

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
January 27, 2005
MINUTES**

THREE HUNDRED AND SEVENTY-SECOND MEETING The three hundred and seventy-second meeting of the Ventura County Community College District Personnel Commission was held on Thursday, January 27, 2004.

1. CALL TO ORDER

Newly-appointed Chairman David Gonzales called the meeting of the Personnel Commission to order at 7:00 p.m.

2. ROLL CALL

Commissioners David Gonzales and Barbara Harison were present. Mr. Pizarro was ill and unable to be in attendance. Also present was Patricia Parham, Associate Vice Chancellor of Human Resources and Secretary of the Personnel Commission.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

Debra Cronin, Computer Specialist at Oxnard College, told the Commission she was in attendance because she has a vested interest in Items 9.a. and 9.b. and the proposal to change the classified salary range of the Computer Specialist classification from #335 to #290.

4. APPROVAL OF MINUTES

On motion by Ms. Harison, seconded by Mr. Gonzales, the minutes of the December 16, 2004 meeting of the Personnel Commission were approved. (4-91)

5. CORRESPONDENCE

None

6. REPORTS

- a. Classified Employee Representative(s) Report
None
- b. Board of Trustees Meeting – Patricia Parham

Ms. Parham reported the Board of Trustees met two weeks ago and discussed the current budgetary situation. She reviewed the budget scenario and responded to questions from the commissioners.

- c. Director's Report – Patricia Parham

Ms. Parham reviewed the *Report of Current Recruitments* and the *Positions Filled & Pending Report*, reflecting six positions filled and three positions certified and pending selection.

- d. Commissioners' Reports

Ms. Harison said she attended the dedication of the new library and learning resource center at Ventura College and was impressed with the incredible facility.

Mr. Gonzales reported he will be attending the CSPCA Conference in Long Beach in February.

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the *January Report of Professional Experts*, with 5 names added and 41 names removed since the December report.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

None

9. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS/SALARY RANGE

- a. Computer Specialist (9-102)

Ms. Thier explained the job specification currently in use was first written in 1986 and required updating due to changing technology. The proposed salary change will bring the classification in line with other classifications in the same family. Current incumbents will not be affected by the reduction in the salary range, but it will apply to all employees hired in this classification in the future.

Ms. Harison made a motion to approve the revisions to the classification specification and the salary range, subject to a change in the wording of the educational requirement to "two years of college course work in *Information Systems or Computer Science* or related field..." Mr. Gonzales seconded the motion and the revised classification specification was approved.

- b. Campus Technology Services Supervisor (9-103)

Ms. Parham explained this is a change in title from Network Technical Services Supervisor, as well as a change in the classification specification.

After discussion, Ms. Harison made a motion to approve the revised classification specification, subject to combining two redundant representative duties. Mr. Gonzales seconded the motion and the revised classification specification was approved.

Following the discussion, Ms. Debra Cronin asked if she can submit information at a later time which will apply to both items 9.a. and 9.b. The commissioners and Ms. Parham told her she is welcome to submit additional material.

10. RECLASSIFICATION

None

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

None

12. ABOLISHMENT OF CLASSIFICATIONS

None

13. INTERPRETATION OF MINIMUM QUALIFICATIONS

None

14. APPROVAL OF PROPOSED SALARY RANGE

None

15–18. Listed as appropriate.

None

19. OTHER

Voluntary Demotion – Deborah Tailili (19-180)

From Administrative Assistant II at MC to Administrative Assistant I at OC

After discussion, during which Ms. Thier explained that Ms. Talili would prefer to work at Oxnard College, thus avoiding the long drive to Moorpark College, and on motion by Ms. Harison, seconded by Mr. Gonzales, the Commission approved the voluntary demotion.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

Because Mr. Gonzales will be out of town on the date of the next regularly scheduled meeting of the Personnel Commission, the commissioners agreed to move the meeting to February 24, 2005. Patricia Olson will contact Mr. Pizarro to determine his availability on February 24.

22. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. Gonzales, the meeting of the Personnel Commission was adjourned at 7:40 p.m. by Mr. Gonzales.