

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

May 18, 2000

MINUTES

**THREE HUNDRED AND
TWENTY-THIRD MEETING**

The three hundred and twenty-third meeting of the Ventura County Community College District Personnel Commission was held on Thursday, May 18, 2000.

1. CALL TO ORDER

Mr. Saynay called the meeting to order.

2. ROLL CALL

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

Also attending the meeting were:

Allan W. Jacobs, President of the Board of Trustees

Jack Lipton, District Legal Council

Marion Boenheim, Vice Chancellor of Human Resources

Sue Johnson, Assistant Vice Chancellor, Business Services

Michael Johnson, Police Chief

Patricia Kistler, Director of Government Affairs and Public Relations

Greg Cross, Senior Field Representative, SEIU Local 535

Dave Thomas

James Yesford

James Davis

Mr. Saynay announced that a portion of Item 22. A. 2. is being reassigned to Item 15 in open session. On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously agreed to move the item.

3. APPROVAL OF MINUTES

On motion by Mr. Gray, seconded by Ms. Harison, the commissioners unanimously approved the minutes of the April 20, 2000 Personnel Commission meeting. (3-110)

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the minutes of the March 11, 2000 Joint Meeting of the Personnel Commission and the Board of Trustees. (3-111)

4. CORRESPONDENCE

None

5. REPORTS

- a. Board of Trustees Meeting – Marion Boenheim

Since the joint meeting of the Commission and the Board had taken place just two days earlier, Dr. Boenheim reported there was no new information to report.

- b. Director's Report – Patricia Parham

Ms. Parham distributed the list of current classified recruitments which reflects the status of the 36 classified vacancies in process. She advised a column has been added reflecting the number of applicants for each position. She also distributed copies of the final 1998-99 Personnel Commission Annual Report. Copies are being distributed to all classified employees in the district. Ms. Parham reported she has asked for space for the Personnel Commission on the district web site, where it will be possible to view the agendas, minutes, and annual reports, and it will be easier for the public to access information.

- c. Mr. Saynay announced that three requests to speak had been received by the Commission. They will be given the opportunity to speak at the appropriate time.

6. OLD BUSINESS

None

7. REQUEST FOR LONG-TERM LEAVE

- a. Anselmo Buhain (7-60)

Mr. Buhain has requested an extension of his long-term leave, from May 26, 2000 to August 26, 2000, to allow additional time to recover from three open-heart surgeries. Following review of the recommendation from Oxnard College, and on motion by Ms. Harison, seconded by Mr. Grey, the commissioners unanimously approved the extension.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

- a. Assistant College Trainer (8-88)

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the proposed classification specification.

9. APPROVAL OF PROPOSED REVISIONS OF JOB SPECIFICATIONS

None

10. RECLASSIFICATION

None

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. PUBLIC EMPLOYMENT/REMOVAL OF CANDIDATE FROM ELIGIBILITY LIST - COMMUNITY COLLEGE POLICE OFFICER I

Ms. James Yesford earlier requested in writing that this item be moved from closed session and be heard in public session. Ms. Parham advised it was the recommendation of Chief Johnson and Dr. Boenheim that Mr. Yesford be removed from the Community College Police Officer I eligibility list for failure to pass the background investigation.

The commissioners took a few minutes to review the information received from Mr. Yesford just prior to the meeting, and then honored his request to speak. Following his remarks and his statement that he was not privy to the information being provided about him, the commissioners asked Chief Johnson to discuss his findings. Chief Johnson said he believed some of his information would best be shared in closed session. Ms. Parham requested clarification from legal counsel, and Dr. Lipton then asked to speak privately with Chief Johnson. The meeting recessed at 7:30 p.m. and reconvened at 7:39. Mr. Yesford provided a signed document waiving any claims or future actions against the district. He then came forward to state he was waiving his rights and any claims or future actions against the district, its employees, its agents, or the commission. On the recommendation of Dr. Lipton, Mr. Yesford also agreed that, incorporated in waiving his confidentiality rights, is his understanding that any witnesses may reveal to the public any information they have about him.

Following Chief Johnson's remarks, and those of Mr. Yesford's employer, James Davis, Ms. Parham explained the examination process and the eligibility list. The commissioners then questioned Chief Johnson, Mr. Yesford, and Mr. Davis and discussed the issue at length. On motion by Ms. Harison, seconded by Mr. Saynay, the commissioners retained Mr. Yesford's name on the eligibility list, with Mr. Grey voting against the motion.

16-18. Listed as appropriate.

19. OTHER

a. Public Hearing of the 2000-2001 Budget (19-117)

On motion by Ms. Harison, seconded by Mr. Grey, Mr. Saynay opened the public hearing of the budget. Patricia Parham advised that several expenditures have been removed from the budget following the joint meeting between the Commission and the Board on May 16. Police polygraph and background checks will remain in the police budget, rather than Personnel Commission, for a bottom-line reduction in the budget of \$15,000.

Greg Cross addressed the Commission and, speaking as a representative of SEIU Local 535, said the union supports the proposed budget. The union believes the real increase in the budget is due to budgeting for an analyst position, and that position is needed to regularly review, revise, and modify job specifications. He said Commission rules state that a complete classification study should be done every three years and that has not been done for more than three years and for ten years prior to that. He addressed the issue of the "new money" the District says is required in order to pay 50% of the salary of the Administrative Assistant II and the Director of Human Resources. He shared his rationale and stated the union believes the Director of Human Resources and the Administrative Assistant II should be full-time positions. Reducing staffing would merely create more problems and more delays in the length of time of hiring.

Dr. Marion Boenheim read a Statement by Chancellor Westin To Personnel Commission, a copy of which was distributed to the public and is attached hereto and incorporated herein by reference.

Dr. Allan Jacobs, President of the Board of Trustees, said he was speaking for himself when he addressed the commissioners and urged them to carefully review the Personnel Commission budget to limit the increase to a reasonable figure

Ms. Harison asked Dr. Jacobs if the letter from Chancellor Westin was the board's position. Dr. Jacobs said it was not the board's position, it was the chancellor's position, but he believes it was appropriate for Dr. Westin to issue the statement and he does not disagree with Dr. Westin's analysis.

Ms. Harison questioned newspaper accounts of the governor's new budget. Dr. Jacobs said the District is not getting the kind of money which trustees had anticipated. Sue Johnson, Assistant Vice Chancellor of Finance, discussed the monies to be received, a significant amount of which are restricted. She said there are few discretionary funds.

Mr. Saynay closed the Public Hearing of the budget.

b. Adoption of 2000-2001 Budget (19-118)

There was a lengthy discussion, wherein Patricia Parham explained the duties of the Director of the Personnel Commission. She stated her belief that a full-time Director and a full-time Administrative Assistant are necessary to the Personnel Commission and anything less would be short-sighted and would impact the District. After reviewing the line items of the budget, and discussing the Analyst position, the commissioners asked Dr. Jacobs if he believed the board would support the budget if the commission altered it by the cost of the Analyst with other adjustments in that area. Dr. Jacobs stated he felt this concession would be significant and the trustees would look at it as an indication of good faith on the part of the commissioners.

Mr. Grey asked that the Analyst classification be established sometime during the coming fiscal year and Ms. Parham said she would work on that prior to the next budget building process.

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the budget, subject to the elimination of the expense of the Analyst, and an increase from \$4,000 to \$10,000 for *Other Expenses and Services* which, for clarification, was moved to *Consultants*.

c. VCCCD Duties/Responsibilities – Personnel Commission and Board of Trustees (19-119)

Ms. Parham presented a slightly-modified matrix, explaining that the two items which were approved at the joint meeting have been removed from this final document. Following approval of this matrix, the other two items will be reinserted for a final, working document. On motion by Ms. Harison, seconded by Mr. Grey, the commissioners unanimously approved the matrix of duties and responsibilities.

20. PUBLIC COMMENTS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Thursday, June 15, 2000, at 7:00 p.m. in the District Office Conference Room.

22. RECESS TO CLOSED SESSION

The meeting recessed to closed session at 9:35 p.m.

23. RECONVENE IN OPEN SESSION

The open session reconvened at 10:30 p.m. In closed session, the following took place:

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners were unanimous in taking action to remove Rank #6 on the eligibility list for Career Resources Specialist II/Bilingual.

On motion by Ms. Saynay, seconded by Mr. Saynay, the commissioners unanimously took action to remove Ranks #2a and #1 from the eligibility list for Community College Police Officer I.

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously took action to remove Rank #5 from the eligibility list for Community College Police Officer I.

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously took action to remove Rank # 3 from the eligibility list for Community College Police Officer I.

On motion by Ms. Harison, seconded by Mr. Saynay, the commissioners unanimously took action to remove Rank #4c from the eligibility list for Community College Police Officer I.

On motion by Ms. Harison, seconded by Mr. Grey, the commissioners unanimously took action to remove Rank #2 from the eligibility list for Community College Police Officer I.

24. ADJOURNMENT

Mr. Saynay adjourned the meeting at 10:35 p.m.