

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
March 17, 2005
MINUTES**

**THREE HUNDRED AND
SEVENTY-THIRD MEETING**

The three hundred and seventy-third meeting of the Ventura County Community College District Personnel Commission was held on Thursday, March 17, 2005.

1. CALL TO ORDER

Chairman David Gonzales called the meeting of the Personnel Commission to order at 7:10 p.m.

2. ROLL CALL

Commissioners David Gonzales and Barbara Harison were present. Mr. Pizarro was not 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

Greg Cross, representative of SEIU Local 535, requested the opportunity to speak during the discussion of Item #9.

4. APPROVAL OF MINUTES

On motion by Ms. Harison, seconded by Mr. Gonzales, the minutes of the January 20, 2005 meeting of the Personnel Commission were approved. (4-91)

5. CORRESPONDENCE

None

6. REPORTS

a. Classified Employee Representative(s) Report

Mr. Cross reported that SEIU is still in contract negotiations with the district and members hope to reach a settlement soon. He said about twenty-five classified positions were eliminated at the last board meeting.

b. Board of Trustees Meeting – Patricia Parham

Mr. Gonzales reported that he attended the last board meeting, at which there was a large attendance due to items on the agenda concerning layoffs and the elimination of positions. The commissioners discussed the various board actions.

c. Director's Report – Patricia Parham

Ms. Parham reported the board took action to cap at \$11,410 the annual amount the district will pay for insurance benefits for the commissioners. That cap becomes effective on July 1, 2005 and is consistent across the board for non-represented employees and the trustees.

Ms. Parham reviewed the *Positions Filled & Pending Report* which reflects four positions filled and one position certified and pending selection. There are three positions reflected on the *Report of Current Recruitments*.

Alicia Their presented a draft of the Commission's annual report and reviewed the changes from last year. After discussion, it was agreed to list on the report only the names of those employees working directly for the Commission. It was also agreed the report should reflect numbers from last year for comparison. The commissioners agreed to review the report and email any suggested changes to Ms. Their. The final report will be presented at the next Commission meeting.

d. Commissioners' Reports

Mr. Gonzales reported that he attended the SPCA Conference in Long Beach in February and found it very interesting and helpful.

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the March *Report of Professional Experts*, with six names added since the January report.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

Risk Management Specialist (8-129)
Recommended Classified Salary Schedule #300

Ms. Parham gave the background of the creation of this classification and advised the board took action to eliminate the Risk Manager and the Administrative Assistant I positions, but did not take action to create this new position. Ms. Harison questioned whether the commission is acting too quickly and prior to completion of the organizational study being done, but Ms. Parham advised the district needed to cut the budget immediately. Alicia Their presented justification of the salary placement.

After discussion, the commissioners agreed to defer their vote until they discuss the job specification for the Director of Public Safety and Risk Management.

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

a. Director of Public Safety and Risk Management (9-104)

Ms. Parham said this classification is directly related to Item #8 and is part of a proposed reorganization. The district is proposing combining the functions of public safety and risk management, and is modifying the existing classification to reflect the additional responsibilities. The district also recommends increasing the salary range to #165, which is equivalent to a college dean. Ms. Parham said the existing classification, without the additional duties and responsibilities, appears to have been under-paid when compared with other college districts and law enforcement agencies in the area and internal management classifications. Now additional responsibilities are being added.

There was a discussion of the representative duties and Ms. Parham advised that all the duties of the Risk Manager do not have to be included in this revised classification specification, as the Risk Management Specialist will absorb many of the duties.

Mr. Cross addressed the issue of savings, which he said appears to be from the elimination of the Administrative Assistant I position. He feels the increase in salary for the newly revised Director of Public Safety and Risk Management and the creation of the Risk Management Specialist classification would negate any savings from the elimination of the Risk Manager position. Ms. Their stated there are other community college districts which combine the functions of police chief and public safety and this is not a novel proposal.

b. Associate Vice Chancellor, Facility Planning and Construction (9-105)

Ms. Parham advised the existing Director of Facility Planning and Construction classification is being revised to Associate Vice Chancellor, Facility Planning and Construction. The existing classification is vacant and the revised specification has been placed at the management salary range of #195.

There was a lengthy discussion of the salary placement, the minimum qualifications, and the reporting relationship. Mr. Cross again addressed the Commission and said he feels there is not a lot of change between the two specifications and believes it is difficult to justify approval of the higher salary placement. Mr. Gonzales said the Commission wants to ensure the classification is placed at an appropriate salary range and this is the Commission's opportunity to make any changes. Ms. Harison asked about the urgency of these issues and Ms. Parham said these items go hand-in-hand and are critical.

Mr. Gonzales made a motion to approve the new proposed specification for Risk Management Specialist, as well as the proposed revisions to the classification specifications and salary ranges of the Director of Public Safety and Risk Management and the Associate Vice Chancellor, Facility Planning and Construction. Ms. Harison seconded the motion to approve the proposed Risk Management Specialist classification specification and it was approved. There was no second to approve Items 9.a. and 9.b.

Ms. Harison proposed a motion to approve the specification for the Director of Public Safety and Risk Management, but said she was not comfortable approving the salary range without documentation showing comparable agencies. At 8:30 p.m., the commissioners agreed to recess to allow staff time to present the list comparing the salaries of police chiefs in community college districts. The meeting reconvened at 8:45 p.m.

After reviewing the survey, and after additional discussion, Ms. Harison offered a motion to approve the specification for the Director of Public Safety and Risk Management and place the salary range at #155. There was no second. Mr. Gonzales said he does not feel a salary range of #155 reflects the additional duties and responsibilities of the position. He asked Ms. Parham if she would like to have time for additional study before the commissioners take action. Ms. Parham said her staff has already done a study and has provided the data to the Commission. Mr. Gonzales said he was not willing to approve a salary that has not been studied and recommended by staff, and questioned whether the classification could be adopted while continuing to work on the salary. Ms. Parham reminded the commissioners that the Commission recommends an appropriate salary range to the governing board, but the governing board has the final say.

Ms. Harison and Mr. Gonzales were unable to reach an agreement on the salary range, being split between #165 and #155. Mr. Gonzales, therefore, made a motion to approve the revised classification specification for the Director of Public Safety and Risk Management, with an added explanation to the Board of Trustees that they were unable to agree on a salary range because there were only two commissioners present. Ms. Harison seconded the motion and it was approved.

On motion by Mr. Gonzales, seconded by Ms. Harison, the Commission then approved as proposed the revisions of the classification specifications and the salary range for the Associate Vice Chancellor, Facility Planning and Construction.

10. RECLASSIFICATION

None

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

None

12. ABOLISHMENT OF CLASSIFICATIONS

Risk Manager (12-24)

Having already reviewed the justification for the abolishment of this classification, Ms. Harison made a motion to abolish the classification, effective July 1, 2005. Mr. Gonzales seconded the motion and it was approved.

13. INTERPRETATION OF MINIMUM QUALIFICATIONS

None

14. APPROVAL OF PROPOSED SALARY RANGE

None

15–18. Listed as appropriate.

None

19. OTHER

Voluntary Demotion – Stella Garcia

Ms. Parham explained this employee has been bumped from her position of Child Development Associate and has no other position to bump into. She has therefore requested a voluntary demotion into the Limited Term Family Development Assistant position at Oxnard College. This assignment will end on June 30, 2005, at which time Ms. Garcia will have reemployment rights consistent with her seniority. On motion by Ms. Harison, seconded by Mr. Gonzales, the voluntary demotion was approved.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the personnel Commission will be Thursday, April 21, 2005, at 7:00 p.m.

22. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. Gonzales, the meeting of the Personnel Commission was adjourned at 9:22 p.m. by Mr. Gonzales.