

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
July 26, 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
Tim Liermann, Commissioner
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Ferguson, HR Analyst
Vince Tafoya, HR Specialist
- Introduction of Guests The following guests attended:
Annette Loria, DO
Samerah Campbell, DO
Raul Perez, CSEA
Donna Baker-Geidner, CSEA
Mary Doyle, FCC
Sabrina Gray, FCC
Eleanor Bruce, FCC
Susan Johnson, FCC
Carol Rains-Heisdorf, FCC
Cheryl Sullivan, FCC
Gerri Santos, FCC
- Public Comment Ms. Grey requested that a discussion on the Working Out-of-Classification process and how the Classification Study will affect pending Working Out-of-Classification analyses be placed on the August 23, 2016 Regular Meeting agenda. Mr. Liermann requested that Ms. Grey submit any supporting documentation to Ms. Gomez for review prior to the next regular meeting.
- Mr. Perez requested that the Working Out-of-Classification status spreadsheet that was previously provided at the Commission meetings be available at future meetings.
- Approval of the Minutes The minutes of the May 25, 2016 Special Meeting were presented for approval.
- Mr. Liermann requested the following changes:
a. “Mr. Liermann adjourned...” be changed to “Ms. Freeman-Fobbs adjourned...”
- Mr. Tahajian moved to approve the May 25, 2016 Special Meeting minutes as amended. Ms. Freeman-Fobbs seconded the motion, and Mr. Liermann abstained.
- The motion passed as follows:
Ayes – Ms. Freeman-Fobbs and Mr. Tahajian
Noes – 0

Abstained – Mr. Liermann

The minutes of the June 28, 2016 Regular Meeting were presented for approval.

Ms. Campbell requested that verbiage on page 3, paragraph 2 be updated. Mr. Tahajian recommended the following changes:

- a. “Ms. Gomez stated that there...” be changed to “Ms. Gomez stated that she...”
- b. “There will only be recommended changes to either classifications or if there are adding/abolishing classifications.” be changed to “Ms. Gomez will only be recommending changes to classifications or adding/abolishing classifications.”

Mr. Liermann moved to approve the June 28, 2016 Regular 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. Classification Study Working Report

Ms. Gomez presented a final draft of the Classification Study report with proposed titles stating that items highlighted in orange were still pending further review. Ms. Gomez stated that the classifications in orange would be determined once the duties were finalized.

Ms. Gomez stated that the classification timeline would have to be adjusted in order to accommodate the large number of recruitments currently scheduled.

Ms. Baker-Geidner inquired if “Print Services” should be under “Communications” instead of “Information Technology”. Ms. Gomez responded that she would research the appropriate placement.

Ms. Campbell stated that she expected completed classification specifications with salary surveys to be presented to the Board of Trustees for approval.

2. Communication with Personnel Commission

Ms. Baker-Geidner expressed concern that there was no way to contact the Commissioners through the Personnel Commission website. Ms. Gomez referred to Personnel Commission rule 2-23 stating that proposal requests be directed to the Director of Classified Personnel.

Mr. Liermann responded that options would be considered as long as the correct protocols were followed.

3. Experience and Education Substitution

Ms. Baker-Geidner inquired why current job postings did not specifically state experience and education substitution when appropriate. Ms. Gomez responded that the information had to specifically match the current job description to be in legal compliance.

Ms. Campbell suggested that a link be provided on the job announcement that would direct applicants to the Personnel Commission rule that covers experience and education substitution.

Mr. Liermann requested that Ms. Gomez seek counsel from the State Center Community College District General Counsel and return next meeting with response if a link to the Commission rules or other notation could not be added.

4. Working out of
Classification Status
(Tabled June 28,
2016)

Ms. Gomez stated that Jason Meyers requested, via email, that this item be pulled from the agenda. There was no request to table the item.

Action Items

[16-32] Consideration
and Approval of
Eligibility Lists

Consideration and Approval of Eligibility Lists

- a. Bookstore Sales Clerk I – Seasonal, Effective 7/5/16
- b. Bookstore Seasonal Assistant, Effective 7/5/16
- c. Building Generalist - Continuous, Effective 7/21/16
- d. Department Secretary PPT – Madera Center, Effective 7/21/16
- e. College Director of Marketing & Communications – Reedley, Effective 6/28/16
- f. Cook – Reedley, Effective 7/7/16
- g. Copy Center Specialist, Effective 7/5/16
- h. Police Officer – Continuous, Effective 7/5/16
- i. Systems Technical Resource Analyst, Effective 7/21/16

Mr. Tahajian inquired why the Police Officer ranking was listed as pass or fail and not scored. Ms. Gomez responded that the position is posted as a continuous recruitment, therefore ranks would change based on each exam outcome, so continuous recruitments always result in lists that are pass/fail.

Mr. Liermann moved to approve item 16-32 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

[16-33] Consideration
and Approval to Classify
New Positions in
Established Job
Classification
Specifications

Consideration and Approval of Eligibility List Extension for 6-Months

- a. Upward Bound Assistant, Effective 7/29/15

Mr. Liermann stated that the effective date stated on the Agenda should be 7/29/17 rather than 7/29/15.

Mr. Tahajian moved to approve item 16-33 as amended. 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

[16-34] Consideration and Approval to Classify New Positions in Established Job Classification Specifications

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

- a. Financial Aid Manager, FCC, Position #8140
- a. Instructional Technician – Manufacturing FCC, Position #8535
- b. Instructional Technician – Manufacturing (PPT), MC, Position #4059
- c. Student Personnel Services Assistant, FCC, Position #8139

Mr. Liermann moved to approve item 16-34 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

[16-35] Consideration and Approval of Revised Classification Specification for Executive Assistant to the Chancellor (Confidential)

Mr. Liermann inquired if the Chancellor had an opportunity to review the previous job specification prior to recruitment. Ms. Gomez stated that the Chancellor did have an opportunity to review.

Ms. Freeman-Fobbs moved to approve item 16-35 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

[16-36] Consideration and Approval of New Classification Specification for Call Center Support Assistant

Ms. Gomez stated that there were no salary survey results available because there were no similar positions.

Ms. Baker-Geidner inquired why the position was placed under the “Web” class group and not “Information Systems”. Ms. Gomez responded that the support is for web applications and does not include hardware support.

Mr. Tahajian requested the final sentence on the last page “Duties approved via email on behalf of Vice Chancellor of Human Resources” be changed to “Duties approved by Vice Chancellor of Human Resources on behalf of the Board of Trustees.”

Mr. Tahajian moved to approve item 16-36 as amended, 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

[16-37] Consideration
and Approval of New
Classification
Specification for Call
Center Support Specialist

Mr. Tahajian requested the final sentence on the last page “Duties approved via email on behalf of Vice Chancellor of Human Resources” be changed to “Duties approved by Vice Chancellor of Human Resources on behalf of the Board of Trustees.”

Ms. Campbell recommend the following changes:

- a. Page 2, under “Education & Experience” change “Three (3) years of recent experience...” to “Three (3) years of recent, increasingly responsible experience...”
- b. Page 2, under “Education & Experience” remove “...with at least one (1) year in a lead capacity.”

Mr. Tahajian moved to approve item 16-37 as amended, 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

Future Agenda Items

Ms. Johnson requested a discussion of parameters and procedures of Working Out-of-Classification process be placed on the next agenda.

Director’s Report

Ms. Gomez gave a brief update on pending and anticipated recruitments.

Ms. Gomez also stated that the Merit System training listed on the last page of the Director’s Report would also be offered at Reedley College.

Ms. Baker-Geidner stated that the Madera Center had expressed interest in hosting the Merit System training as well.

Commissioners’ Report

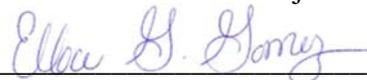
Mr. Liermann indicated that he would like to sit in on the Executive Assistant to the Chancellor oral exam.

Mr. Tahajian stated that it was nice to be able to sit and meet the interim Vice Chancellor of Human Resources.

Ms. Freeman-Fobbs stated that she attended the Foundation Scholarship meeting. Ms. Freeman-Fobbs also attended the Bond Advisory meeting let by Dr. Parnell.

Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 6:54 p.m.



Elba Gomez, Director of Classified Personnel

EG:vt