

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
June 16, 2005
MINUTES**

**THREE HUNDRED AND
SEVENTY-SIXTH MEETING**

The three hundred and seventy-sixth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, June 16, 2005.

1. CALL TO ORDER

Chairman David Gonzales called the meeting of the Personnel Commission to order at 7:03 p.m.

2. ROLL CALL

Commissioners David Gonzales, Barbara Harison, and Ray Pizarro were in attendance. Patricia Parham, Associate Vice Chancellor of Human Resources and Secretary of the Personnel Commission, was ill and not in attendance. Alicia Thier, Supervisor of Employment and Personnel, acted in her stead as secretary of the meeting.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Mr. Pizarro, seconded by Ms. Harison, the minutes of the May 16, 2005 meeting of the Personnel Commission were unanimously approved. (4-95)

5. CORRESPONDENCE

The commissioners reviewed a letter from the County Superintendent of Schools approving the FY 2005-06 Personnel Commission budget.

6. REPORTS

a. Classified Employee Representative(s) Report
None

b. Board of Trustees Meeting
None

c. Director's Report – Patricia Parham

Ms. Thier reviewed the *Positions Filled & Pending Report*, which reflects four positions filled since last month and one position pending selection. There are five positions on the *Current Recruitments Report*.

Ms. Thier reported the Commission's annual report for the year 2003-04 has been printed and it was distributed to the commissioners.

d. Commissioners' Reports

Mr. Pizarro expressed regret that more classified employees do not attend the Commission meetings. Mr. Gonzales suggested visiting some of the campuses in an effort to meet employees and become more visible. The commissioners agreed to place this topic on the agenda next month and discuss it further with Ms. Parham.

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the *May Report of Professional Experts*, reflecting forty six additional names, with three removed since the last report.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

a. Food Services Operation Specialist (8-130)

Ms. Thier explained the trustees had looked at ways to keep the food services operation going at the colleges, and it was decided to continue providing only cold and snack bar-type food. Because of many changes in the representative duties, a new classification has been created, replacing the Food Services Supervisor, and reflecting the new duties. The commissioners discussed the salary range and the number of food service employees at each campus.

On motion by Ms. Harison, seconded by Mr. Pizarro, the commissioners unanimously approved the new Food Services Operation Specialist classification at a salary range of #240.

b. Job Developer – Mental Health (8-131)

c. Job Developer – Disabled Students (8-132)

Ms. Thier discussed these two new classifications and how she developed the duties for each. The specifications are very similar, but one works with students with mental illnesses and one with students with disabilities. She explained these positions are grant funded.

On motion by Mr. Pizarro, seconded by Ms. Harison, the commissioners unanimously approved the two classifications at the salary range of #230.

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

Food Services Worker (revised Food Services Assistant I) (9-107)

Ms. Thier reported on a salary survey she conducted of other school districts, wherein she determined our district ranks very high on the salaries paid to food service workers. With the reduced duties and responsibilities in the revised Food Service Worker classification, the district is proposing a salary range of #160. Many of the other districts require cooking but, at that range, the district will still rank high in the salary paid. There was a discussion of the certification which is required of the specialist, but not of the assistants. Mr. Pizarro suggested we explore the requirement of certification for the assistants, and Ms. Thier said she will look into that.

Ms. Harison made a motion to approve the revisions to the Food Services Worker (revised Food Services Assistant I) job specification at the proposed salary range of #140. Mr. Pizarro seconded the motion and it was unanimously carried.

10. RECLASSIFICATION
None

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES
None

12. ABOLISHMENT OF CLASSIFICATIONS

- a. Assistant Food Services Supervisor (12-25)
- b. Food Services Assistant II (12-26)
- c. Food Services Supervisor (12-27)

Ms. Thier explained these three classifications are being abolished because they are being replaced by the two newly created food services classifications.

Mr. Pizarro made a motion to abolish the three classifications and Ms. Harison seconded the motion. The three classifications were unanimously abolished.

13. INTERPRETATION OF MINIMUM QUALIFICATIONS
None

14. APPROVAL OF PROPOSED SALARY RANGE
None

15–18. Listed as appropriate.
None

19. OTHER
None

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS
None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission will be Thursday, July 21, 2005, at 7:00 p.m.

22. ADJOURNMENT

On motion by Mr. Pizarro, seconded by Ms. Harison, Mr. Gonzales adjourned the meeting of the Personnel Commission at 7:50 p.m.