

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
March 30, 2000
MINUTES**

**THREE HUNDRED AND
TWENTY-FIRST MEETING**

The three hundred and twenty-first meeting of the Ventura County Community College District Personnel Commission was held on Thursday, March 30, 2000.

1. CALL TO ORDER

Mr. Saynay called the meeting to order.

2. ROLL CALL

Commissioners Robert Saynay and Tony Grey were present. Patricia Parham, Director of Human Resources and Secretary of the Personnel Commission, was also present. Barbara Harison was out of town and absent from the meeting.

3. APPROVAL OF MINUTES

On motion by Mr. Gray, seconded by Mr. Saynay, the commissioners unanimously approved the minutes of the February 17, 2000 Personnel Commission meeting. (3-107)

The commissioners were unable to approve the minutes of the Special Meeting/Study Session on March 15, 2000 as there was not a quorum present. Because Ms. Harison was not present at the meeting, and Mr. Grey did not attend the March 15 meeting, the minutes were tabled until the next meeting. (3-108)

4. CORRESPONDENCE

- a. Attorney General's Opinion No. 99-1010

Ms. Parham advised this correspondence discusses the allowance of school districts to extend benefits to current members of the commission. Mr. Saynay questioned if funds for those benefits come from the District or Commission budget. Ms. Parham said those benefits currently come from the Commission budget.

5. REPORTS

- a. Board of Trustees Meeting – Marion Boenheim

Dr. Boenheim said the board will be meeting next week and, at the next Personnel Commission meeting, she will be reporting on action taken. She did report there is talk of common numbering of courses between the three colleges; the swimming

pool at Ventura College has been closed because of a leak and swimming classes are being held at other locations; on-going talks continue between the Board of Trustees and the Personnel Commission.

b. Director's Report – Patricia Parham

1. Update on Board of Trustees/Personnel Commission Committee

Ms. Parham reported the committee has appointed a task force to develop language that is agreeable to both the Board and the Commission. That committee will meet for the first time tomorrow and then report back to the main committee. The committee members have reviewed documents prepared by Ms. Parham and Dr. Lipton, and the functions of the Board versus those of the Commission have been discussed. Ms. Parham distributed copies of a document which will be presented tomorrow, and the commissioners discussed its content.

2. Annual Report

Ms. Parham distributed draft copies of the Annual Report containing the basic data. She asked the commissioners to let her know before it is published if there is anything they would like to change, add, or eliminate. Mr. Greg Cross, SEIU Local 535 observed that the number of recruitments has almost doubled, but there has been little increase in the number of applications received, indicating fewer people are applying for jobs. Ms. Parham noted an increase in the number of probationary appointments. Ms. Parham advised she would like to have the report published and approved at the next meeting on April 20.

6. OLD BUSINESS

None

7. REQUEST FOR LONG-TERM LEAVE

a. Julie Lovejoy (7-57)

On motion by Mr. Grey, seconded by Mr. Saynay, the commissioners unanimously approved the Request for Long Term Leave.

c. Anselmo Buhain (7-58)

After discussion, the commissioners agreed to table this request until the next meeting, when official paperwork and a recommendation have been received from Oxnard College.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

- a. Braille Formatter/Tactile Graphics Designer (8-86)
- b. Braille Transcription Center Supervisor (8-87)

On motion by Mr. Grey, seconded by Mr. Saynay, the commissioners unanimously approved the two proposed classification specifications.

9. APPROVAL OF PROPOSED REVISIONS OF JOB SPECIFICATIONS

- a. Human Resources Assistant (9-57)

On motion by Mr. Grey, seconded by Mr. Saynay, the commissioners unanimously approved the proposed revisions of the classification specification.

10. RECLASSIFICATION

- a. Dan McMichael (10-43)
From Computer Maintenance Technician (SS#260) to Computer/Communications Technician (SS#280)
- b. Danny Robison (10-44)
From Warehouse Operator (SS#230) to Warehouse Operator II (SS#250)
- c. Laura Smith (10-45)
From Clerical Assistant I (SS#190) to Student Services Assistant II (SS#210)
- d. Katy Lyon (10-46)
From Human Resources Assistant (SS#220) to H/R Data Systems & Records Specialist (SS#260)

There was a discussion of the four classification specifications. Dr. Boenheim pointed out that the Human Resources Data Systems & Records Specialist should report to Vice Chancellor of Human Resources, rather than the Director, and Ms. Parham agreed that change should be made. Mr. Cross questioned the reclassification to newly-created classifications. Ms. Parham explained that, in some instances, the commissioners were being asked to approve both the creation of a new classification and the change in classification for the employee.

After discussion, and on motion by Mr. Grey, seconded by Mr. Saynay, the commissioners unanimously approved the four proposed reclassifications.

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.

19. OTHER

a. Personnel Commission Budget FY 2000-2001

Ms. Parham distributed historical budget information which Mr. Saynay had previously requested: a report showing the commission budget and expenditures for 1998-99; a summary report of the current commission budget; a report showing the detail which supports the summary of transactions. Ms. Parham explained the reports and the commissioners and public reviewed their content.

Mr. Cross initiated a discussion of the process of analyzing the reclassifications and the past performance of Ewing & Company. He questioned whether there are other options and Ms. Parham suggested an analyst could be hired by the district, or another company retained. The commissioners agreed that other firms should be considered.

Mr. Saynay said he would like to see a budget which reflects 100% commission funding of the personnel director, as well as the assistant to the personnel director. He would also like funds for an analyst to be considered in the budget. He asked Ms. Parham to research how funding for the personnel director and staff is handled elsewhere. The commissioners agreed the department has been understaffed and this may be an opportune time to justify funds to hire additional staff.

Greg Cross addressed the importance of an analyst in preparing job specifications, as well as examinations and testing procedures, and in keeping the testing processes abreast of changing technology. He said an analyst would also have of the ability to do an analysis of scores.

The commissioners again discussed the budget and the timing for preparation and submission. There was a discussion of the Fund Balance and the zero balancing.

20. PUBLIC COMMENTS

Mr. Cross informed the commission that the union has been looking at the issue of regular classified workers who might be displaced by student workers. The union has been working with the district and Dr. Boenheim on the issue.

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regular meeting is scheduled for Thursday, April 20, 2000, at 7:00 p.m. in the District Office Conference Room. There was a discussion of changing the date or time to not interfere with Passover. The commissioners discussed alternative dates and times. Ms. Parham will contact the commissioners individually and determine when the meeting will be held.

22. ADJOURNMENT