

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
January 19, 2006
MINUTES**

**THREE HUNDRED AND
EIGHTY-THIRD MEETING**

The three hundred and eighty-third meeting of the Ventura County Community College District Personnel Commission was held on Thursday, January 19, 2006

1. CALL TO ORDER

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:00 p.m.

2. ROLL CALL

Commissioners David Gonzales, Barbara Harison, and James King were all 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

Mr. King made a motion to approve the minutes of the December 15, 2005 meeting of the Personnel Commission and Mr. Gonzales seconded the motion. The minutes of the December meeting were unanimously approved. (4-101)

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report

None

B. Board of Trustees Meeting

Ms. Parham reported that, at the meeting on Tuesday evening, the board agreed to relocate the District Administrative Center by July 1, and the Chancellor is finalizing the lease with the Ventura Unified School District. The commissioners discussed the new location and accessibility to the public.

Ms. Parham also reported the board accepted the resignation of Alicia Thier, effective January 31. Ms. Thier has accepted an assignment with the San Diego Office of Education.

Ms. Parham advised that Sue Johnson, Vice Chancellor of Business Services & Financial Management, reported to the board that the district's projected deficit will be less than anticipated.

C. Director's Report – Patricia Parham

Ms. Parham reviewed the monthly *Positions Filled & Pending Report* and the *Current Recruitments Report*. There were seven positions filled during the month, and there are currently fifteen recruitments in progress.

D. Commissioners' Reports

Mr. King welcomed Dave Thomas, retired classified employee from Moorpark College. He also thanked Ms. Thier for her work for the Commission.

Ms. Harison confirmed she will be attending the CSPCA annual conference in February.

7. OLD BUSINESS

Discussion of Joint meeting with Board of Trustees

The commissioners reviewed the material to be presented to the board at the joint meeting on February 21, and agreed which topics each would discuss. Prior to the next commission meeting, final copies of the annual report will be mailed to the commissioners for their review, and they will email to staff any comments or changes to the PowerPoint presentation so the slides can be prepared.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

Lead Student Health Center Assistant (8-136)

Ms. Thier said it was agreed following a desk audit that the creation of this classification specification was necessary, and she explained the difference in duties for the lead position. There was a lengthy discussion of the duties assigned the various classifications in the Student Health Center. Following the discussion, Mr. Gonzales made a motion to approve the proposed classification, subject to changing the final word in *Ability To* from "students" to "staff," so that it reads, "Train and provide work direction to staff." Ms. Harison seconded the motion. With Mr. King voting in the negative, the new proposed classification was approved.

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

Executive Assistant to the President/Confidential (9-113)

Ms. Thier presented the revised classification specification and advised the shorthand requirement is being removed, and knowledge of software programs is being added. There was a discussion of the specificity of the software programs identified in the specification. After much discussion, it was agreed to make the following additional revisions to the proposed specification:

Delete "Applicable sections of State Education Code and other applicable laws" from *Knowledge Of*.

Change final item under *Knowledge Of* to read, "Business Office Software, such as Word, PowerPoint, Access and/or Excel."

Add the word "keyboard" to "Type/keyboard at 60 words net..." under *Ability To*.

Add "Retrieve information from applicable sections of State Education Code and other applicable laws" to *Ability To*.

Change *Education and Experience* to read, "...course work in secretarial science, office technology or related field, and..."

On motion by Mr. Gonzales, seconded by Mr. King, the commissioners unanimously approved the revised classification specification, subject to the additional revisions.

10. RECLASSIFICATION

- A. Jan Wiley – Ventura College (10-81)
From Student Health Center Assistant to Lead Student Health Center Assistant

On motion by Mr. King, seconded by Mr. Gonzales, the reclassification was unanimously approved.

- B. Joseph Reznek – Ventura College (10-32)
From ILT I/Office Technology to ILT II/Information Systems

Ms. Thier explained that Mr. Reznek had been voluntarily demoted when his position was eliminated but over time had gradually reassumed those same duties. On motion by Mr. King, seconded by Mr. Gonzales, the reclassification was unanimously approved.

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

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, February 16, 2006. The meeting will be held at 7:00 p.m. at the District Administrative Center in Camarillo.

Ms. Parham took the opportunity to explain that two staff members will be serving in lead capacities following Ms. Thier's departure, while a decision is made about a replacement or a restructuring of the department.

22. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Mr. King, the meeting of the Personnel Commission was adjourned at 8:17 p.m.