

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
April 19, 2007
MINUTES**

**THREE HUNDRED AND
NINETY-THIRD MEETING**

The three hundred and ninety-third meeting of the Ventura County Community College District Personnel Commission was held on Thursday, April 19, 2007.

1. CALL TO ORDER

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

2. ROLL CALL

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

Mr. King advised he wished to move Item #21 ahead of #19 on the agenda and the Commission unanimously agreed to that revision to the agenda.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

Ms. Barbara Taylor was present to address the Commission regarding an item on the closed session agenda. Mr. King advised she would be allowed to speak to the Commission during Item #20. Ms. Yvonne Scholle was also present to address the Commission and Mr. King told her she, also, would be allowed to speak during Item #20.

4. APPROVAL OF MINUTES

On motion by Mr. Gonzales, seconded by Ms. Harison, the Commission unanimously approved the minutes of the February 15, 2007 meeting, subject to adding the word "*position*" after "*process for a management*" in the first line of the second paragraph on page 3. (4-114)

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report
None

B. Board of Trustees Meeting

The commissioners were each given a synopsis of the past two meetings of the Board of Trustees. Ms. Parham reported on the board's study session and first reading of the Board Policies relating to Human Resources. She also distributed an update on the ORAP system to the commissioners.

D. Commissioners' Reports

Mr. King reported on the CSPCA Conference he attended in Long Beach in February. He said the other commissioners will be given copies of the handouts from the conference.

7. OLD BUSINESS

None

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

Tutorial Services Specialist II (8-149)

Ms. Parham compared the existing and proposed classifications. The commissioners were provided information comparing the proposed position with similar district positions. They also received a copy of correspondence from a current employee regarding the establishment of the position and they called a brief recess to allow them time to read the correspondence. Sandra Hajas, Learning Resources Supervisor, was present to address the Commission and answer questions. After discussion, and on motion by Ms. Harison, seconded by Mr. Gonzales, the Commission unanimously approved the proposed classification at the proposed classified salary range of #260.

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

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

After discussion, it was agreed to change the date of the next regular meeting of the Personnel Commission to Thursday, May 24, at 7:00 p.m. at the District Administrative Center.

19. OTHER

A. Personnel Commission Budget for FY 2007-2008

Ms. Parham reviewed the line items in the budget and talked about the considerations in determining the new budget. There was a lengthy discussion, during which the commissioners asked Ms. Parham to be sure of the salary numbers.

B. Establishment of Date for Public Hearing of FY 2007-2008 Budget (19-201)

On motion by Ms. Harison, seconded by Mr. Gonzales, the commissioners unanimously agreed to hold the Public Hearing of the FY 2007-2008 Budget on May 24, 2007, during the regular monthly meeting of the Commission.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

Ms. Barbara Taylor addressed the Commission and spoke of her dismissal from her position of Accounting Technician I-Accounts Payable. Mr. King assured her she was entitled to a fair hearing and her comments would be better presented then.

Ms. Yvonne Scholle addressed the Commission, seeking assistance in avoiding alleged harassment and retaliation in the workplace.

22. RECESS TO CLOSED SESSION

A. Conference with Legal Counsel/Existing Litigation – G.C. §54956.9

B. Public Employee Discipline/Dismissal/Release
Review of Request for Appeal/Consideration of Hearing Officers (two cases) (22-7)

The Open Session was recessed to Closed Session at 8:05 p.m.

23. RECONVENE IN OPEN SESSION

The meeting reconvened in Open Session at 8:57 p.m. Mr. King announced that during the Closed Session the Commission agreed to hear the appeal of the termination of a Community College Police Officer. The Commission scheduled the hearing for 9:00 a.m. on June 2, 2007, at the District Administrative Center.

24. APPOINTMENT OF HEARING OFFICER

The commissioners reviewed a list of hearing officers, which was provided to them by the State Mediation and Conciliation Service. After discussion, they unanimously agreed to contact and check the availability of Mr. Richard C. Anthony, Ms. Kathleen Kelly, and Mr. Fred Butler, in that order. Mr. Gonzales made a motion to appoint a hearing officer for the appeal of the termination of an Account Technician I-Accounts Payable. Ms. Harison seconded the motion and the Commission unanimously agreed to select a hearing officer.

25. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Ms. Harison, the meeting of the Personnel Commission was adjourned at 9:05 p.m. by Mr. King.