Call to Order
Mr. Manfredi called the meeting to order at 5:31 p.m.

Members Present
Members of the Personnel Commission present were:
Ron Manfredi, Chairperson
Patt Taylor, Vice-Chairperson
Lindsay “Cal” Johnson

Members of Commission staff present were:
Nancy Kast, Director of Classified Personnel
Elba Garcia, Administrative Secretary
Marissa Gonzales, Human Resources Analyst
Robin Fox, Personnel Technician

Public Comment
Mr. Guerra began by commenting on the excellent job the
Commission had done during the recruitment for bookstore seasonal positions.

Introduction of Guests
The following guests signed in:
Lisa Maciel, RC, CSEA
Mike Wallace, CSEA
Randy Rowe, DO
Diane Clerou, DO
Eileen O’Hare, DO
Samerah Campbell, DO
Jason Meyers, RC, CSEA
Tammy Maddox, FCC
Michael Guerra, FCC
Brian Shamp, WI
Samantha Ponce, FCC
Victoria Gomez, FCC
Anthony DiEgidio, RC
Gary DePriest, RC
Karen Durham, RC
Tony Cantu, FCC

Approval of the Minutes
Ms. Taylor moved to approve the minutes of the June 25, 2007, Regular Meeting. Mr. Manfredi seconded the motion and it carried unanimously. Ms. Taylor suggested a change on the July 12, 2007 minutes; she requested that the word “announce” on the second paragraph in the Public Comment section be changed to “describe.” Ms. Taylor moved to approve the minutes of the July 12, 2007, Special meeting as amended. Mr. Manfredi seconded the motion and it carried unanimously.
Action Items

Consideration and Approval of Eligibility Lists: [07-27]

It was moved by Ms. Taylor, seconded by Mr. Manfredi, and unanimously carried to approve the eligibility lists as listed below to be effective for one year unless otherwise stated:

a. Groundskeeper II, effective 6/15/07
b. College Trainer (Seasonal), effective 6/16/07
c. Early Childhood Education Specialist, effective 6/26/07
d. Instructional Technician – Microcomputer Lab, effective 6/29/07
e. Bookstore Sales Clerk I (Seasonal), effective 6/29/07
f. Bookstore Seasonal Assistant, effective 6/29/07
g. Lead Custodian, effective 7/12/07
h. Secretary to the Vice Chancellor, effective 7/12/07
i. DSPS Mobility Driver, effective 7/26/07

Consideration of Appeal Regarding Reclassification Studies for: [07-28]

Mr. Manfredi asked that Ms. Kast start by giving a presentation regarding the study and then give Ms. Maddox an opportunity to present her appeal. Ms. Kast began by giving a historical overview of the classification study and describing the recommendations that Mr. John Madden had given. Ms. Kast described Ms. Maddox’s position as being unique and provided some examples of duties the position performs.

Ms. Kast explained that after reviewing the position, as well as the desk manuals that Ms. Maddox had provided, she believed that the position would be appropriately classified as an Accounting Technician I. Ms. Kast mentioned that Ms. Maddox is currently an Accounting Clerk III and explained that being placed as an Accounting Technician I would be a nine range difference from the Accounting Clerk III. Ms. Kast then described some of the information Ms. Maddox had submitted with her appeal.

Ms. Maddox explained that she had submitted her letter of appeal based on her personal feeling of looking at the job specification sheets for the Accounting Technician I & II. Ms. Maddox clarified that there was very little difference between the two job descriptions and in her opinion the Accounting Technician II was more appropriate for the duties that she performs. Ms. Maddox acknowledged that under distinguishing characteristics both of the descriptions required lead responsibilities. Ms. Maddox then pointed out that she was solely responsible for sections or classes at Fresno City College and explained some of the duties that pertain to these responsibilities.
Ms. Maddox also discussed the payroll duties she performs for faculty as well as making sure that everyone is being paid correctly according to their classes. Ms. Maddox explained that she trained new Division Deans and Administrative Aides, at FCC, on the Schedule C process. Ms. Maddox then clarified that she does not have a supervisor who directly supervises her accounting work. Ms. Maddox also mentioned the amount of work she has performed using Microsoft Access and explained some of the payroll functions it helps accommodate. Ms. Maddox clarified that the Microsoft Access work she performs was left out of her report; she then provided additional duties she performs with the help of the Access database and Mr. Don Lopez.

Mr. Johnson asked Ms. Maddox to explain how often she trains deans and the administrative aides. Ms. Maddox explained that it depends on when somebody leaves; roughly once every five to six months. Ms. Taylor commented that she was concerned that Ms. Maddox understanding of a lead position was a little different than hers. Ms. Taylor then explained to Ms. Maddox what a lead position is based on the Personnel Commission rules. Ms. Taylor then asked for clarification as to who would answer her questions regarding her payroll work. Ms. Maddox explained that if she has an issue with the software program she has no one to go to, but if it is a load or hour problem, she can go to her supervisor and ask for help.

Ms. Taylor then asked for clarification regarding Ms. Maddox’s duties which include making sure that instructors are teaching the correct number of classes. Ms. Maddox explained that she would check the loads and if she would find an error, she would then take it back to the dean for review. Mr. Manfredi then asked Ms. Maddox who was her immediate supervisor. Ms. Maddox responded that it was Mr. Tony Cantu. Mr. Manfredi asked Ms. Maddox what her average hourly contact, per week, was with Mr. Cantu. Ms. Maddox responded that her weekly contact was an hour or maybe two. Mr. Manfredi commented that he was trying to figure out the initiation of work. Mr. Manfredi asked for clarification as to how much work was assigned to Ms. Maddox as opposed to self-initiated. Ms. Maddox responded that maybe a tenth of it would be assigned by Mr. Cantu and then discussed some of the people she works with at the colleges.

Ms. Maciel asked for clarification on the training Ms. Maddox provides. Ms. Maddox explained that during Administrative Aides meetings any information changes are brought up during that time. There was also a brief discussion regarding parity pay. Ms. Maciel
asked who Ms. Maddox goes to when she has accounting questions. Ms. Maddox responded that she does not really have anyone to go to. Ms. Taylor commented that she does not really do accounting work. Ms. Maddox responded that she does not do a full set of books but does calculate loads for Schedule C.

Mr. Manfredi asked the District if they had any comments. Ms. Clerou responded that they did not have any comments. Mr. Manfredi then asked for clarification from Ms. Kast as to how she made the determination that Ms. Maddox did not fit into the Accounting Technician II position. Ms. Kast explained that if compared to other Accounting Technician II positions, the level of responsibility Ms. Maddox has is not comparable to the other Accounting Technician II’s. Mr. Manfredi mentioned that he had a different interpretation of what “lead” was and indicated it could be defined as a lead of a function or an area of responsibility.

Ms. Kast then asked Ms. Maddox if her predecessor had actually created the Access database. Ms. Maddox explained that yes it was the person before her that created the database. Mr. Manfredi then asked Mr. Cantu if he had any comments regarding the reclassification. Mr. Cantu commented that the position was unique and it was difficult for him to state whether the position should be an Accounting Technician I or an Accounting Clerk III. Mr. Cantu agreed that Ms. Maddox does perform all of the duties she had listed on her reclassification request.

Ms. Taylor stated that in comparing Ms. Maddox’s information with the other positions at the same range level of classes in Accounting Technician I & II, she felt she was more comparable with the Accounting Technician I. It was moved by Mr. Manfredi, seconded by Mr. Johnson to approve the reclassification of Ms. Maddox to Accounting Technician II at the classified salary range of 61, effective August 21, 2007. It was opposed by Ms. Taylor.

Consideration and Approval of Revised Classification Specifications [07-28 thru 07-53] Mr. Manfredi mentioned that there was a lot of information to review for tonight’s meeting and stated that he and Ms. Taylor, as well, would like more time to review the revised job specifications. Ms. Taylor requested that no decision be made in tonight’s meeting. Ms. Kast then provided background information on how the Instructional Technician job specifications were revised. The Personnel Commission then had a brief discussion with the Instructional Technicians present at the meeting.

Mr. Manfredi commented that the Commission staff did a great job in revising the classification specifications and advised that the Commission needed more time to review the specifications because
of the salary recommendations. The Commissioners agreed that items listed 07-28 thru 07-53 would be tabled until the September 11, 2007 Regular meeting.

Information Item
Mr. Rowe advised the Personnel Commission that the College Business Manager will be two new job specifications, one for Fresno City college and the other for Reedley College, which would be sent to the Board of Trustees at their September meeting. Mr. Rowe also advised that there would probably be a reorganization of those positions in the spring of 2008. Ms. Taylor asked for clarification regarding the reorganization. Mr. Rowe responded that the Chancellor and the college presidents had some ideas in regards to bookstores and food services. Mr. Rowe informed the Personnel Commission that the revised specifications would be given to Ms. Kast by the end of August.

Director’s Report
Ms. Kast informed the Personnel Commission that at the next Personnel Commission meeting, their applicant flow statistical reports that are attached with the eligibility lists will look different. Ms. Kast explained that she would go over the reports with the Commissioners and that the new reports were going to come out directly from the new applicant tracking system. Ms. Kast also presented the PowerPoint presentation that was going to be used at the Board of Trustees meeting. There was a brief discussion regarding the presentation.

Ms. Kast informed the Commission she did research regarding the request that was received about a trainer at the Training Institute. Ms. Kast explained that the person was not a training assistant but rather a faculty member that was exempted from the AFT bargaining agreement. Mr. Manfredi then clarified that under that definition the request was not under the purview of the Personnel Commission. Ms. Kast responded that was correct.

Commissioner’s Report
Ms. Taylor requested an update regarding the Assessment Center position that was reclassified. Ms. Kast responded that there was a draft for the position but that unfortunately it did not make it to the Board of Trustees’ agenda for the September meeting. Mr. Rowe informed the Personnel Commission that Ms. Clerou was still working on the job specification. There was a brief discussion between the District and the Commission regarding the process for updating job specifications. Ms. Clerou advised that the duties for the Assessment Center position would be sent to the Board of Trustees during the October meeting.

Closed Session
At 6:47 p.m. the Commissioners convened to closed session to discuss the employment of special legal counsel, pursuant to
Government Code section 54957.

Open Session At 7:25 p.m. the Commissioners reconvened to open session. It was moved by Ms. Taylor, seconded by Mr. Manfredi, and unanimously carried to employ Tuttle & McCloskey as Special Legal Counsel.

Adjournment At 7:30 p.m. Ms. Taylor moved to adjourn the meeting. Mr. Johnson seconded the motion, and it carried unanimously.

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Nancy Kast, Director of Classified Personnel

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