

**STATE CENTER COMMUNITY COLLEGE  
DISTRICT  
MERIT SYSTEM**

The State Center Community College District was established in 1964 after Fresno City College and Reedley College joined to form the State Center Community College District. The District has grown to become a leader among community colleges with more than **32,979** students enrolled this past Spring semester. The two main campuses of the District are the Fresno City College Campus and the Reedley College Campus. In addition, the District has Centers in Madera, Clovis, Oakhurst, and its newest addition, the Willow International Center, located in northeast Fresno.

The Merit System was adopted by the District in 1966 by an election of the classified employees. The Merit System grants the Personnel Commission of the State Center Community College District the right and responsibility of establishing rules and regulations that provide for the selection, retention, and promotion of classified employees on the basis of individual merit and fitness. This is demonstrated by competitive examinations and performance. In addition, the Personnel Commission is responsible for the classification and reclassification of positions and serves as an appeal body for disciplined classified employees.

The Personnel Commission has enhanced its examination process by including performance examinations in more of our recruitments. These performance examinations have proven to be instrumental in the recruitment and examination process by helping us differentiate between qualified and less qualified individuals. This fiscal year, we administered performance examinations including Air Conditioning/Heating Mechanic, General Utility Worker, and our Administrative Support Staff positions. Performance exams vary greatly and can include anything from a hands-on computer test to checking the thermostat on an air conditioning unit.

**CLASSIFIED ACTIONS**

<b>Recruitment &amp; Exam</b>	<b>2006-07</b>	<b>2007-08</b>
Vacancies Announced	55	48
Applications Received	2222	3646

**Number of Examinations Administered:**

Written and/or Screening	29	31
Oral Appraisal Examinations	38	25
Performance Examinations	12	16

**Personnel actions:**

Eligibility Lists Established	49	36
Regular Appointments	122	86
Provisional/Limited Term Placements	126	99

**Classified requests processed:**

Reclassifications	16	1
-------------------	----	---

<b>Permanent Classified Employees</b>	653	669
---------------------------------------	-----	-----

**New Hires by Ethnicity**

	<b>2006-07</b>	<b>2007-08</b>
Hispanic	33%	36%
White	48%	35%
Black	7%	10%
Native Hawaiian or Pacific Islander	0%	1%
Asian	4%	15%
American Indian or Alaska Native	1%	0%

**New Hires by Gender**

	<b>2006-07</b>	<b>2007-08</b>
Male	33%	23%
Female	67%	77%

The Personnel Commission is excited about the progress that has been made with its new online applicant tracking system. Since its implementation, the application process has become some much more efficient and accessible. We are receiving a great amount of positive feedback as well as constructive criticism. We hope to continue to improve this process and encourage as many potential applicants to consider employment with State Center Community College District and apply.

**PERSONNEL COMMISSIONERS**

The Personnel Commission is composed of three individuals who must be registered voters, reside in the State Center Community College District, and be “known adherents to the principles of the Merit System.” One member of the Commission shall be appointed by the Board of Trustees, one member shall be recommended by the exclusive representative for classified employees, and the third member shall be appointed by the other two members of the Commission.

**Ron Manfredi**, Chairperson, is the Board of Trustees’ appointee and has served on the Commission since 2003. Mr. Manfredi is a Reedley College graduate and went on to obtain his BA from UC Berkeley and his MA from CSU San Francisco. Mr. Manfredi has been the City Manager for the City of Kerman since 1993. Prior to serving on the Commission, Mr. Manfredi served as a Board of Trustees’ member for the State Center Community College District from 1985 – 2002.

**John Veen**, Vice-Chairperson, is originally from Grand Rapids, Michigan. His occupations have included: Cab Driver, House Painter, Tug-Boat Deckhand, Navy Journalist, Labor Newspaper Editor, and trouble-maker. He is a graduate of Fresno State (BA) and a former SCCC employee as one of Fresno City College’s Library and Learning Resources Assistants from 1985-1990. During that time, he served as the CSEA Chapter President and is currently a Business Representative for IUOE Stationary Local 39, representing State Workers.

**Mary Beth de Goede**, Commissioner, is an attorney who has represented school districts throughout California for 28 years in all facets of education law, including personnel and labor relations involving classified employees at both the K-12 and community college levels. Ms. de Goede graduated from UC Berkeley with her BA and obtained her JD from the University of Santa Clara.

## PERSONNEL COMMISSION STAFF

The Director of Classified Personnel and staff are required to carry out the day-to-day responsibilities of the Personnel Commission. The Director of Classified Personnel shall act as Secretary to the Personnel Commission, shall issue and receive all notifications on its behalf, and shall prepare, or cause to be prepared, an annual report which shall be sent by the Commission to the Board of Trustees.

### **Nancy L. Kast**

*Director of Classified Personnel*

[Nancy.Kast@sccd.edu](mailto:Nancy.Kast@sccd.edu)

### **Jeannie-Marie Bennett**

*Administrative Secretary*

[Jeannie.Bennett@sccd.edu](mailto:Jeannie.Bennett@sccd.edu)

### **Elba Garcia**

*Human Resources Analyst*

[Elba.Garcia@sccd.edu](mailto:Elba.Garcia@sccd.edu)

### **Robin Fox**

*Human Resources Technician*

[Robin.Fox@sccd.edu](mailto:Robin.Fox@sccd.edu)



Ron Manfredi

Chairperson



John Veen

Vice-Chairperson



Mary Beth de  
Goede

Commissioner

## MERIT SYSTEM PRINCIPLES

According to the California School Personnel Commissioners Association (CSPCA), the principles of personnel administration include:

- ▶ Hiring and promoting employees on the basis of ability, with open competition for initial employment
- ▶ Providing for compensation
- ▶ Retaining employees on the basis of performance
- ▶ Training employees as needed for high quality performance
- ▶ Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex or religious creed and with proper regard for their privacy and Constitutional rights as citizens
- ▶ Protecting employees against political coercion and prohibiting use of official positions to affect an election or nomination for office

## PERSONNEL COMMISSION MEETINGS

Regularly scheduled meetings of the Personnel Commission are held the third Tuesday of each month. Agendas and minutes are posted on our website at

<http://www.sccd.edu>

The Personnel Commission encourages all to visit its website to view Classified Vacancies, the Commission's Annual Report, Commission Rules, Job Classifications and Families, Salary Schedules, and much more.

# STATE CENTER COMMUNITY COLLEGE DISTRICT



## 2007-2008

## Personnel Commission Annual Report

1525 E. Weldon Avenue  
Fresno, CA 93704

[www.sccd.edu](http://www.sccd.edu)

Phone: 559-226-0720

Fax: 559-229-7039