

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
March 22, 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:  
Gregory Taylor, DO  
Diane Clerou, DO  
Cheryl Sullivan, FCC  
Jason Meyers, CSEA  
Kasey Oliver, CSEA  
Harry Zahlis, FCC  
Eleanor Bruce, FCC  
Susan Johnson, FCC  
Joyce Clark, FCC  
Donna Baker-Geidner, RC  
Shannon Ayello, DO  
Frances Catlapp, FCC  
Cindy Dunn, FCC  
Pearl Magnum, FCC  
Jonathan Diaz
- Public Comment Mr. Meyers stated his concerns regarding employees working out-of-classification and provided documentation of an email exchange regarding a current employee who is being asked to work out-of-classification.
- Ms. Clark stated her concerns regarding the Classification Study Working Report. Ms. Freeman-Fobbs thanked Ms. Clark for sharing her time.
- Ms. Dunn stated her concerns regarding the number of positions in the Employment Resource Center at Fresno City College that are being considered for “elimination.”
- Ms. Baker-Geidner stated her concerns regarding the Information Technology Classification Study surveys and noted a lack of training in the Information Technology department.
- Approval of the Minutes The minutes of the February 16, 2016 Regular Meeting were presented for approval.

Ms. Gomez requested that Mr. Liermann's name be followed by "Commissioner."

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 Quarterly Budget Report

Ms. Gomez provided an explanation of the Quarterly Budget Report and noted that the budget for the Personnel Commission Human Resources Management Systems Analyst position was approved until the end of June.

2. Discussion of Classification Study Status for Instructional/ Accounting/ Misc. Job Families

Ms. Gomez provided the schedule for upcoming management meetings to discuss the Classification Study and noted that the timeline is on track and that monthly updates will be provided to the Commissioners.

Mr. Meyers inquired when finalized job descriptions will be provided. Ms. Gomez stated that she provides finalized job descriptions to the CSEA only after Ms. Samerah Campbell provides them to management.

3. Discussion of April 2016 and October 2016 Regular Meeting Dates

Ms. Gomez proposed that the April 2016 Regular Meeting be scheduled for April 20, 2016 and the October 2016 Regular Meeting be scheduled for October 11, 2016.

Mr. Tahajian requested that employee evaluation materials be mailed to the Commissioners in advance for review.

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

Action Items

[16-10] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Assistant Director, SCCC Foundation, Effective 2/19/16
- b. Child Development Lab School Manager, Effective 2/18/16
- c. Early Childhood Education Specialist (continuous), Effective 3/14/16
- d. Food Service Worker I (continuous), Effective 3/7/16
- e. Instructional Laboratory Technician – Biological Sciences, Effective 3/7/16
- f. Piano Accompanist, Effective 3/17/16
- g. Police Officer, Effective 3/7/16

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian requested clarification on why the Food Service Worker I position is based on a Pass/Fail ranking system.

Ms. Gomez explained that the Pass/Fail ranking system is due to the Food Service Worker I position being in continuous recruitment.

Mr. Tahajian moved to approve item 16-10 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

[16-11] Consideration and Approval of Hearing Officer & Medical Examiner Results for Appeal Case # 01-26-16.16-06.1185

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian moved to approve item 16-11 as presented and directed Ms. Gomez to inform the appellant of the results of the evaluation. 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

[16-12] Consideration and Approval of Classification Study Working Report for Clerical and Secretarial Job Families

Ms. Gomez presented this item noting that the Classification Study is a working report and that recommendations are preliminary. Ms. Gomez explained that, based on the Classification Study, positions which have been vacant for many months would be “unfunded” not “eliminated.”

Mr. Liermann requested that a notation be made which clearly states that the campuses authorize which positions are to be unfunded.

Ms. Freeman-Fobbs inquired how the rationale for “rearranging” classifications is made public. Ms. Gomez stated that the detailed analysis and discussion with management is not made public and that the implementation of any proposed changes are subject to negotiation.

Mr. Oliver expressed concerns regarding the authority of the Personnel Commission to propose elimination of positions or allocations of duties.

Mr. Liermann stated his concern regarding the Personnel Commission’s purview in eliminating positions. Ms. Gomez explained that duties may be reassigned based on findings of the Classification Study.

Mr. Oliver stated that it is the responsibility of the District to determine changes in position hours and assignments.

Ms. Clerou stated that funding of positions is under the District’s purview but that the Personnel Commission has been clear about the methodology and anticipated outcomes of the Classification Study from the beginning.

Ms. Freeman-Fobbs requested a statement from Mr. Taylor and directed Ms. Gomez to work with General Counsel to determine the Personnel Commission’s purview. Mr. Taylor provided no comment at this time.

Mr. Tahajian moved to accept item 16-12 as informational and stated that research will be done to determine the purview of the Personnel Commission. 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 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 she and Mr. Tahajian attended the CSPCA Conference. Ms. Gomez will provide the Commissioners with a link for CSPCA materials.

Commissioners' Report

Mr. Liermann stated that he enjoyed the Mega-Conference and was proud of Ms. Gomez and her contribution to the conference.

Mr. Tahajian and Ms. Freeman-Fobbs stated that they also enjoyed the Mega-Conference. Mr. Tahajian stated that he particularly appreciated the student panel sharing how classified staff have made a difference in their lives.

Mr. Tahajian and Mr. Liermann commended Ms. Gomez on her presentation at the Mega-Conference.

Future Agenda Items

Mr. Meyers stated that he would like to continue the discussion on employees working out-of-classification.

Ms. Dunn stated that she would like to continue the discussion on the Classification Study and the status of positions within the Employment Resource Center at Fresno City College.

Mr. Tahajian proposed that a closed-session meeting regarding Ms. Gomez's employee evaluation occur immediately before the start of the April 20, 2016 regular meeting and after the meeting is adjourned.

Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 6:52 p.m.



Elba Gomez, Director of Classified Personnel

EG:mf