

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
May 18, 2006  
MINUTES**

**THREE HUNDRED AND  
EIGHTY- SIXTH MEETING**

The three hundred and eighty-sixth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, May 18, 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 was Patricia Parham, Associate Vice Chancellor of Human Resources and Secretary of the Personnel Commission.

**3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS**

None

**4. APPROVAL OF MINUTES**

Ms. Harrison noted an incorrect date in the initial paragraph of the April 20, 2006 minutes. Subject to that one change, Mr. King made a motion to approve the minutes of the meeting of the Personnel Commission. Mr. Gonzales seconded the motion and the minutes of the April 20, 2006 meeting were unanimously approved. (4-106)

**5. CORRESPONDENCE**

None

**6. REPORTS**

A. Classified Employee Representative(s) Report  
None

B. Board of Trustees Meeting  
None

C. Director's Report – Patricia Parham

Ms. Parham reviewed the monthly *Positions Filled & Pending Report* and the *Current Recruitments Report*. There was a discussion of the recruitment for Supervisor of Employment and Personnel. Mr. King asked if those already applying would now be considered for the revised classification of Supervisor of Recruitment and Compensation. Ms. Parham said they will be notified that the qualifications and requirements are changing and they will have to opt in. Ms. Parham advised that staff members will attend a CODESP workshop tomorrow at the Ventura Unified Schools office in Ventura.

D. Commissioners' Reports

Mr. King advised he had not yet had the opportunity to meet with Eva Conrad, President of Moorpark College, and hopes to in the near future.

7. **OLD BUSINESS**

None

8. **APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE**

A. Student Services Specialist/Information Center (8-137)

Ms. Parham introduced the classification and, after discussion, Mr. Gonzales made a motion to approve the classification at a classified salary range of #250. Mr. King seconded the motion and the new proposed classification and salary range were unanimously approved.

B. Grant Assistant (8-138)

Ms. Parham explained the Administrative Assistant II and Accounting Technician II positions are being combined to create this new classification. After discussion, and on motion by Mr. King and seconded by Mr. Gonzales, the new proposed classification was unanimously approved at a classified salary range of #230.

C. Human Resources Technician (8-139)

Ms. Parham told the commissioners she is trying to create a hierarchy of positions in Human Resources and she discussed the duties of this new classification. On motion by Mr. Gonzales, seconded by Mr. King, the Commission unanimously approved the new proposed classification at a classified salary range of #240.

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

A. Application Support Programmer (9-115)

Ms. Parham explained the incumbent left this position and management then felt the specification should be updated. Ms. Harison questioned the preference for knowledge of Banner and Ms. Parham said the system is known in the industry. On motion by Mr. Gonzales, seconded by Mr. King, the commissioners unanimously approved the proposed revisions to the classification specification.

B. Supervisor of Recruitment and Compensation (9-116)

Ms. Parham discussed her desire to change the Human Resources Department and her justification for changes to this specification. She advised this position will

be funded 60%/40% to the Commission and to Human Resources and discussed the compensation. On motion by Mr. Gonzales, seconded by Mr. King, the commissioners unanimously approved the revisions to the classification specification.

Ms. Harison asked that an updated organization chart be available at the next Commission meeting.

**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**

A. Public Hearing of Budget for FY 2006-2007 (19-195)

Ms. Harison opened the public hearing at 7:32 p.m. Ms. Parham addressed the revisions to the proposed budget and there was a lengthy discussion of possible new positions and the funding of those positions. She also discussed an apparent budget increase in the supervisory component, which resulted because money was transferred to another line item when the position became vacant this year.

Ms. Parham advised the Commission budget will be sent to the County Superintendent of Schools for approval. Ms. Harison brought up the point that the proposed budget is consistent with improving HR services as recommended in the KH Consulting Report.

After the discussion, Ms. Harison closed the public hearing at 8:02 p.m.

B. Adoption of Budget for FY 2006-2007

On motion by Mr. King, seconded by Mr. Gonzales, the Commission unanimously approved the proposed Budget for FY 2006-07.

**20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**  
None

**21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The next regular meeting of the Personnel Commission will be Thursday, June 15, 2006 at the District Administration Center

**22. ADJOURNMENT**

On motion by Mr. Gonzales, seconded by Mr. King, the meeting of the Personnel Commission was adjourned at 8:04 p.m.