

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
July 20, 2006
MINUTES**

**THREE HUNDRED AND
EIGHTY- EIGHTH MEETING**

The three hundred and eighty-eighth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, July 20, 2006.

1. CALL TO ORDER

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:05 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 June 15, 2006 meeting of the Personnel Commission were unanimously approved. (4-108)

5. CORRESPONDENCE

The commissioners received notice of the annual CSPCA Conference and agreed Mr. King will attend.

6. REPORTS

A. Classified Employee Representative(s) Report
None

B. Board of Trustees Meeting
None

C. Director's Report – Patricia Parham

Ms. Parham reported that Patrick Burris has accepted the position of Supervisor of Recruitment and Compensation and his name will be presented at the next meeting of the Board of Trustees. He will begin work the middle of August. After that time, implementation of the new PeopleAdmin software program will begin. Ms. Parham further advised that one of the Human Resources Assistants, Valerie Lee, has been promoted into the Human Resources Technician position.

The commissioners reviewed the *Positions Filled & Pending Report* and the *Current Recruitments Report*. Ms. Parham reported the relocation of the District Administration Center is expected to take place on August 4-5.

D. Commissioners' Reports

Mr. King reported he met for half a day with Eva Conrad, President of Moorpark College, and other staff at the college. He feels morale is very high among classified staff, but concern was expressed that classification specifications are not more frequently updated. Management voiced concern about the time it takes to fill a position, and Mr. King promised to bring their concerns to the Commission. He felt the commissioners would benefit from learning how staff prepares the recruitment examinations for classified positions.

Ms. Harison reported she attended the public forum on the results of the KH Report. Their recommendations include more outreach to attract more students, more vocational training, and more emphasis on marketing and public relations.

7. OLD BUSINESS

None

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

A. Director, Small Business Development Center (8-142)

Ms. Parham advised the final recommendation from the consultant placed the salary for this classification at Management Salary Range #105, rather than the #120 reflected in the agenda, and the commissioners discussed the justification for the lower salary.

On motion by Mr. Gonzales, seconded by Mr. King, the proposed classification specification was unanimously approved at the Management Salary Range of **#105**, subject to the following changes in the specification:

- 1) Add the word "*budget*" following the words "annual preliminary" in the first line of the fifth Representative Duty
- 2) Change the first Knowledge to read, "Planning, organization, direction *and evaluation...*"
- 3) Change the first Ability to read, "Maintain effective and cooperative working relationships with the district, *external funding agencies, organizations, and local agencies concerned with business and economic development.*"
- 4) Change the first sentence of Education and Experience to read, "*Any combination equivalent to possession of a bachelor's degree in any subject, including business related coursework...*"

- 5) Remove "hosted by Ventura College" from the second sentence of the Basic Function.

B. Clinical Simulation Specialist (8-143)

The commissioners reviewed the classification and salary recommendation of Classified Salary Range #230.

- 1) Under Knowledge Of, change the second knowledge to read "Technology-based equipment *involving* advanced learning technology..."
- 2) Change first sentence of Basic Function to read, "Under the direction of the *Associate Degree Nursing (ADN) Program Director...*"
- 3) Change representative duty at the bottom of Page 1 to read, "Orient faculty to *presentation software* and the smart classrooms.
- 4) Change first sentence on Page 2 to read "*keyboarding*" rather than "typing."
- 5) Capitalize "Computer Assisted Instruction" in the fifth duty and the fourth from last knowledge.

After the discussion, and on motion by Mr. King, seconded by Mr. Gonzales, the new classification was approved subject to the identified changes, at the range of #230.

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, September 14, 2006 at the District Administrative Center at 255 West Stanley Avenue in Ventura.

22. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Mr. King, the meeting of the Personnel Commission was adjourned at 7:54 p.m.