I. CALL TO ORDER

A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.
B. Pledge of Allegiance
C. Roll-Call
   1. Commissioner Valeria Dixon, Chairperson
   2. Commissioner Michael Salazar, Vice Chairperson - Absent
   3. Commissioner George Bohn, Member

II. APPROVAL OF AGENDA

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the agenda.

Motion carried.

III. PUBLIC COMMENTS

Ms. Kimberly Quiel addressed the Commission regarding the denial of her application for Serving Kitchen Operator. She shared with the Commission that she recently worked out of classification in the position. She is requesting reconsideration.

Ms. Dixon thanked Ms. Quiel and informed her that the Personnel Commission Director will get back to her with an answer.

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S):

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the following eligibility list(s):

   1. Accounts Payable Technician
      Exam # 17-090
   2. Computer Specialist I
      Exam # 17-091
   3. Computer Specialist I – MAC
      Exam # 17-099
   4. Computer Specialist V
      Exam # 17-094
   5. Instructional Aide
      Exam # 17-098
   6. Instructional Assistant (Tutorial Assistant)
      Exam # 17-097
   7. Maintenance Trades Helper
      Exam # 17-096
8. Maintenance Worker II  Exam # 17-105  
9. Public Safety Dispatcher  Exam # 17-086  
10. Secretary II  Exam # 17-093  
11. Serving Kitchen Operator  Exam # 17-104  
12. Sheet Metal Worker  Exam # 17-095  
13. Student Recovery Specialist  Exam # 17-100  

Motion carried.

B. RECRUITMENTS:  
A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the following recruitments:

1. Assistant Nutrition Services Director  Dual Certification  01/31/2018-02/27/2018  
2. Bilingual Education Assistant III (SI) (Spanish Only)  Open/Promotional  01/10/2018-02/06/2018  
3. Cafeteria Worker  Open/Promotional  01/03/2018-01/30/2018  
4. Campus Security Officer I  Open/Promotional  02/07/2018-03/06/2018  
5. Custodian I  Open/Promotional  02/07/2018-03/06/2018  
6. Education Assistant III (Arabic)  Open/Promotional  02/07/2018-03/06/2018  
7. Education Assistant III (Cambodian)  Open/Promotional  02/07/2018-03/06/2018  
8. Education Assistant III (Spanish)  Open/Promotional  01/31/2018-02/27/2018  
9. Education Assistant III (SI)  Open/Promotional  02/07/2018-03/06/2018  
10. Instructional Assistant (SDC)  Open/Promotional  02/07/2018-03/06/2018  
11. Lifeguard  Open/Promotional  01/03/2018-01/30/2018  
12. Maintenance and Operations Director  Dual Certification  01/10/2018-02/06/2018  
13. Nutrition Computer Analyst  Open/Promotional  01/10/2018-Continuous  
14. Program Clock and Fire Alarm Technician  Open/Promotional  01/10/2018-Continuous  
15. Public Safety Dispatcher  Open/Promotional  02/07/2018-03/06/2018  
16. Quality Control Technician  Open/Promotional  01/31/2018-02/27/2018  
17. Registered Behavior Technician  Open/Promotional  01/31/2018-02/27/2018  
18. School Licensed Vocational Nurse (LVN)  Open/Promotional  02/07/2018-03/06/2018  
19. School Police Officer  Open/Promotional  01/10/2018-02/06/2018  

Motion carried.
C. APPROVAL OF RATIFIED ELIGIBILITY LISTS TO FILL BILINGUAL POSITIONS:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the ratified eligibility lists to fill bilingual positions:

1. Instructional Aide Exam # 17-098
2. Secretary II Exam # 17-093

Reference PC Rule: 5.23, 5.23.1, 5.23.2, 5.23.3

Ms. Dixon asked if the lists will be canvassed for the special skill. Ms. Byrd indicated that the eligibility lists will be canvassed should there be a need.

Motion carried.

D. FIRST READING OF PERSONNEL COMMISSION RULES:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to consider the First Reading to amend Personnel Commission Rules.

Ms. Byrd informed the Commission that staff had a meeting with the District for clarification purposes.

Ms. Irma Garcia shared with the Commission a brief correspondence to the Commission from the Human Resources division in response to the First Reading of the Personnel Commission Rules agenda item. In that response it was indicated that the District had no further concerns or objections to the proposed Rules.

Ms. Dixon inquired about the changes. Mr. Bohn asked about the numbering format. Ms. Byrd informed the Commission that changes were done according to the transitioning of duties Ms. Byrd informed the Commission that a clean version of the Rules will be included in the Second Reading, on March 7th.

E. APPROVAL OF NEW OFFICE AND TESTING ROOM FURNITURE:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the purchase of new office furniture for office staff and testing room:

Mr. Bohn asked about the amount for the transfer.

Ms. Byrd stated at this moment there is about $90,000 in our surplus budget. The transfer would be approximately $40,000 will be moved from one object code to another. She also shared plans to remodel the front and back office to accommodate additional staff.

Motion carried.

F. APPROVAL OF MINUTES FOR JANUARY 3, 2018:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for January 3, 2018.

Ms. Dixon moved to postponed the minutes for January 3, 2018 until the next Personnel Commission meeting, March 7, 2018, because she was not present for that meeting and is
unable to vote to approve the item. Mr. Bohn seconded the motion. Motion tabled.

V. COMMISSIONER’S/DIRECTOR’S COMMENTS:
Mr. Bohn appreciates the amount of time it took to retype the Rules. Thanks staff for their commitment.

Ms. Dixon inquired about the length of time to revise the Rules. Ms. Byrd shared that the original draft was submitted to the District in November. She shared that there was a lot of research that took place.

Ms. Dixon asked about the Rules being consistent with the Classified Bargaining Agreement. Ms. Byrd stated that sometimes the contract may not be in line with the Education Code and the Rules will continue to be in line with the Education Code.

Ms. Dixon requested staff to look into the purchase of a new audio system. She also mentioned the CSPCA conference and appreciates the opportunity.

Ms. Byrd commented that we are moving forward taking some district duties that belong to PC. The team would like to attend a 1.5-day office retreat, looking for avenues to sit down and brainstorm and plan new changes for the department, away from the office. It will be placed on the agenda for March for Commissioner’s approval.

VI. CLOSED SESSION:
The Commission adjourned 5:50 p.m. to closed session. The Commission reconvened into open session at 6:05 p.m. with no report out.

ADJOURNMENT:
The Commission adjourned the meeting at 6:06 p.m.