

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
August 17, 2000
MINUTES**

**THREE HUNDRED AND
TWENTY-SIXTH MEETING**

The three hundred and twenty-sixth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, August 17, 2000.

1. CALL TO ORDER

Mr. Saynay called the meeting to order at 7:01 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

Mr. Grey pointed out that his name was misspelled in Item 8 of the July minutes and moved for approval of the minutes, subject to that correction. Mr. Saynay seconded the motion and the commissioners unanimously approved the minutes of the Personnel Commission meeting of July 20, 2000. (4-45)

5. CORRESPONDENCE

None

6. REPORTS

a. Board of Trustees Meeting – Marion Boenheim

Dr. Boenheim reported the Board had approved a 6.3% across-the-board increase in salaries. In addition, the District has agreed to absorb an increase of 26% in the cost of the employee health benefits.

She said the trustees have also approved an open process for replacement of the Personnel Commissioner, which would not preclude an incumbent from reapplying but will ensure the best candidate is identified. She said there will be a large committee interviewing candidates, but the actual recommendation to the

State Chancellor's Office will be sent forward from the board. Mr. Gregoryk said there would be a Personnel Commissioner on the selection committee, and agreed the union will also be represented on the committee.

b. Director's Report – Patricia Parham

- 1) Ms. Parham advised the commissioners of revisions to the budget caused by the COLA and benefits increases. She distributed copies of the final budget which reflects those revisions and which will be forwarded to the County Superintendent of Schools tomorrow.
- 2) Ms. Parham distributed the monthly report identifying the current recruitments, and pointed out that the Community College Police Officer I position has closed, but with fewer applicants than anticipated. She reported that a representative from P.O.S.T. says the shortage of applicants is a problem across the country.

7. OLD BUSINESS

None

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

a. Application Support Programmer (8-91)

This position was requested by Vic Belinski, Associate Vice Chancellor, Information Technology, who was present at the meeting. He said the need for this position relates to the fact that the system environments have been significantly changed during the past two years with the new Banner system. The new technology and systems being supported require updated skills. After discussion, and on motion by Mr. Grey, seconded by Mr. Saynay, the commissioners unanimously approved the new proposed classification specification and recommended salary range.

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

a. Webmaster/System Administrator (14-7)

Ms. Parham reported this is a position in the Information Technology Department, created last year. The Associate Vice Chancellor believes it has been inappropriately placed and merits a change from #300 to #330. Mr. Belinski apologized for not looking at the salary placement more closely when the position was created. This position requires state of the art, internet, web-based skills and the salary placement does not reflect the sophistication of the qualifications required by the position.

At 7:24 p.m., Ms. Harison arrived at the meeting, her flight to Burbank having been delayed.

There was additional discussion and Mr. Belinski addressed the subject of reporting relationships. On motion by Mr. Grey, seconded by Mr. Saynay, the commissioners unanimously approved the new salary range.

15–18. Listed as appropriate.

None

19. OTHER

a. Discussion/Consideration of independent counsel for the Personnel Commission (19-124)

Ms. Parham explained this item was placed on the agenda because the commissioners would like an opportunity to secure separate, independent counsel other than from the general counsel for the district. The commissioners would like a separate opinion, or a separate source to which they can refer questions. Mr. Grey explained they believe they are authorized to seek their own counsel, should they so desire. Ms. Parham said the code states that counsel will be provided by the district unless there is a conflict; if there is a conflict, independent counsel can be obtained and the costs are borne by the district.

Ms. Harison explained the commissioners would like to initiate a process whereby they can entertain offers from firms that could potentially serve them and then be available if and when the commission needs them. Mr. Gregoryk said the District feels this is an important issue and is supportive of this process if the commission

determines it is in their best interest. He said the District would, if necessary, fund the expense of retaining separate counsel because they believe this is the only way to get over the issue of "us and them."

Ms. Harison made a motion that the Commission Director explore the option of county counsel and that she begin to make appropriate contacts in order to draft a request for qualifications or a proposal, to seek out a firm that will potentially service the Commission. Mr. Grey seconded the motion, which was carried on a unanimous vote. It was agreed that Ms. Parham will do the appropriate research and bring back information and options to the next commission meeting.

Ms. Harison questioned the need to now have District legal counsel present at each meeting, as this has not been the practice in the past. Mr. Gregoryk said he would find out if it is necessary to have legal counsel attend the meetings

- b. There was a discussion of the website and the changes and improvements that have been made.

20. PUBLIC COMMENTS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next meeting of the Personnel Commission is scheduled for Thursday, September 21, 2000 at 7:00 p.m.

22. RECESS TO CLOSED SESSION

- a. Public Employee Discipline/Dismissal/Release

23. RECONVENE IN OPEN SESSION

Mr. Saynay stated there were no reports out of closed session.

Ms. Harison asked to revisit the minutes, since she was not present during the initial discussion. After discussion, and on motion by Ms. Harison, seconded by Mr. Grey, the commissioners unanimously agreed to change the word "hiring" in the first line of item 4 to "appointing."

24. ADJOURNMENT

Mr. Saynay adjourned the meeting at 8:30 p.m.