

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
June 15, 2006
MINUTES**

**THREE HUNDRED AND
EIGHTY- SEVENTH MEETING**

The three hundred and eighty-seventh meeting of the Ventura County Community College District Personnel Commission was held on Thursday, June 15, 2006.

1. CALL TO ORDER

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:01 p.m.

2. ROLL CALL

Commissioners David Gonzales, Barbara Harison, and James King were all in attendance, as 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

On motion by Mr. King, seconded by Mr. Gonzales, the minutes of the May 18, 2006 meeting of the Personnel Commission were unanimously approved. (4-107)

5. CORRESPONDENCE

The commissioners received a letter from the Ventura County Superintendent of Schools, approving the FY 2006-07 Personnel Commission budget.

6. REPORTS

A. Classified Employee Representative(s) Report

None

B. Board of Trustees Meeting

Ms. Parham advised the meeting will be held next Tuesday, during which time the preliminary budget will be reviewed and an interim president will be selected and approved for Oxnard College.

C. Director's Report – Patricia Parham

Ms. Parham reported the new SEIU Field Representative is James Jones; Greg Cross is transferring to Oakland. The commissioners reviewed the monthly *Positions Filled & Pending Report* and the *Current Recruitments Report*. Ms. Parham said Human Resources staff and college managers have reviewed a new software application to streamline the application process, and the district is

moving ahead with implementation. She further advised the relocation of the district office is expected to take place by the first week of August and work in the department will slow down several days before the move.

After discussion, it was agreed to cancel the August Personnel Commission meeting. The September Personnel Commission meeting will be held on September 14, which is the second Thursday. It was agreed to include a discussion of the 2006 appointment to the Commission on the September agenda.

D. Commissioners' Reports

Mr. King reported he plans to meet with Eva Conrad, President of Moorpark College, when she returns from vacation. The commissioners noted they received letters from the Chancellor advising them of a June 28 discussion of the KH report. Ms. Harison reported she had spoken with Greg Cross, outgoing SEIU Field Representative.

7. **OLD BUSINESS**

None

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

A. Human Resources Analyst (8-140)

Ms. Parham explained this is a new classification and she reviewed the minimum qualifications. Mr. King questioned the requirement to have a "*knowledge of district organization, operations, policies, and objectives,*" believing it may preclude someone who is otherwise qualified. Ms. Parham explained a general understanding is all that is required and it was agreed to leave the requirement as written.

On motion by Mr. King, seconded by Mr. Gonzales, the proposed classification specification was unanimously approved at a classified salary range of #285.

B. Director of Administrative Relations (8-141)

Ms. Parham introduced the new classification and the commissioners discussed the knowledge required. They asked about Title V and questioned whether there should be more specificity in the requirement for knowledge of Title V and the Education Code. It was agreed to change the requirement to reflect "*Knowledge of information resources, such as Board Policy Manual, Title V California Code of Regulations, California Education Code, and related laws and regulations.*" They discussed the reference to "*candidacy brochures for election to state and national boards and committees*" and agreed it is appropriate to include.

On motion by Mr. Gonzales, seconded by Mr. King, the Commission unanimously approved the new classification, subject to the identified change, at a management salary range of #165.

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

None

15–18. Listed as appropriate.

None

19. OTHER

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, July 20, 2006 at the District Administrative Center in Camarillo.

22. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Mr. King, the meeting of the Personnel Commission was adjourned at 8:40 p.m.