

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
September 20, 2007
MINUTES**

**THREE HUNDRED AND
NINETY-SEVENTH MEETING**

The three hundred and ninety-seventh meeting of the Ventura County Community College District Personnel Commission was held on Thursday, September 20, 2007.

1. CALL TO ORDER

Chairman James King called the meeting of the Personnel Commission to order at 12:04 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 introduced Frank Torres of SEIU Local 99, who said he looks forward to attending future Commission meetings.

Chancellor Meznek was present to thank the commissioners for their dedicated service. He said it is greatly appreciated and they are setting an example of public service.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

Yvonne Scholle was present to address a non-agenda item and Mr. King said time will be reserved for her during Item #20.

Claudia Stewart spoke to the commissioners about Item #10, her reclassification from Clerical Assistant II to Administrative Assistant I. She distributed a packet of supporting documentation to the commissioners and explained why she believes she should be reclassified to an Administrative Assistant II rather than an Administrative Assistant I.

4. APPROVAL OF MINUTES

On motion by Ms. Harison, seconded by Mr. Gonzales, the Commission unanimously approved the minutes of the August 16, 2007 meeting of the Personnel Commission. (4-118)

5. CORRESPONDENCE

None

6. REPORTS

- A. Classified Employee Representative(s) Report
None

B. Board of Trustees Meeting

The commissioners were given a written synopsis of the August 28, 2007 meeting of the Board of Trustees.

C. Ms. Parham reviewed the monthly *Current Recruitment Report*, reflecting eight open and seventeen closed recruitments, and the *Positions Filled and Pending Report*, reflecting two positions filled and fifteen positions pending selection.

D. Commissioners' Reports

Mr. King said to date he has been unable to talk with Board Chair Larry Miller regarding a joint meeting with the Board of Trustees.

7. **OLD BUSINESS**

None

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

A. Instructional Lab Technician II/Registered Veterinary Technician (8-154)

After discussion, Ms. Harison made a motion to approve the new proposed classification specification at a classified salary range of #260. Mr. Gonzales seconded the motion and the specification and range were unanimously approved.

B. Performing Arts Center (PAC) Assistant (8-155)

After discussion, the commissioners agreed to the following revisions to the classification specification: delete the words "*Moorpark College*" from line two of the Basic Function; delete "*notify applicants of approval or denial; issue permits to applicants*" from the third of the Representative Duties; change the second Knowledge to read, "*Strong computer skills including knowledge of Internet Research;*" delete the word "*of*" from the sixth Knowledge, between the words "related" and "accounting."

On motion by Ms. Harison, seconded by Mr. Gonzales, the commissioners unanimously approved the specification, subject to the identified changes, at the classified salary range of #210.

C. Economic Development Program Specialist (8-156)

Following a motion by Mr. Gonzales, seconded by Ms. Harison, the commissioners unanimously approved the new proposed classification specification at Classified Salary Range 285.

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

A. Vice President, Business Services (9-122)

Ms. Parham reviewed the changes in the specification and explained that the years of experience required is being expanded to focus the field. On motion by Ms. Harison, seconded by Mr. Gonzales, the revised classification specification was unanimously approved.

B. Chief of Police (9-123)

Ms. Parham talked about the changes to the position. Mr. Gonzales questioned the salary range and was advised that management feels the salary should remain the same in order to be competitive. The commissioners asked that complete names be used the first time, rather than acronyms. They also asked that the words "*if not already held*" be added at the end of the last item under Licenses and Other Requirements. Mr. Gonzales made a motion to approve the revised specification subject to the identified changes. Ms. Harison seconded the motion and the revised specification was unanimously approved.

C. Workers' Compensation Specialist (9-124)

Ms. Parham explained the justification for revising the classification specification. After discussion, the commissioners agreed to add "*Review employee injury reports, track trends, and present findings*" to the Abilities. Subject to that addition, and on motion by Ms. Harison, seconded by Mr. Gonzales, the commissioners unanimously approved the revised specification.

- D. Instructional Lab Technician I – Emergency Medical Technician (9-125)
- E. Instructional Lab Technician II – Paramedic (9-126)
- F. Telecommunications Engineer (9-127)
- G. Zoo Operations Assistant (9-128)

The four revised classifications, which had been reviewed and approved at the August 16, 2007 meeting of the Personnel Commission, were unanimously ratified by the commissioners after a motion by Mr. Gonzales, seconded by Ms. Harison.

10. RECLASSIFICATION

Claudia Stewart – Ventura College (10-89)

Ms. Parham reviewed the process for reclassification. Mr. Frank Torres of SEIU addressed the commission and said Ms. Stewart would like any action taken to be retroactive to January. After discussion, the commissioners agreed to approve Ms. Stewart's reclassification to Administrative Assistant I. Because they want to spend additional time and further consideration on the issue, they directed Ms. Parham to place the item under *Old Business* on the agenda for the October Commission meeting. At that time, the commissioners will consider reclassification to Administrative Assistant II and will also consider the retroactivity.

Mr. Gonzales made a motion to approve the recommendation to reclassify Ms. Stewart from Clerical Assistant II to Administrative Assistant I today, with the provision and on the condition that it be placed under *Old Business* on the October agenda and that the retroactivity be considered at that time. Ms. Harison seconded the motion and Ms. Stewart was unanimously reclassified to Administrative Assistant I.

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

- A. Vice President of Business Services (19-205)
Designation as Senior Administrative Position

This designation, reviewed and approved at the August 16, 2007 meeting of the Personnel Commission, was unanimously ratified by the commissioners after a motion by Ms. Harison, seconded by Mr. Gonzales.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

At this point in the meeting, Mr. King reordered the agenda and invited Ms. Scholle to address the commissioners. Ms. Scholle again asked the Commission for assistance in avoiding retaliation and harassment in the workplace. She reported that when she was transferred from the District Administrative Center to Oxnard College, her Confidential designation was removed and her salary was reduced as a result. She further reported she is experiencing much of the same harassment at Oxnard College as she did at the District Administrative Center.

19. OTHER

- B. Disciplinary Action Appeal Hearing

At 1:09 p.m. the Personnel Commission reopened the appeal hearing of a Community College Police Officer I.

The hearing was closed at 7:05 p.m.

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regular meeting of the Personnel Commission is Thursday, October 25, 2007, at 6:00 p.m. It will be held in the Multipurpose Room at the District Administrative Center, 255 West Stanley Avenue, Suite 150, in Ventura.

22. ADJOURNMENT

The meeting of the Personnel Commission was adjourned at approximately 7:45 p.m. by Mr. King.