

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
September 15, 2005
MINUTES**

**THREE HUNDRED AND
SEVENTY-NINTH MEETING**

The three hundred and seventy-ninth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, September 15, 2005.

1. CALL TO ORDER

Chairman David Gonzales called the meeting of the Personnel Commission to order at 5:02 p.m. at Ventura College.

2. ROLL CALL

Commissioners David Gonzales, Barbara Harison, and Ray Pizarro were in attendance. Also present were Patricia Parham, Associate Vice Chancellor of Human Resources and Secretary of the Personnel Commission, and Alicia Thier, Supervisor of Employment and Personnel.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

Ms. Harison made a motion to approve the minutes of the August 18, 2005 meeting of the Personnel Commission, subject to changing Item #21 to reflect a starting time of 5:00 p.m., rather than 7:00 p.m., for the September 15 meeting. Mr. Pizarro seconded the motion and the minutes of the August 18, 2005 meeting were unanimously approved. (4-98)

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report

Mr. Greg Cross, Senior Field Representative for SEIU Local 535 addressed the Commission and said things have slowed down since completion of contract negotiations. Currently, several committees and task forces are being formed to deal with contractual issues.

B. Board of Trustees Meeting

Ms. Parham reported the final budget was approved at the last board meeting. She also advised the trustees have appointed a committee and are making plans to select a new Personnel Commissioner

C, Director's Report – Patricia Parham

Ms. Parham reviewed the *Current Recruitments Report* and the *Positions Filled & Pending Report* and said she was pleased to report the district has hired a Risk Management Specialist. The reports reflect three positions filled and two pending selection. Ms. Parham also advised there were some classified positions abolished at the board meeting due to grants ending.

D. Commissioners' Reports

Ms. Thier gave a formal presentation of the classification review process, and responded to questions from the commissioners and audience members.

7. OLD BUSINESS

A. Professional Experts

There were 22 additions to the report this month, with one deletion. Ms. Parham asked the commissioners whether they wish to continue receiving this report. The commissioners discussed the history of the report, which began with a problem which occurred several years ago but is no longer an issue. The commissioners agreed they no longer need to see a monthly report but would like the director to include an accounting in her report each month.

B. Discussion of Topics for Future Commission Meetings

The commissioners agreed that presentations on a particular subject are important and beneficial to them and to those attending the Commission meetings. After discussion, they agreed to discuss the topics of the appeal process in October and the recruitment process in November.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

None

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

None

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

- A. Community College Police Administrative Lieutenant (14-8)
Classified Salary Range revised from #305 to #315

Ms. Parham advised this item was left off the Commission agenda last month and has, therefore, been placed on this month's agenda. This action went to the board and was approved at the last meeting, subject to Commission approval. On motion by Mr. Pizarro, seconded by Ms. Harison, the salary revision was unanimously approved.

- B. Community College Police Officer Lateral Entry (14-9)
Classified Salary Range revised from #260 to #285

Ms. Parham explained there are currently no incumbents in this classification but it is being included among the revisions to ensure consistency among the Community College Police classifications. On motion by Mr. Pizarro, seconded by Ms. Harison, the salary revision was unanimously approved.

15–18. Listed as appropriate.

None

19. OTHER

- A. Approval of Higher Step Placement/Exception to P.C. Rule 292.1 (19-190)
Annette Lindley, Risk Management Specialist

Ms. Parham reviewed the applicable Personnel Commission rule and Ms. Thier explained the rationale for this higher step placement, discussing the difficulty in recruiting for this position. Ms. Lindley is very well-qualified and her acceptance of the position is contingent on her placement at Step 6 of the salary range. As this is a single-incumbent classification, no other positions will be impacted by this exception. Mr. Pizarro made a motion to approve an exception to Personnel Commission Rule 292.1, placing Ms. Lindley at Step 6 of the salary range. Ms. Harison seconded the motion and it was unanimously carried.

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, October 20, 2005, at 5:00 p.m. It will be held in the President's Conference Room of the Administration Building at Oxnard College

22. RECESS TO CLOSED SESSION

Public Employee Discipline/Dismissal/Release

The meeting adjourned to closed session at 6:05 p.m.

23. RECONVENE IN OPEN SESSION

Public Employee Discipline/Dismissal/Release

The meeting reconvened at 6:40 p.m. Mr. Gonzales reported the commissioners had reviewed a request for appeal and considered the appointment of a hearing officer. Mr. Pizarro made a motion that the Personnel Commission retain the services of Mr. Joseph Gentile as the hearing officer for this appeal and, should he not be available, Ms. Jill Klein is the Commission's second choice, and Mr. Jan Stiglitz their third choice. Ms. Harison seconded the motion and it was unanimously carried.

24. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. Pizarro, Mr. Gonzales adjourned the meeting of the Personnel Commission at 6:46 p.m.