Commissioner.

Mr. Tahajian stated that he attended the Classified Professional leadership graduation.

Ms. Freeman-Fobbs met with Ms. Gurdeep Hebert to bring more inclusiveness within the college campuses.

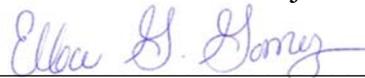
Next Regular Meeting January 24, 2017.

Closed Session Ms. Freeman-Fobbs recessed to closed session at 6:01 p.m.

1. Public Employee Discipline/Dismissal/Release [Pursuant to Government Code 54957]

Open Session Ms. Freeman-Fobbs reconvened the meeting to public session at 7:48 p.m.  
Ms. Freeman-Fobbs stated there was no report from closed session.

Adjournment Ms. Freeman-Fobbs adjourned the meeting at 7:49 p.m.



Elba Gomez  
Elba Gomez, Director of Classified Personnel  
EG:rc