

AMENDED

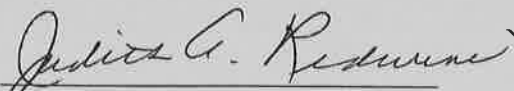
**STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon Avenue
Fresno, California 93704**

The Board of Trustees of the State Center Community College District has scheduled a special closed session Board meeting for the following date and time to be held in the SCCCD Boardroom, 1525 E. Weldon Avenue, Fresno, California.

Thursday, October 3, 2002 1:30 p.m.

- I. Call to Order
- II. Delegations, Petitions, and Communications [see footnote]
- III. Open Session
 - A. Public Hearing and Appointment of Board's [02-223] Randy Rowe
Nominee to the Personnel Commission
 - B. Consideration to Approve New Certificated [02-224] Randy Rowe
Position, District Associate Dean – Human
Resources**
- IV. Closed Session
 - A. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT, Pursuant to
Government Code Section 54957; Interview of Finalists and Consideration to
Appoint Vice Chancellor-Educational Services and Planning
- V. Open Session
- VI. Adjournment

The Board chairperson, under Board Policy 9320.1, has set a limit of three minutes each for those who wish to address the Board. General comments will be heard under Agenda Section Delegations, Petitions and Communications at the beginning of the meeting. Those who wish to speak to items to be considered in Closed Session will be given the opportunity to do so following the completion of the open agenda and just prior to the Board's going into Closed Session. Individuals wishing to address the Board should fill out a Request Form and file it with the Associate Vice Chancellor-Human Resources, Randy Rowe, at the beginning of the meeting.



Judith A. Redwine
Chancellor

10/2/02

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 3, 2002

SUBJECT: Public Hearing and Appointment of Board's
Nominee to the Personnel Commission

ITEM NO. 02-223

EXHIBIT: None

Background:

The Board's representative seat on the Personnel Commission is expiring November 30th. Cathy Frost, the current representative, has agreed to serve another term.

In accordance with the Education Code, the Board of Trustees at the September meeting announced their intent to appoint Cathy Frost to another term as their representative on the Personnel Commission. Within 30 to 45 days the Board must hold an open hearing to allow for public input from the Union and members of the public at large regarding the qualifications of the individual the Board intends to appoint.

Ms. Frost is the owner of Bennett Frost Personnel Services in Fresno, California. Ms. Frost has been very active in the community and has served on the Civil Service Commission for the City of Fresno, is Past President of the Fresno Metropolitan Museum, has served as a member of United Way, Marjaree Mason Board of Directors, Past President of Fresno Women's Network, and the State Center Community College District Occupational Advisory Board. Ms. Frost has done a commendable job representing the Board's interest on the Personnel Commission.

It would be appropriate for the Board to open the meeting to public comment relative to Ms. Frost's candidacy and qualifications. Following the public comment, the Board is free to make its appointment.

Recommendation:

It is recommended that the Board of Trustees appoint Cathy Frost as its representative on the State Center Community College District Personnel Commission effective December 1, 2002.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 3, 2002

SUBJECT: **Consideration to Approve New Certificated
Position, District Associate Dean – Human
Resources**

ITEM NO. **02-224**

EXHIBIT: **Proposed Job Announcement**

Background:

For the past several weeks the administration has been re-evaluating the staffing of the District's Human Resources office. The current organization does not include an academic position to assist with the day-to-day academic and classified human resources issues. Instead, there is a classified management position, the Director of Human Resources. That position was, at one time, partially funded by the Personnel Commission and partially funded by the District. Based upon the needs of the District, the administration is recommending the addition of a new academic position at the District Office titled District Associate Dean – Human Resources. Upon the creation of this new position, administration will advise the Personnel Commission to cease recruitment for the Director of Human Resources position.

This position will be an academic administrator and will have significant day-to-day responsibility for formulating and implementing District policies, administering District human resource programs in both the classified and academic services. The position will be involved with and supervise recruitment and selection of academic staff and administrators, as well as assist in the recruitment and selection of classified staff. The position will also have responsibility for administering the collective bargaining agreements and adjusting grievances.

The position will report directly to the Associate Vice Chancellor of Human Resources.

After reviewing the salary ranges for academic administrative positions in the District, the administration is recommending that the position be placed on the management salary schedule at range 60.

Item No. 02-224 (continued)
October 3, 2002

Fiscal Impact:

Increase of approximately \$2,000.00 to the Human Resources budget as the current Director of Human Resources is budgeted at range 59 on the management salary schedule.

Recommendation:

It is recommended that the Board of Trustees approve a new academic administrative position, District Associate Dean – Human Resources, with placement on the management salary schedule at range 60.

DISTRICT ASSOCIATE DEAN OF HUMAN RESOURCES
Districtwide

Starting Date: _____

Length of Contract: 224 duty days per year with 22 vacation days.

Compensation: \$84,125-\$105,867 based upon experience. A doctoral stipend of \$1,526 is available. In addition, the District offers an attractive fringe benefit package including health, dental, and vision coverage for the employee and dependents, and life insurance as well as disability coverage for employees.

Minimum Qualifications: Master's Degree

Selection Criteria: Includes ability to plan, organize, staff, direct the academic and classified personnel functions. Ability to work closely and cooperatively with Personnel Commission and District staff. The State Center Community College District is a "merit" district having a Personnel Commission, which serves the classified employees. The Personnel Commission has its own Director of Classified Personnel. Increasingly responsible administrative and management experience involving employee recruitment, selection, evaluation, records management. Experience in public/private education including responsible experience with academic and classified personnel or private business sector.

Duties and Responsibilities: Includes significant responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay-off, recall, promotion and termination. Assists in formulation and implementation of policy, rules, regulations, and procedures relative to academic personnel problems. Provides technical assistance to employees and other administrators regarding legal issues such as wage and hour laws, federal and state personnel related statutes Education Code provisions and regulations. Assists with academic and classified personnel recruitment and selection functions, initial employment procedures, transfer and salary placement of positions and employees, directs the maintenance of personnel records including employee files, performs research and produces reports, conducts workshops and training session, performs other duties as needed.

Additional Requirements:

Knowledge of federal and state laws and regulations relative to employment