

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
October 25, 2007  
MINUTES**

**THREE HUNDRED AND  
NINETY-EIGHTH MEETING**

The three hundred and ninety-eighth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, October 25, 2007.

**1. CALL TO ORDER**

Chairman James King called the meeting of the Personnel Commission to order at 6:05 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. RECESS TO CLOSED SESSION**

Conference with Legal Counsel – Anticipated Litigation  
Significant exposure to litigation pursuant to subdivision (b) of §54956.9

Mr. King recessed the meeting to closed session at 6:06 p.m.

**5. RECONVENE IN OPEN SESSION**

The Commission reconvened in open session at 6:25 p.m. There was no report made of the closed session.

**6. APPROVAL OF MINUTES**

On motion by Ms. Harison, seconded by Mr. Gonzales, the Commission unanimously approved the minutes of the September 20, 2007 meeting of the Personnel Commission. (4-119)

**7. CORRESPONDENCE**

Ms. Parham advised the Board of Trustees received a letter from SEIU Local 99 announcing the reappointment of Barbara Harison to the Personnel Commission. She said the reappointment will be presented at the November meeting of the Board of Trustees.

**8. REPORTS**

- A. Classified Employee Representative(s) Report  
None

B. Board of Trustees Meeting

Ms. Parham reported that, in addition to regular business, the trustees adopted the participatory governance manual.

C. Ms. Parham introduced Romelle Renner, the new Human Resources Analyst, and reported the hiring of Debbie Pershadisingh as Human Resources Assistant. Ms. Parham then reviewed the monthly *Current Recruitment Report*, reflecting ten open recruitments and eleven closed recruitments, and the *Positions Filled and Pending Report*, reflecting eleven positions filled and twenty-nine positions pending selection. Mr. King again asked Ms. Parham to convey to the staff the Commission's appreciation for all the hard work they're doing.

D. Commissioners' Reports  
None

**9. OLD BUSINESS**

Reclassification – Claudia Stewart (9-127)

This reclassification was first considered by the Personnel Commission at the September 20, 2007 meeting, when the commissioners approved Ms. Stewart's reclassification from Clerical Assistant II to Administrative Assistant I. At that time, the commissioners agreed to review additional documentation provided by Ms. Stewart and reconsider her request to be reclassified to Administrative Assistant II. Following their individual reviews, and after a lengthy discussion during the meeting, the commissioners agreed the process had been fair and consistent with the rules. On motion by Ms. Harison, seconded by Mr. Gonzales, the Commission unanimously affirmed the decision of the Human Resources Analyst and the Classification Review Committee to reclassify Ms. Stewart to an Administrative Assistant I.

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

A. Instructional Technologist (10-90)

After discussion, the commissioners agreed to change the first *Knowledge* on Page Two to read: "Online pedagogy *and/or andragogy*." They also agreed to change the second *Knowledge* on Page Two to read: "Graphic, visual and interface *techniques of Course Management Systems*."

On motion by Mr. Gonzales, seconded by Ms. Harison, the commissioners unanimously approved the new classification specification, subject to the identified changes, at the proposed classified salary range of #285.

B. Director, College Technology Services (10-91)

On motion by Ms. Harison, seconded by Mr. Gonzales, the commissioners unanimously approved the new classification specification as presented, at the proposed management salary range of #140.

**11. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS/SALARY RANGE**

None

**12. RECLASSIFICATION**

None

**13. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES**

None

**14. ABOLISHMENT OF CLASSIFICATIONS**

None

**15. INTERPRETATION OF MINIMUM QUALIFICATIONS**

None

**16. APPROVAL OF PROPOSED SALARY RANGE**

None

**17-18. Listed as appropriate.**

None

**19. OTHER**

Disciplinary Action Appeal – Deliberation (19-206)

In order to determine whether or not there was sufficient evidence for termination of appellant's employment, the commissioners agreed to consider and discuss the seven individual charges and determine whether the District sustained its burden of proof. After lengthy discussion, their findings were as follows:

1) Vehicle Accidents While on Duty

The Commission determined the appellant was involved in two vehicle accidents while on duty, but determined these are not grounds for termination.

2) False Statement to Oxnard Police Officer

The Commission suspects the appellant did not tell the truth to the OPD officer, but concluded the evidence presented was not sufficient to determine how the patrol car was damaged.

3) False Statement to Lt. DeLaO

The Commission has sufficient evidence to conclude that appellant made false statements in his written report to Lieutenant DeLaO and such conduct constitutes work-related dishonesty.

4) Driving Under the Influence

The commissioners determined that appellant, while on duty, armed, in uniform, and under the influence, recklessly drove a VCCCD police vehicle which resulted in his arrest. They agreed such conduct constitutes a work-related offense so grievous that any reasonable person would interpret it as unacceptable work behavior or action.

5) False Statement to CHP Officer

The Commission determined the appellant made a false statement to one or more CHP officers and such conduct constitutes work-related dishonesty.

6) Dereliction of Duty

The uncontroverted evidence is that appellant was not authorized to leave his post and having done so constitutes inattention or dereliction of duty.

7) Death Threat

The Commission determined that appellant stated he had persistent recurring thoughts about killing the Chief and/or stated he could not guarantee that he would not try to kill the Chief if the opportunity existed. It is the opinion of the commissioners that such conduct constitutes a work-related offense so grievous that any reasonable person would interpret it as unacceptable work behavior or action.

The Commission determined the District has sustained its burden of proving that appellant engaged in one or more of the incidents alleged and the proven incidents warrant the imposition of discipline. The commissioners unanimously agreed to deny the appeal and sustain appellant's termination.

The commissioners instructed Mr. Stuart Rudnick, the Commission's legal counsel, to draft their decision. That decision will be finalized at the regular Personnel Commission meeting of November 15, 2007.

**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, November 15, 2007, at 7:00 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**

On motion by Ms. Harison, seconded by Mr. Gonzales, Mr. King adjourned the meeting of the Personnel Commission at approximately 7:37 p.m.