REGULAR MEETING
STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
Board Room
1525 East Weldon Avenue
Fresno, CA 93704

5:30 p.m.
January 19, 2010

AGENDA

A. Call to Order

B. Public Comment (Delegations, Petitions & Communications)

C. Introduction of Guests

D. Approval of the Minutes of the December 15, 2009 Regular Meeting

E. Information Items
   1. Classification Study Plan

F. Action Items
   10-01 Consideration and Approval of Eligibility List:
       a. Financial Aid Assistant I – effective 1/11/10

   10-02 Consideration and Approval of Appointment of a Hearing Officer for
       Appeal of a Discipline Case

   10-03 Consideration of Appeal Regarding Reclassification Study for:
       a. #2103, Financial Aid Assistant I

G. Director’s Report

H. Commissioner’s Report

I. Public Comment (Delegations, Petitions & Communications)

J. Adjournment
Commission rule limits speakers to five minutes. Speakers will be recognized by the Chairperson.

Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Nancy Kast, Director of Classified Personnel, 1525 East Weldon Avenue, Fresno, CA 93704 (559) 244-5998, 8:00 a.m. to 5:00 p.m. at least 48 hours prior to the meeting.

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 1525 E. Weldon Avenue, Fresno, CA 93704 during normal business hours.
MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
December 15, 2009

Call to Order

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

The meeting was held at two locations:
State Center Community College District Board Room
Residence of Ronald Manfredi (by phone)

Mr. Manfredi noted for the record that he was conducting the meeting from his residence due to a recent hip surgery; he was unable to attend the meeting in-person. Arrangements were made, with direction from General Counsel, for the meeting to be held at two locations, which were noted on the Agenda and posted accordingly.

Members Present

Members of the Personnel Commission present were:
Ron Manfredi, Chairperson (by phone)
John Veen, Vice Chairperson
Mary Beth De Goede

Members of Commission staff present were:
Nancy Kast, Director of Classified Personnel
Elba Garcia, Human Resource Analyst
Bettina Kelch, Administrative Secretary
Gregory Taylor, General Counsel

Public Comment

None.

Introduction of Guests

The following guests signed in:
Diane Clerou, DO HR
Samerah Campbell, DO HR
Scott Thomason, RC
Ed Eng, DO
Michael Guerra, FCC

Approval of Minutes

Mr. Manfredi requested clarification on Page 3, paragraph 3, sentence 2 of the November 17, 2009 Minutes. It was agreed the sentence would be amended as follows: “Per inquiry from Ms. De Goede, Mr. Taylor recommended that if the Commission was interested in a moratorium on reclassification applications, it would have to place the matter on a future agenda.”

Mr. Veen moved to approve the Minutes of the November 17, 2009 Regular Meeting as noted; Ms. De Goede seconded. It
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December 15, 2009 – Page 2

passed unanimously by roll call: Mr. Manfredi, yes; Mr. Veen, yes; Ms. De Goede, yes.

Information Items
1. Swearing In of Appointed At-Large Commissioner

Ms. Kast administered the oath to Ms. De Goede, who was sworn in as the At-Large Commissioner for a term of December 1, 2009 to November 30, 2012.

Action Items
[09-39]
Consideration of SCCCDD Personnel Commission Organization
   a. Election of Officers

Mr. Veen moved that Mr. Manfredi serve as the Chairperson for the upcoming year; Ms. De Goede seconded. It passed unanimously by roll call: Mr. Manfredi, yes; Mr. Veen, yes; Ms. De Goede, yes.

Ms. De Goede moved for Mr. Veen to serve as the Vice Chairperson for the upcoming year; Mr. Manfredi seconded. It passed unanimously by roll call: Mr. Manfredi, yes; Mr. Veen, yes; Ms. De Goede, yes.

[09-40]
Consideration and Adoption of 2010 Personnel Commission Regular Meeting Calendar

Mr. Manfredi introduced the proposed calendar of meeting dates, and noted a conflict with his schedule for the June 15, 2010 meeting.

Mr. Veen moved to adopt the calendar as presented, seconded by Ms. De Goede. It passed unanimously by roll call: Mr. Manfredi, yes; Mr. Veen, yes; Ms. De Goede, yes.

[09-41]
Consideration and Approval of Eligibility Lists
   a. Bookstore Sales Clerk I (Seasonal) – effective 11/23/09
   b. Bookstore Assistant (Seasonal) – effective 11/23/09
   c. Piano Accompanist – effective 12/2/09
   d. Instructional Aide-Willow International Center – effective 12/9/09
   e. Instructional Aide-Reedley College – effective 12/9/09

Mr. Veen moved to approve the aforementioned eligibility lists; Ms. De Goede seconded. It passed unanimously by roll call: Mr. Manfredi, yes; Mr. Veen, yes; Ms. De Goede, yes.

[09-42]
Consideration and Approval of Appointment of a Hearing Officer for Appeal of a Discipline Case

Ms. De Goede moved to approve the appointment of a hearing officer; seconded by Mr. Veen. It passed unanimously by roll call: Mr. Manfredi, yes; Mr. Veen, yes; Ms. De Goede, yes.
Director’s Report
Ms. Kast reported on the attached Director’s Report, noting that the Commissioners requested a written Director’s Report. Copies were provided to the Commissioners and the public.

Ms. Kast shared about the current recruitment and examination processes, provided a classification update and outlined disciplinary appeals received. Ms. Kast fielded questions from the Commissioners. Ms. De Goede inquired about the reclassification study on hold at the request of the College President due to a supervisor change. Ms. Kast responded with the history of the study, noting the employee’s concern with the delay. Mr. Manfredi requested that a copy of the Director’s Report be included with the Agenda packet sent out the week before the meeting.

Commissioner’s Report
Ms. De Goede expressed her thanks in being elected to serve for another term. Mr. Manfredi shared about his recent surgery.

Public Comment
None.

Adjournment
At 6:00 p.m., the meeting was adjourned.

Nancy Kast, Director of Classified Personnel
NK:bk
Classification Study Plan
Personnel Commission

In accordance with the Personnel Commission Rules and Regulations, the Personnel Commission is responsible for the review and classification of positions. Personnel Commission staff will conduct a classification study, beginning during the 2010-2011 school year.

Nancy Kast
1/13/2010
Classification Study Process

Personnel Commission staff will:

- Establish a Review Committee with representatives from both CSEA and Management.
  - Representatives will be appointed to this standing committee.
  - These individuals will represent each campus and the North Centers and come from equal parts management and employees.
  - Meetings will be conducted monthly with training on the classification study process.
  - When a study is complete, the Committee will be briefed by the Analyst who conducted the study. The Committee members will serve as the evaluators/reviewers. Issues that arise will be resolved before the study advances to the Personnel Commission.

- Place the Position Information Questionnaire in an online survey database utilizing data for each position.
  - The questionnaire will allow employees to answer yes/no, elaborate on duties and suggest changes to the wording as needed.

- Create an informational webpage on the Personnel Commission website for the classification study which will be frequently updated.

- Provide a group orientation to employees that will participate in the study.
  - This will take approximately two hours and will include time for the employees to complete the questionnaire.

- Conduct desk audits of positions to be studied.

- Interview management and receive input.

- Complete the study and provide an overall recommendation for the group that was studied.

- Provide a final report to the Personnel Commission for approval.

- Revise, eliminate, combine, and/or create new job descriptions.
State Center Community College District
PERSONNEL COMMISSION
1525 East Weldon Avenue
Fresno, CA 93704

Presented to the Personnel Commission:       Date: January 19, 2010

SUBJECT: Consideration and Approval of Eligibility List
ENCLOSURE(S): Eligibility List

REASON FOR PERSONNEL COMMISSION CONSIDERATION: Action
ITEM NO: 10-01

Background:

An eligibility list has been placed on the agenda as an action item. If for some reason any Commissioner would like to remove a list, it can be done.

Recommendation:

It is recommended the Personnel Commission approve the eligibility list.
Presented to the Personnel Commission: Date: January 19, 2010

SUBJECT: Consideration and Approval of Appointment of a Hearing Officer for Appeal of a Discipline Case

ENCLOSURE(S): Appeal

REASON FOR PERSONNEL COMMISSION CONSIDERATION: Action

ITEM NO: 10-02

Background:

Currently the State Center Community College District Personnel Commission is in receipt of a Demand for a Hearing. It is necessary for you to determine if the Commission wishes to act as the hearing officer or if you wish to continue with the practice of having a hearing officer selected by the two parties from a list provided by the State Mediation Conciliation Services.

Recommendation:

It is recommended the Personnel Commission make a decision as to the appointment of a hearing officer for a discipline appeal case.
State Center Community College District
PERSONNEL COMMISSION
1525 East Weldon Avenue
Fresno, CA 93704

Presented to the Personnel Commission:  Date: January 19, 2010

SUBJECT:  Consideration of Appeal Regarding
Reclassification Study

ENCLOSURE(S):
Organization Charts
Family Chart, Job
Descriptions,
Reclassification
Questionnaire, Study
Recommendation,
District Appeal,
Personnel Commission
Response, Employee
Response

REASON FOR PERSONNEL
COMMISSION CONSIDERATION:  Action

ITEM NO:  10-03

Background:

In compliance with the Reclassification Study Process adopted at the October 30, 2006
meeting of the Personnel Commission, a letter, a copy of the process, and the report on
their individual study was sent to the employee-applicant for study, the district, and
CSEA.

A period of ten working days was allowed for appeals of the recommendation to be filed.
The study recommendations received an appeal.

Recommendation:

It is recommended the Commission consider the report prepared from the study and the
appeal by the District regarding the classified position listed on the agenda.
Recruitment and Examination

In addition to the 1 Eligibility List on the Agenda for approval tonight, we are screening applications for 1 recruitment:
  • Admissions & Records Manager

We also have 3 recruitments in the examination phase:
  • General Utility Worker
  • Instructional Aide – Child Development
  • Student Services Specialist

We are currently accepting applications for one recruitment, which will close before the break:
  • Admissions and Records Manager

We have 5 requests that are in process to begin recruitment:
  • Police Sergeant
  • Instructional Technician-Microcomputer Lab
  • Custodian
  • Library Resources Assistant I
  • Orientation Assistant

Classification

Staff is completing the remaining 5 studies requested last year:
  • Department Secretary – delayed due to reassignment
  • Program Development Assistant (2) – in process
  • Student Personnel Services Assistant (2) – in process

Two study reports have been appealed; one is on the January agenda and the other is scheduled for hearing at the Personnel Commission meeting in February. A third report is on hold at the request of the College President due to a change in supervisor.

A classification specification is being developed for the Evaluators.

Staff will be presenting a report for information at tonight’s meeting on the plans and timelines for classification studies and/or classification specification updates to be completed in the coming year.

Disciplinary Appeals

[10-02] - This disciplinary appeal is on the agenda for tonight’s meeting for the Personnel Commission to determine whether to employ a hearing officer.

[09-42] - A list of potential hearing officers has been requested for this disciplinary appeal.

[09-35] – The parties are working with Counsel on this disciplinary appeal.