

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
June 28, 2016 **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:
Bradley Tahajian, Vice – Chairperson
Tim Liermann, Commissioner
- Members of the Personnel Commission absent were:
Pamela Freeman-Fobbs, Commissioner
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Ferguson, HR Analyst
Reshonda Collins, HR Specialist
- Introduction of Guests The following guests attended:
Donna Baker-Geidner, CSEA
Samerah Campbell, DO
Eleanor Bruce, FCC
Susan Johnson, FCC
Carol Rains-Heisdorf, FCC
Carmen Alessandro. DO
Alex Adams, FCC
Shannon McKibben, FCC
Cris Monahan-Bremer, FCC
Emilee Slater, FCC
Scott Olds, DO
Cheryl Sullivan, FCC
Tammy Maddox, FCC
Cindy Dunn, FCC
- Public Comment Ms. Baker-Geidner requested a future agenda item regarding minimum qualifications listed on job announcements. Ms. Baker-Geidner stated that minimum qualifications stated on job announcements should be adhered to. Ms. Baker-Geidner also stated her concerns regarding the process for Lateral job postings and requested that past practices be adhered to with regard to a district-wide mail all.
- Ms. Rains-Heisdorf spoke on behalf of herself and Mr. Adams thanking Ms. Gomez for meeting with them and clarifying the class study and answering all their questions.
- Approval of the Minutes The minutes of the May 11, 2016 Regular Meeting were presented for approval.
- Mr. Tahajian stated that Page 6, paragraph 4 was grammatically incorrect and requested corrected verbiage.

Mr. Tahajian moved to approve the May 11, 2016 Regular Meeting minutes as amended. Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:
Ayes – Mr. Tahajian, and Mr. Liermann
Noes – 0

The minutes of the May 25, 2016 Special Meeting were tabled to the July 26, 2016 Regular Meeting.

Information Items

1. Board of Trustees
Meeting Update

Ms. Gomez stated the Board of Trustees requested a presentation on future Budget reports and asked that the item be removed from the consent agenda.

Mr. Tahajian suggested Ms. Gomez follow-up with the Trustees regarding the Personnel Commission budget.

2. Lateral Transfer
Procedures

Ms. Bruce stated that several Evaluators missed an opportunity to apply for a lateral transfer.

Ms. Baker-Geidner stated that district-wide lateral email announcements are essential.

Ms. Alessandro read a statement regarding lateral transfer notices by an affected employee. Ms. Alessandro requested procedures be put in place to prevent this from happening in the future. Ms. Gomez stated she is working on corrective actions. A lengthy discussion followed regarding the posting of announcements.

Ms. Baker-Geidner expressed concern that job interest cards are only valid for one year and employees would be required to submit cards annually.

Ms. Maddox stated that managers could request a lateral posting be re-opened if a mail-all notice failed to send.

Mr. Olds stated his department has cross-trained four individuals for mail-all postings to improve efficiency. Mr. Olds also stated that it is his intent to grant access for Personnel Commission and SCCCD Police Department staff to be able to send out their own mail-all's.

Ms. Sullivan stated that managers should receive external and lateral applications at the same time.

Ms. Campbell suggested lateral postings be moved back to 10 days per feedback from managers. Mr. Liermann responded that the Personnel Commission rules state 15 days for postings.

3. Working out of Classification Status Ms. Gomez stated that Mr. Meyers requested this item be tabled until the July 26, 2016 meeting.
4. Classification Study Working Report for Building & Custodial Maintenance, Duplicating, Food Services, Bookstore, Ms. Gomez stated that she will be the removing all flex, part-time, and full-time language on the classification study. Ms. Gomez will only be recommending changes to classifications or adding/abolishing classifications.
- Ms. Gomez stated a change needed to be made to the classification study report; pg. 24. An employee listed in the District Office is listed in the wrong area.
- Ms. Johnson requested that the classification report be uniform in format. Ms. Gomez replied that the report moved to a new format in order to accommodate all information. Ms. Gomez stated that the report is a working report with continual changes.
- Ms. Campbell stated concern has been expressed that the report is labeled a final report. Ms. Campbell wants to ensure that the report can be changed if necessary. Ms. Gomez stated the report would continue to be a working report until all the classification specifications are written and indicated it would become a final report at that point.
5. Classification Study Status Ms. Gomez stated that she and Ms. Ferguson are working on drafting classification specifications. Ms. Gomez suggested that classifications that have a large number of incumbent employees may review the revisions together in a large group instruction format.
- Ms. Campbell stated the timeline provided by Ms. Gomez is ambitious.
- Ms. Gomez stated that recently updated job descriptions may be used as a draft for future job descriptions. Ms. Gomez indicated an updated timeline would be brought at the July 26, 2016 meeting.

Action Items

[16-25] Consideration and Approval of Eligibility Lists

Consideration and Approval of Eligibility Lists

- a. Administrative Secretary, Effective 5/25/16
- b. Assessment Coordinator, Effective 5/19/16
- c. Audio Visual Technician, Effective 6/10/16
- d. Benefits Assistant, Effective 5/19/16
- e. Bookstore Sales Clerk III, Effective 5/17/16
- f. Custodial Manager, Effective 6/17/2016
- g. Director of Admissions and Records, Effective 6/22/16
- h. Early Childhood Education Associate, Effective 6/13/16
- i. Early Childhood Education Specialist, Effective 6/22/16
- j. Executive Assistant to the Chancellor, Effective 6/16/16
- k. Help Desk Technician, Effective, Effective 6/10/16
- l. Instructional Technician – Manufacturing, Effective 6/22/16
- m. Instructional Technician – Welding, Effective 6/22/16

- n. Laboratory Simulation Technician, Effective 5/26/16
- o. Secretary to the Associate Vice Chancellor, Effective 6/10/16

Mr. Liermann moved to approve the eligibility lists as presented. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, and Mr. Liermann

Noes – 0

Absent – Ms. Freeman-Fobbs

[16-26] 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. Buyer, DO, Position #1198
- b. Department Secretary PPT, FCC, Position #8136
- c. Curriculum Assistant, FCC, Position #8137
- d. Research Assistant, DO, Position #1199
- e. Seasonal College Trainer, CCC, Position #5097
- f. Student Services Specialist, FCC, Position #8542

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

The motion passed as follows:

Ayes – Mr. Tahajian, and Mr. Liermann

Noes – 0

Absent – Ms. Freeman-Fobbs

[16-27] Consideration and Approval to Classify New Positions in New Job Classification Specifications

Ms. Gomez presented this item for consideration and approval. Ms. Gomez stated there is a title change recommendation to, “Professional Development Coordinator”.

Mr. Liermann moved to approve item 16-27 as corrected, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, and Mr. Liermann

Noes – 0

Absent – Ms. Freeman-Fobbs

[16-28] Consideration and Approval of Revised Classification Specification for Occupational Health and Safety Officer

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 16-29 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, and Mr. Liermann

Noes – 0

Absent – Ms. Freeman-Fobbs

- [16-29] Consideration and Approval of Revised Classification Specification for Senior Network & Systems Analyst
- Ms. Gomez presented this item for consideration and approval.
- Mr. Liermann moved to approve item 16-29 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.
- The motion passed as follows:
Ayes – Mr. Tahajian, and Mr. Liermann
Noes – 0
Absent – Ms. Freeman-Fobbs
- [16-30] Consideration and Approval of New Classification Specification for Communications and Social Media Specialist
- Ms. Gomez stated there is a change to the recommended title to, “Student Communications Specialist”.
- Ms. Alessandro requested clarification on what types of communication this position would be assigned.
- Ms. Monahan-Bremer clarified the job duties of the position and stated the target is communication with incoming students.
- Mr. Tahajian moved to approve item 16-30 as corrected, Mr. Liermann seconded the motion, and it carried unanimously.
- The motion passed as follows:
Ayes – Mr. Tahajian, and Mr. Liermann
Noes – 0
Absent – Ms. Freeman-Fobbs
- [16-31] Consideration and Approval of funding for HRMS Analyst #1018 and Human Resources Assistant #1003 positions in the Personnel Commission Office
- Ms. Gomez requested a budget modification to fund position #1018 50-50 with Human Resources as presented to the Board of Trustees.
- Ms. Gomez requested a new permanent part-time position HR Assistant, range 44 using funds from the current budget.
- Mr. Tahajian moved to approve item 16-31 as corrected, Mr. Liermann seconded the motion, and it carried unanimously.
- The motion passed as follows:
Ayes – Mr. Tahajian, and Mr. Liermann
Noes – 0
Absent – Ms. Freeman-Fobbs
- Future Agenda Items
- Mr. Tahajian requested a closed session to discuss performance objectives.
- Ms. Baker-Geidner requested information on how the public can communicate directly with the Personnel Commissioners.
- Director’s Report
- Ms. Gomez gave a brief update on pending and anticipated recruitments.

Ms. Gomez stated that the Fresno City College job fair will be occurring in September. Mr. Liermann requested specific information on the schedule and location of this job fair. Ms. Dunn responded to Mr. Liermann that the job fair would take place in September 21, 2016.

Ms. Gomez announced that Ms. Ferguson is now the president of WRIPAC and will be hosting a training/seminar at Bass Lake in October

Ms. Gomez stated that the CSPCA annual conference is in San Francisco in January 2017.

Ms. Gomez stated the upcoming Classified Professionals Leadership graduation is scheduled for December 9, 2016

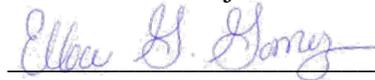
Commissioners' Report

Mr. Tahajian stated that he attended the Board of Trustees' June meeting as well as Ms. Clerou's retirement party and participated in the Fresno City College President's search forum.

Mr. Liermann stated that he also attended the Board of Trustee's June meeting and that he had the opportunity to sit in as an observer for part of the Executive Assistant to the Chancellor oral board examination.

Adjournment

Ms. Liermann adjourned the meeting at 6:49 p.m.



Elba Gomez, Director of Classified Personnel
EG:rc