

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

NOTICE

The Board of Trustees of the State Center Community College District has scheduled a special board meeting for the following date and time in room 305 at State Center Community College District Office North, 390 W. Fir Avenue, Clovis, California.

Tuesday, October 23, 2012, 5:30 p.m.
AGENDA

- I. CALL TO ORDER
- II. DELEGATIONS, PETITIONS AND COMMUNICATIONS [see footnote]
- III. CLOSED SESSION
 - A. PUBLIC EMPLOYEE EMPLOYMENT, Pursuant to Government Code Section 54957
 - 1. Vice President of Instruction and Student Services, Willow International Community College Center
- IV. OPEN SESSION
 - A. Consideration to Appoint Vice President of Instruction and Student Services, Willow International Community College Center [12-87] Diane Clerou
 - B. Consideration of Process for Board of Trustees' Appointee to the Personnel Commission [12-88] Diane Clerou
- V. ADJOURNMENT

All supporting documents/materials pertaining to the open session agenda of a regular meeting are available for public inspection by contacting the office of the chancellor during the office hours of 8:00 a.m. to 5:00 p.m., Monday-Friday, at (559) 244-5902. 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 Nina Acosta, executive secretary to the chancellor, 1525 E. Weldon Avenue, Fresno, CA 93704, (559) 244-5902, 8:00 a.m. to 5:00 p.m., Monday- Friday, at least 48 hours before the meeting.

The board chairperson, under Board Policy 2350, has set a limit of three minutes each for those who wish to address the Board of Trustees. 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 going into closed session. Individuals wishing to address the Board should fill out a request form and file it with interim Associate Vice Chancellor of Human Resources Diane Clerou at the beginning of the meeting.

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Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 23, 2012

SUBJECT: Consideration of Process for
Board of Trustees' Appointee to the
Personnel Commission

ITEM NO. 12-88

EXHIBIT: Draft Schedule for Board of Trustees' Appointee to the Personnel Commission

Background:

The procedure the Board of Trustees used in fall 2011 to make its three-year appointment to the Personnel Commission did not produce a new appointee; therefore, the Board's appointee, Mr. Ron Manfredi, was reappointed in December of 2011 with the understanding he would not complete a full three-year term.

To facilitate the appointment of the Board of Trustees' new representative to the Personnel Commission, staff is proposing the procedure and timeline noted below. A summary timeline is attached. The process below complies with Education Code 88064 and Chapter 2 of the Personnel Commission Rules.

At this special meeting the Board will hold a discussion on the proposed process for the selection of the Board of Trustees' appointee. Candidates who wish to be considered by the Board must submit a letter of interest along with their resume to the district human resources office by November 6, 2012. The Human Resources Department will screen the applications for minimum qualifications based on Education Code 88064. It states in part:

- (a) *To be eligible for appointment or reappointment to the commission, a person shall meet both of the following requirements:*
 - 1. *Be a registered voter and reside within the territorial jurisdiction of the community college district.*
 - 2. *Be a known adherent to the principles of the merit system.*

- (b) *No member of the governing board of any community college district or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the commission. During his or her term of service, a member of the commission shall not be an employee of the district.*

- (c) *As used in this section, "known adherent to the principle of the merit system," with respect to a new appointee, shall mean a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.*

On November 19 or November 20, 2012, Ron Feaver, the president of the Board of Trustees, and Dr. Deborah G. Blue, will interview the candidates who meet the minimum qualifications, and recommend candidates to move forward to the full Board of Trustees. At a special Board of Trustees meeting on November 27, 2012, each finalist candidate will give a three minute presentation during open session. The presentation will be on a topic such as "the merit system and their perception of their role as a Personnel Commissioner representing the Board of Trustees." After a discussion and vote in open session, the Board of Trustees will announce its choice for this appointment. At the regular meeting on January 8, 2013, the Board of Trustees will need to hold a public hearing regarding this appointment. At the end of the public hearing, the Board of Trustees will vote in order to make its appointment.

Education Code requires the Board of Trustees announce its appointee, and then the Board of Trustees must hold a public hearing within a timeframe of 30–45 days from the announcement. There are not 30 days between the December and January board meetings; therefore, a special board meeting is required in November to meet the requirement of the 30-45 day timeframe.

Recommendation:

It is recommended that the Board of Trustees review the process recommended by the chancellor and approve a process to be used to appoint its representative to the Personnel Commission.

Draft Schedule for Board of Trustees'
Appointee to the Personnel Commission

October 23, 2012	Special Board Meeting, Discussion of the Process for Board of Trustees Appointee to the Personnel Commission
November 6, 2012	<p>Deadline to submit requests for consideration to become the Board of Trustees' appointee. Candidates must submit their resume and letter of interest to:</p> <ul style="list-style-type: none"> • Diane Clerou, Interim Assoc. Vice Chancellor, HR SCCCD 1525 E. Weldon Fresno, CA 93704
After November 6, 2012	<p>HR will pre-screen for minimum qualifications based on Education Code 88064.</p> <p><i>Education Code 88064 - Qualifications for Membership on a Personnel Commission states:</i></p> <p style="padding-left: 40px;"><i>(a) To be eligible for appointment or reappointment to the commission, a person shall meet both of the following requirements:</i></p> <ol style="list-style-type: none"> <i>1. Be a registered voter and reside within the territorial jurisdiction of the community college district.</i> <i>2. Be a known adherent to the principles of the merit system.</i> <p style="padding-left: 40px;"><i>(b) No member of the governing board of any community college district or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the commission. During his or her term of service, a member of the commission shall not be an employee of the district.</i></p> <p style="padding-left: 40px;"><i>(c) As used in this section, "known adherent to the principle of the merit system," with respect to a new appointee, shall mean a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.</i></p>
Monday, November 19 or Tuesday, November 20, 2012	Ron Feaver and Dr. Blue will interview all candidates who meet the minimum qualifications.

Tuesday, November 27, 2012	<p>Special Board of Trustees meeting at District Office North</p> <ul style="list-style-type: none">• Presentation by the candidates whom Mr. Feaver and Dr. Blue believe should be considered by the Board of Trustees (no maximum number has been determined)• Candidates will be required to give a 3 minute presentation regarding the merit system and their perception of their role as the Board of Trustees' representative• Discussion and vote in open session, the Board of Trustees announces its appointee
January 8, 2013	<p>Public hearing at the regular Board of Trustees meeting then vote and approve Board of Trustees' Appointee.</p>