

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
May 24, 2007
MINUTES**

**THREE HUNDRED AND
NINETY-FOURTH MEETING**

The three hundred and ninety-fourth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, May 24, 2007.

1. CALL TO ORDER

Chairman James King called the meeting of the Personnel Commission to order at 7:01 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.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

Mr. Gonzales suggested the word "alleged" should be added in the second paragraph of Item #20, to read, "...assistance in avoiding *alleged* harassment..." On motion by Ms. Harison, seconded by Mr. Gonzales, the Commission unanimously approved the minutes of the April 19, 2007 meeting, subject to that change. (4-115)

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report
None

B. Board of Trustees Meeting

The commissioners received the synopsis of the May 15, 2007 meeting of the Board of Trustees, put out monthly by the Director of Administrative Relations.

C. Ms. Parham reviewed the monthly *Current Recruitment Report*, reflecting eleven open recruitments and eleven closed, and the *Positions Filled and Pending Report*, reflecting nine positions filled and ten positions pending selection. She also discussed the CSPCA Merit Academy and advised she will be a presenter at both the Oceanside and the Ventura academies.

D. Commissioners' Reports

Mr. King said he spent a number of days at Moorpark College and was pleased to report the YMCA had rented the college's computer lab and trained 170 staff members.

7. OLD BUSINESS

Revision to Hearing Date – Disciplinary Action Appeal (7-68)

After reviewing the dates proposed by district's legal counsel, the commissioners agreed to schedule the hearing on either Saturday, June 9, 2007 or Saturday, July 7, 2007. Patricia Olson will contact the appellant's counsel to determine which of those dates she prefers. There was a discussion of the need to establish protocol prior to the meeting and Patricia Olson will schedule a conference call between counsel, Chairman King, and Patricia Parham prior to the hearing.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

A. Director of Human Resources (8-150)

B. Director of Employment (8-151)

C. Lead Employment Specialist (8-152)

Ms. Parham discussed the reorganization and structure of the Human Resources Department. There was a lengthy discussion of the basic function of the Director of Employment and it was agreed to add the phrase "*for academic and classified positions*" in the third line following "recruitment, job classification/compensation..." It was also agreed to title the position "Director of Employment/*Personnel Commission*."

On motion by Mr. Gonzales, seconded by Ms. Harison, the Commission unanimously approved the classification specifications for Director of Human Resources, Director of Employment, and Lead Employment Specialist, subject to the identified revisions, and at the proposed salary ranges.

D. Network Engineer (8-153)

Ms. Parham discussed the justification for the new classification, which is proposed at the same salary range as the Telecommunications Engineer position it is replacing. The commissioners discussed the expectation of this lead person during an emergency and specified the Working Conditions should reflect that "*the Network Engineer is subject to call-out at non traditional times of day.*" They asked that the Human Resources Analyst compare the second and sixth representative duties for redundancy regarding vendors. They also agreed to remove the word "instructional" from the first line of Page 2. Subject to those changes, on motion by Ms. Harison, seconded by Mr. Gonzales, the Commission unanimously approved the new classification specification at the proposed salary range.

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

Campus Data Specialist (9-117)

Ms. Parham explained this specification has been revised following a reclassification. Mr. Gonzales noted the third line of the fourth Representative Duty should be changed to read: "faculty *teaching* load." On motion by Mr. Gonzales, seconded by Ms. Harison, the Commission unanimously approved the revised classification, with the one additional change, at the recommended salary range.

10. RECLASSIFICATION

- A. Connie Baker (10-86)
From Campus Data Specialist to Technical Data Specialist
- B. Blanca Barrios (10-87)
From Clerical Assistant II to Administrative Assistant I
- C. Will Deits (10-88)
From Director of Maintenance & Operations to Director of Facilities, Maintenance & Operations

Ms. Parham advised the first two reclassifications went through the audit process and were reviewed and approved by the Classification Review Committee. She said the third reclassification is a management position and does not require the same approval process. On motion by Mr. Gonzales, seconded by Ms. Harison, the three reclassifications were unanimously approved by the Commission.

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES
None

12. ABOLISHMENT OF CLASSIFICATIONS

Supervisor of Recruitment and Compensation

Due to the proposed reorganization of the Human Resources Department, Ms. Parham advised there is no longer a need for this classification. Ms. Harison made a motion to abolish the classification. Mr. Gonzales seconded the motion and the Supervisor of Recruitment and Compensation classification was abolished on a unanimous vote.

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 Personnel Commission Budget for FY 2007-2008 (19-202)

Mr. King opened the public hearing. As there was no public present at the meeting, he then closed the public hearing.

- B. Adoption of Budget for FY 2007-2008 (19-203)

Ms. Parham advised the budget had not been changed since it was at the Commission meeting last month. After discussion, and on motion by Ms. Harison, seconded by Mr. Gonzales, the Commission unanimously adopted the 2007-2008 Personnel Commission budget.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regular meeting of the Personnel Commission is Thursday, June 21, at 7:00 p.m. The meeting will be held in the Multipurpose Room at the District Administrative Center, 255 West Stanley Avenue, Suite 150, in Ventura.

22. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Ms. Harison, the meeting of the Personnel Commission was adjourned at 8:27 p.m. by Mr. King.