

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
February 16, 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  
Brittany Needham, HRMS Analyst
- Introduction of Guests The following guests attended:  
Samerah Campbell, DO HR  
Cheryl Sullivan, FCC  
David Soldani, Esq., Atkinson, Andelson, Loya, Ruud & Romo  
Mary Doyle, FCC  
Stephanie Babb, CCC  
Eleanor Bruce, FCC  
Jason Meyers, CSEA  
Angie Botelho, CSEA
- Public Comment Ms. Gomez introduced Ms. Brittany Needham, HRMS Analyst.
- Approval of the Minutes The minutes of the January 26, 2016 Regular Meeting were presented for approval.
- Ms. Gomez requested that the spelling of Mr. Meyers’ name be corrected throughout the minutes.
- Mr. Liermann moved to adopt the 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 Recruitment & Testing Fairness Ms. Gomez provided a thorough explanation of the recruitment and selection process for Classified Personnel.
- Mr. Tahajian noted the benefit of knowing the process and will use the Director’s Report as a guide for future reference.
2. Discussion of Personnel Commission Office Priorities Ms. Gomez stated that the priority of Personnel Commission staff is to complete the current Classification Study.

Ms. Gomez also noted that while the Classification Study takes priority, it is the responsibility of the Personnel Commission to ensure that SCCCD recruitments are completed.

3. Discussion of  
Classification Studies

Ms. Gomez stated that calendar adjustments were made for the Clerical and Secretarial Job Family Classification Study.

Ms. Gomez explained that she and Ms. Ferguson will begin writing job descriptions for the management and confidential job families and the information technology series.

Action Items

[16-07] Consideration  
and Approval of  
Eligibility Lists

Eligibility Lists Presented:

- a. Admissions & Records Manager, Effective 1/27/16
- b. Early Child Education Associate – Continuous, Effective 2/10/16
- c. Theatre Manager, Effective 2/10/16
- d. Web Portal Administrator, Effective 1/22/16

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian requested clarification on the scoring process for continuous recruitments. Ms. Gomez explained that continuous recruitments will be scored on a pass/fail basis.

Mr. Liermann moved to approve item 16-07 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

[16-08] Consideration  
and Approval to Classify  
New Positions in  
Established Job  
Classification  
Specifications

Classifications Presented:

- a. Office Assistant III, 6-Month Limited-term, RC

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian moved to approve item 16-08 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

[16-09] Consideration  
and Approval of Revised  
Classification  
Specification for Graphic  
Artist

Ms. Gomez presented revisions to the classification specification for Graphic Artist noting that the recommended title be changed to Graphic Designer.

Ms. Babb noted that the new position was created after the recent accreditation of Clovis Community College.

Mr. Meyers voiced concern with changes made to required experience and education.

Ms. Campbell explained that the Personnel Commission Rules state that education may be substituted for experience.

Ms. Gomez explained that any changes to salary would be addressed during the classification study as no changes are currently recommended.

Mr. Tahajian requested that numbers 3, 8, and 9 in the “Knowledge” section must end with periods.

Mr. Tahajian moved to approve item 16-09 as corrected, 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

Director’s Report

Ms. Gomez stated that the Personnel Commission staff will be participating in upcoming job fairs and that she will be attending the upcoming California School Personnel Commissioners Association Annual Conference with Mr. Tahajian.

Ms. Gomez gave a brief update on the NeoGov training that will be facilitated by Ms. Needham. Ms. Gomez also noted that the SCCCD Mega-Conference will be taking place next month.

Mr. Liermann inquired when the Police job family classification study would occur. Ms. Gomez stated that the Memorandum of Understanding with the Police Officers Association for the classification study to be conducted was signed in December.

Mr. Liermann asked if the Police job family classification study would delay the pending classification study report, which includes Management, Confidential and CSEA positions. Ms. Gomez stated that it would not.

Ms. Gomez noted that the decision regarding Information Item 16-06, Appeal of a Medical Examination Results, will be made in time for the April Personnel Commission meeting.

Commissioner’s Report

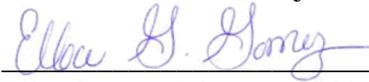
Mr. Liermann stated that he is looking forward to attending the Mega-Conference.

Mr. Tahajian stated that he will be attending the California School Personnel Commissioners Association Annual Conference with Ms. Gomez.

Mr. Freeman-Fobbs stated that she has been working with the SCCC Foundation to plan the upcoming Renaissance Feast.

Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 6:10 p.m.

A handwritten signature in blue ink, reading "Elba Gomez", is written over a horizontal line.

Elba Gomez, Director of Classified Personnel  
EG:mf