

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
May 11, 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:
Christine Ferguson, HR Analyst
Melissa Flores, Limited Term HR Technician
- Members of Commission staff absent were:
Elba Gomez, Director of Classified Personnel
- Introduction of Guests The following guests attended:
Jason Meyers, CSEA
Samerah Campbell, DO
Eleanor Bruce, FCC
Susan Johnson, FCC
Carol Rains-Heisdorf, FCC
Alex Adams, FCC
Tammy Gallagher, FCC
Donna Baker-Geidner, RC
- Public Comment Ms. Bruce stated her concerns regarding the process for Lateral job postings and inquired what the timeline of Lateral transfer announcements is in relation to Permanent job announcements.
- Mr. Meyers requested that the Personnel Commission itemize the Lateral transfer posting process for the next Personnel Commission Regular Meeting.
- Mr. Meyers referred to Personnel Commission Rules 8, 9, and 11-9 to and stated that the process for posting “in-house” job announcements should be explicit.
- Mr. Meyers requested that the Personnel Commission itemize a timeline for the completion of Classification Study job descriptions.
- Mr. Adams inquired when feedback from the Personnel Commission regarding his questions at a previous Regular Meeting will be provided.
- Ms. Freeman-Fobbs stated that he may request for his inquiry to be placed on the June 2016 Regular Meeting Agenda.
- Mr. Adams and Ms. Rains-Heisdorf stated that they have not received feedback regarding their concerns about the Classification Study, the recommendation to change the job title of Institutional Research Coordinator, and the classification of Institutional Research as part of the Instructional Services Job Family.

Mr. Adams stated that at the April 2016 Regular Meeting, he learned that the State Center Community College District (SCCCD) Classification Study has been modeled after the Los Angeles Community College District (LACCD). He researched that particular Classification Study and found that the LACCD job classifications contain the “levels” that he and Ms. Rains-Heisdorf recommended the SCCC Classification Study to include.

Ms. Campbell suggested that Mr. Adams’ inquiries be itemized for the June 2016 Regular Meeting Agenda.

Ms. Freeman-Fobbs agreed with Ms. Campbell and noted that Mr. Adams’ inquiries regarding Classification Study feedback and job classification hierarchy be itemized for the June 2016 Regular Meeting Agenda.

Approval of the Minutes

The minutes of the April 20, 2016 Regular Meeting were presented for approval.

Mr. Meyers requested that page 2, Item 3, bullet point number 2 be changed from “Athletic Equipment Manager 3048 (Kevin Hempley)...” to “Athletic Equipment Manager 3048 (Kevin Hemley)...”

Mr. Tahajian moved to approve the April 20, 2016 Regular Meeting minutes 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

Information Items

1. Discussion of
Classification Study
Status

Ms. Ferguson stated that 10 individual employees have yet to complete the required Classification Study survey.

Ms. Ferguson noted that scheduling issues with Academic Coordinators have occurred and Memorandums of Understanding still need to be completed.

Ms. Ferguson stated that the final Job Family will be presented at the June 2016 Regular Meeting, and a comprehensive report with recommended job titles will be presented at the July 2016 Regular Meeting.

Mr. Liermann referred to Mr. Meyers’ previous inquiry of a timeline for job descriptions. Ms. Ferguson stated that the comprehensive report with job titles will be provided in July 2016, and job specifications are anticipated to be completed by the end of the year. Ms. Ferguson noted that meetings with managers must still take place in order to finalize the job specifications.

Mr. Tahajian inquired to the high amount of recommended job descriptions that the Personnel Commission has completed and provided to Human Resources.

Ms. Campbell stated that the Classification Study is a working report and that recommendations cannot be made until the job descriptions are completed.

Ms. Campbell stated that it would be difficult to give an exact timeline for the completion of job descriptions, due to the high volume of work required to review the recommended job descriptions from the Personnel Commission.

Ms. Johnson inquired for clarification what the Personnel Commission will be presenting in the June 2016 and July 2016 Regular Meetings. Ms. Ferguson stated that recommendations will be made for job titles, job descriptions, and classification hierarchies.

Ms. Freeman-Fobb stated that the Classification Study will be presented as a “completed report,” but that it will still be a working report. Ms. Campbell stated that the report will not be finalized until job description and salary recommendations are finalized.

Ms. Johnson suggested that a timeline be provided for the Classification Study. Mr. Liermann stated that targeted dates for deadlines have changed, and the Classification Study timeline may be extended in lieu of job classification agreements.

Ms. Rains-Heisdorf inquired to the difference in responsibilities between the Personnel Commission and Human Resources in relation to the development of job titles and job descriptions. Ms. Campbell stated that job duties are under the purview of District (Human Resources), and job title and job description recommendations are under the purview of the Personnel Commission.

Ms. Bruce inquired what the District is using to develop salary surveys. Ms. Campbell stated that a list of comparable community college institutions was established in 2007 and has been in use to develop salary surveys since then.

Mr. Meyers stated that many of the answers being asked can be answered by the timeline provided in the Classification Study. Mr. Meyers stated that for this reason, no alternate timelines are needed.

Mr. Meyers stated his concern regarding the limited amount of time allotted to receiving employee feedback regarding the Classification Study. Mr. Meyers suggested that the Personnel Commission extend the timeline for the sole purpose of allowing employees a sufficient amount of time to provide feedback.

Ms. Ferguson asked Ms. Campbell if there was opposition to the Personnel Commission disseminating job descriptions to employees as they are completed. Ms. Campbell stated that there would be opposition, as management must finalize job descriptions before that information is provided to employees. A brief discussion followed regarding the dissemination of job descriptions to managers and employees for review.

Mr. Liermann suggested that the Personnel Commission re-evaluate the amount of time managers are given to review job descriptions.

Ms. Freeman-Fobbs stated that she will receive input from George Cole, the Executive Director of the California School Personnel Commissioners Association, regarding the standard and customary timeline of Classification Studies.

Ms. Campbell requested that an update regarding the Classification Study be provided at each monthly Personnel Commission Regular Meeting.

Mr. Meyers stated his concerns regarding the authority that managers have to dictate job description timelines to administration. Mr. Meyers stated that administration should not dictate to managers an exact timeline for when job description reviews should be completed.

Ms. Campbell recommend that Mr. Meyers' concerns be placed on the June 2016 Regular Meeting Agenda, as she could not address his concerns at this time.

Ms. Baker-Geidner stated that an Information Technology meeting is scheduled for June 3, 2016. Ms. Baker-Geidner inquired if it were possible to complete the Information Technology Series job descriptions and disseminate them to both managers and employees during the June 3, 2016 meeting, as both parties will be present.

Ms. Campbell stated that managers must agree on job description revisions. Ms. Campbell stated that the current course of action is to conduct group sessions with managers to receive feedback on job description revisions.

Ms. Freeman-Fobbs recommended to Mr. Adams that he submit a memorandum to the Personnel Commission specifying his request to include Classification Study feedback and information on job classification hierarchy on the June 2016 Regular Meeting Agenda.

2. Discussion of July
2016 Meeting Date

Ms. Freeman-Fobbs stated that the proposed July 2016 Regular Meeting be scheduled for July 26, 2016.

Ms. Freeman-Fobbs, Mr. Tahajian, and Mr. Liermann approved the proposed July 2016 Regular Meeting date.

Action Items

[16-20] Consideration
and Approval of
Eligibility Lists

Eligibility Lists Presented:

- a. Graphic Designer, Effective 4/18/16
- b. Library Learning/Resource Assistant I, Effective 4/26/16
- c. Micro-Computer Resource Technician, Effective 5/2/16

Ms. Ferguson presented this item for consideration and approval.

Mr. Liermann stated that he found the high volume of “hits” for the Library / Learning Resource Assistant I position very interesting.

Mr. Liermann moved to approve item 16-20 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

[16-21] Consideration and Approval to Classify New Positions in Established Job Classification Specifications

Ms. Ferguson presented this item for consideration and approval.

Mr. Liermann moved to approve item 16-21 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

[16-22] Consideration and Approval to Classify New Positions in New Job Classification Specifications

Ms. Ferguson presented this item for consideration and approval.

Mr. Tahajian moved to approve item 16-22 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

[16-23] Consideration and Approval of Revised Classification Specification for copy Center Specialist

Ms. Ferguson presented this item for consideration and approval.

Mr. Tahajian moved to approve item 16-23 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

[16-24] Public Hearing and Adoption of 2016-2017 Personnel Commission Budget

Ms. Ferguson presented this item for consideration and approval.

Ms. Ferguson stated that an increase in the Contract Labor / Services account was required to fund a high number of pre-employment background investigations.

Ms. Ferguson stated an answer has yet to be provided by the District regarding the proposed funding of the Personnel Commission’s current 1.5 temporary positions.

Ms. Ferguson stated that the Commissioners are welcome to attend the July 14, 2016 Board of Trustees Regular Meeting if the proposed funding of the Personnel Commission's current 1.5 temporary positions are approved.

Mr. Tahajian inquired about the possibility of rolling over unused funds into the following fiscal year. Mr. Liermann stated that approximately \$485,000 of unexpended funds remains in the Personnel Commission budget.

Mr. Tahajian stated that, per General Counsel, the Personnel Commission's unused funds will be forfeited if not reallocated before the end of the fiscal year. Mr. Liermann suggested that unused funds be allocated into the Miscellaneous account.

Ms. Ferguson stated that unused funds cannot be "rolled over," but they can be reallocated to a different budget category, otherwise any unused funds will be allocated into the General Fund.

Mr. Liermann moved to approve item 16-24 as presented and recommended that any unused funds be reallocated to the Miscellaneous account, if proper. Mr. Tahajian recommended that unused funds be reallocated to a Reserve account in lieu of a Miscellaneous account. Ms. Campbell inquired to the amount of unused funds being carried over. Mr. Tahajian stated that there an amount of \$8,889 remains unused for the 2015-2016 fiscal year.

Ms. Ferguson confirmed the date that the Personnel Commission budget would be presented to the Board of Trustees as July 14, 2016. Mr. Liermann revoked his motion to approve item 16-24 to allow Ms. Freeman-Fobbs to convene the Public Hearing.

Ms. Freeman-Fobbs opened the Public Hearing at 6:25 p.m.

Ms. Campbell stated her concerns regarding the "rolling over" and reallocation of unused funds in the Personnel Commission budget. Ms. Ferguson stated that the deadline to complete the proposed budget for the upcoming fiscal year is May 31, 2016.

Mr. Meyers stated that unused funds must be reallocated into the Miscellaneous fund.

Ms. Rains-Heisdorf inquired how the Personnel Commission would utilized any unused funds. Mr. Tahajian stated that sick and vacation compensation given to employees who are discharged from the District will come from the Personnel Commission budget.

Mr. Liermann revoked his previous statement regarding the total amount of unexpended funds remaining in the Personnel Commission budget. Mr. Liermann stated that approximately \$261,000 of unexpended funds remains in the Personnel Commission budget.

Ms. Freeman-Fobbs closed the Public Hearing at 6:30 p.m.

Mr. Tahajian and Mr. Liermann stated that they will be available to attend the upcoming Board of Trustees Regular Meeting.

Mr. Liermann moved to approve item 16-24 as presented and recommended that any unused funds be reallocated to either the Reserve or Miscellaneous account, if proper.

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. Ferguson gave a brief update on pending and anticipated recruitments.

Ms. Ferguson noted that the Personnel Commission will be attending the upcoming Fresno City College Job Fair and that she will be attending the June 2016 WRIPAC Meeting.

Commissioners' Report

Mr. Liermann thanked Ms. Freeman-Fobbs for allowing him to present Ms. Gomez with her 10 Year Service Award. Mr. Liermann also noted that Ms. Gomez presented Ms. Ferguson with her 5 Year Service Award.

Mr. Liermann made a recommendation that future Service Award gifts be engraved and that future pictures during Service Award events include a display of the award being presented.

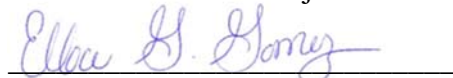
Mr. Tahajian had nothing to report.

Ms. Freeman-Fobbs inquired what the timeline is for submitting memorandums to the Personnel Commission to request that items be placed on Regular Meeting agendas. Ms. Ferguson stated that the timeline is located on the Personnel Commission website.

Ms. Freeman-Fobbs thanked Ms. Ferguson for her expertise and for serving as a proxy for Ms. Gomez in lieu of her absence.

Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 6:37 p.m.



Elba Gomez, Director of Classified Personnel
EG:mf