

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
January 22, 2007
MINUTES**

**THREE HUNDRED AND
NINETY-SECOND MEETING**

The three hundred and ninety-second meeting of the Ventura County Community College District Personnel Commission was held on Monday, January 22, 2007.

1. CALL TO ORDER

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 6:29 p.m.

2. ROLL CALL

Commissioners Barbara Harison, David Gonzales, and James King were in attendance. Also present were Patricia Parham, Associate Vice Chancellor of Human Resources and Secretary of the Personnel Commission, and Patrick Burris, Supervisor of Recruitment and Compensation.

3. PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

None

4. RECESS TO CLOSED SESSION

Public Employee Evaluation
Evaluation of Associate Vice Chancellor of Human Resources

The open session was recessed to closed session at 6:31 p.m.

5. RECONVENE IN OPEN SESSION

The meeting reconvened at 7:10 p.m. There were no announcements to the public regarding the closed session.

6. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

7. APPROVAL OF MINUTES

After discussion and clarification of several items in the minutes, Mr. Gonzales made a motion to approve the minutes of the November 21, 2006 meeting of the Personnel Commission as submitted. Mr. King seconded the motion and the minutes were unanimously approved. (4-112)

8. CORRESPONDENCE

None

9. REPORTS

- A. Classified Employee Representative(s) Report
None

- B. Board of Trustees Meeting

Ms. Parham reported that Richard Duran has been selected as the new president of Oxnard College.

- C. Director's Report

Ms. Parham advised the new *Online Requisition/Applicant Processing* (ORAP) system is scheduled to go live on Monday, January 29, and there is a mandatory training session for all managers and supervisors on Thursday, January 25.

Ms. Parham asked Mr. Burris to review the current monthly reports, which reflect totals for the past two months since there was no December meeting. The *Positions Filled & Pending Report* shows 11 positions filled and 7 positions pending selection. The Current Recruitments Report shows 25 recruitments: 4 that are open and 21 that have closed.

There was a discussion of the number of online applications being received and Mr. Burris advised that number continues to increase. Ms. Parham said she will schedule a demonstration of the new ORAP software for the next Commission meeting. Also discussed was the length of time between the date recruitment closes and the certification date, with Ms. Parham explaining the recruitment process and the effect of reopening recruitment.

Mr. Burris reported on the California Community College Registry job fair in Los Angeles on January 20. He and Marie Soo Hoo manned a booth for the district and he said the event was unbelievably crowded.

- D. Commissioners' Reports

Ms. Harison reported on her meeting with Liza Go, new representative for SEIU Local 535 and said she had invited Ms. Go to attend future Commission meetings. Ms. Parham then advised that further changes are being made and the district will eventually become part of Local 99.

10. OLD BUSINESS

None

11. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

- A. Senior Programmer Analyst (11-10)
Classified Salary Range #350

- B. Systems Administrator (11-11)
Classified Salary Range #350

Ms. Parham advised the district is taking a look at their information technology area and there was a lengthy discussion of the organization of the Information Technology Department. Following the discussion, and on motion by Mr. Gonzales, seconded by Mr. King, the commissioners unanimously approved the new proposed Senior Programmer Analyst classification specification. On motion by Mr. King, seconded by Mr. Gonzales, the commissioners unanimously approved the new proposed classification specification for Systems Administrator.

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

Payroll Supervisor (12-32)

In addition to the changes reflected in the revised specification, Ms. Parham advised “*and retiree*” and “*retiree*” will also be deleted because the district Payroll Department is not responsible for retiree payroll. On motion by Mr. Gonzales, seconded by Mr. King, the commissioners unanimously approved the revised classification as amended.

13. RECLASSIFICATION

None

14. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

None

15. ABOLISHMENT OF CLASSIFICATIONS

None

16. INTERPRETATION OF MINIMUM QUALIFICATIONS

None

17. APPROVAL OF PROPOSED SALARY RANGE

None

18-20. Listed as appropriate.

None

21. OTHER

- A. Scheduling of Commission Meetings

On motion by Mr. King, seconded by Mr. Gonzales, the commissioners unanimously approved the proposed schedule of monthly Personnel Commission meetings.

B. Election of Commission Chair

Mr. Gonzales made a motion that Mr. King be appointed chair of the commission for the current year. Ms. Harison seconded the motion and Mr. King was appointed Chair of the Personnel Commission for 2007.

22. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

23. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

It was agreed the next regular meeting of the Personnel Commission will be Thursday, February 15, at 7:00 p.m. at the District Administrative Center.

24. RECESS TO CLOSED SESSION

Public Employee Evaluation
Evaluation of Associate Vice Chancellor of Human Resources

The open session was again recessed to closed session at 8:00 p.m., with Mr. King assuming his new role as Chair of the Personnel Commission.

25. RECONVENE IN OPEN SESSION

The meeting reconvened in open session at 8:31 p.m. There were no announcements to the public regarding the closed session.

26. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Ms. Harison, the meeting of the Personnel Commission was adjourned at 8:32 p.m. by Mr. King.