

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
September 20, 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  
Vince Tafoya, HR Specialist
- Introduction of Guests The following guests attended:  
Annette Loria, DO  
Samerah Campbell, DO  
Donna Baker-Geidner, CSEA  
Gregory Taylor, General Counsel  
Carol Rains-Hasdorf, FCC  
Mary Doyle, FCC  
Sabrina Gray, FCC  
Eleanor Bruce, FCC  
Susan Johnson, FCC  
Cheryl Sullivan, FCC  
Edward Smith, Rampage  
Ramuél Ramirez, Rampage
- Public Comment Ms. Gray stated that a correction to the minutes from the previous Commission meeting should have stated working out of classification, discrimination and unequitable behavior.
- Ms. Gray expressed concern about being denied placement on the agenda and not being able to speak on her concerns. Commissioner Fobbs advised Ms. Gray that the items requested to be placed on the agenda were not the purview of the Personnel Commission.
- Approval of the Minutes The minutes of the August 26, 2016 Regular Meeting were presented for approval.
- Mr. Liermann moved to approve the August 26, 2016 Regular Meeting minutes 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

Information Items

1. Provisional and Limited Term Placement Process

Ms. Gomez provided a document that outlined the process for limited term and provisional assignments within the district.

Mr. Tahajian inquired if internal employees were used in provisional and limited term assignments. Ms. Gomez responded that an internal employee could be used in a temporary assignment if the hiring manager received approvals from the internal employee's manager.

Ms. Campbell clarified that internal employees have been used in provisional and limited term assignments in the past and that the process is not initiated by the Commission but by the hiring manager.

2. Classification Study Status

Ms. Gomez provided an update on the classification study status. Ms. Gomez stated that an update had been made to the timeline document.

Ms. Campbell stated that the updated timeline stated that it would be completed in 6 months. Ms. Campbell stated that the 6 month completion timeframe would be unrealistic due to current work load of staff.

3. Report on Board of Trustees and Personnel Commission Joint Meeting

Mr. Tahajian commented stated that the Board of Trustees have had a misconception on how the Commission's budget was created and why the classification study has taken so long. Mr. Tahajian would like to have Ms. Gomez provide the Board of Trustees with a response that describes how the commission budget is managed, stating that the commission has not been receiving additional funds and the classification study process.

Ms. Freeman-Fobbs recommended having an outside agency complete the classification study.

Ms. Loria provided a brief statement describing her experience working with consulting firms and classification studies in general.

Ms. Gomez estimated that the study was about 75% completed. Ms. Campbell disagreed estimating that it was 15 – 20% complete.

Mr. Liermann questioned where the money would come from to hire an outside agency. Ms. Freeman-Fobbs stated that funds could be requested from the Board of Trustees.

Ms. Baker-Geidner stated that she agreed with the idea of utilizing a consulting firm.

Ms. Gomez indicated she would follow up with George Cole regarding services he could provide to assist the Personnel Commission.

Action Items

[16-43] Consideration and Approval of Eligibility Lists

Consideration and Approval of Eligibility Lists

a. Building Services Manager, Effective 9/15/16

b. Police Sergeant, Effective 9/15/16

Mr. Liermann moved to approve item 16-43 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

[16-44] 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. Human Resources Analyst – Confidential, DO, Position #1197

Mr. Tahajian moved to approve item 16-44 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

[16-45] Consideration and Approval of New Classification Specification for Human Resources Analyst - Confidential

Consideration and Approval of New Classification Specification.

a. Human Resources Analyst - Confidential

Ms. Tahajian moved to approve item 16-45 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

[16-46] Consideration and Approval of Revised Classification Specification for Curriculum Assistant

Consideration and Approval of Revised Classification Specification.

a. Curriculum Assistant

Mr. Tahajian moved to approve item 16-46 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

[16-47] Consideration and Approval of Revised Classification Specification for Sign Language Interpreter Coordinator

Consideration and Approval of Revised Classification Specification.

a. Sign Language Interpreter Coordinator

Ms. Gomez stated that the following correction needed to be made on the last page, fourth paragraph:

Change from “...work with hands and fingers for long periods of time...” to “...work with hands and fingers for extended periods of time...”

Mr. Liermann moved to approve item 16-47 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

Director’s Report

Ms. Gomez gave a brief update on pending and anticipated recruitments, and upcoming trainings for commission staff. Ms. Gomez stated that the recruitment for Assessment Technician will be removed from the report.

Ms. Gomez stated that the commission staff would be attending the Fresno City College job fair on Thursday, September 22 and a job fair at the Herndon Campus on Thursday, September 29 for displaced ITT employees.

Commissioners’ Report

Mr. Liermann had nothing to report but commented on the official process for filing a complaint against commission staff.

Mr. Tahajian stated that he would be attending the Fresno City College City Fest on Friday, September 30.

Ms. Freeman-Fobbs stated that she attended the Strategic Planning Alliance meeting.

Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 6:07 p.m.



Elba Gomez, Director of Classified Personnel

EG:vt