

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
November 21, 2000
MINUTES**

**THREE HUNDRED AND
TWENTY-NINTH
MEETING**

The three hundred and twenty-ninth meeting of the Ventura County Community College District Personnel Commission was held on Tuesday, November 21, 2000.

1. CALL TO ORDER

Mr. Saynay called the meeting to order at 6:06 p.m.

2. ROLL CALL

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

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no public comments prior to the Closed Session.

RECESS TO CLOSED SESSION

The meeting recessed to Closed Session at 6:07 p.m.

RECONVENE IN OPEN SESSION

The general meeting was reconvened at 7:03 p.m. There was no report from the Closed Session.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

Ms. Harison moved for approval of the minutes of the Personnel Commission meeting of October 19, 2000. Mr. Saynay seconded the motion and the minutes were unanimously approved. (4-48)

5. CORRESPONDENCE

None

6. REPORTS

a. Board of Trustees Meeting – Dr. Boenheim

Dr. Boenheim reported there has been a revision to the board policy manual regarding conflict of interest. She also reported the District Wellness Plan, blood borne pathogens, and flu shots to district employees were discussed at the meeting. She reported the trustees have selected James King as the new Personnel Commissioner and have submitted his name to the State Chancellor's Office for approval.

Ms. Parham asked if the board minutes noted a discussion relative to the revision of board policy giving the chancellor authority to hire or select professional experts. Dr. Boenheim read from the minutes and said it had been the first reading at board meeting.

b. Director's Report – Patricia Parham

Ms. Parham reviewed the updated recruitment list and reported the goal of the department is to have all twenty-one open positions certified by December 15.

Responding to the commissioners' request for information on the number of new classifications, Ms. Parham distributed information reflecting the number and category of classifications which have been established since the last classification review in 1995. It also reflected the existing classifications which could be eliminated due to lack of use. She said she would bring, by the next meeting, a list of classifications to eliminate.

c. Commissioners' Report – Robert Saynay

Mr. Saynay expressed his concern with the way in which the new personnel commissioner was selected and said he plans to write a letter to the state chancellor about the process.

7. OLD BUSINESS

a. Discussion/consideration of independent legal counsel / RFP (7-63)

Ms. Parham presented a list of legal firms receiving our RFP, with an indication of those that had responded. She asked the commissioners how they would like to proceed in the selection process. It was agreed they would like to have Ms. Parham review the proposals and select three or four firms to interview, then make a recommendation to the commission. They also agreed they would like to have one of the commissioners be involved in the interview process with Ms. Parham.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

- a. Assistive Computer Technology/Media Access Specialist (8-97)

The commissioners noted the word “education,” in the second line of “Education and Experience,” should be capitalized.

- b. Grounds Athletic Field Specialist (8-98)

On motion by Ms. Harison, seconded by Mr. Saynay, the two new proposed classification specifications were unanimously approved.

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

- a. Fiscal/Budget Technician (9-70)

On motion by Ms. Harison, seconded by Mr. Saynay, the commissioners unanimously approved the proposed revisions in the classification specifications.

10. RECLASSIFICATION

- a. Sharan Kasner – District Office (10-59)
From Accounting Technician III to Fiscal/Budget Technician

- b. Mary Fledzinskas – District Office (10-60)
From Accounting Technician III to Fiscal/Budget Technician

On motion by Ms. Harison, seconded by Mr. Saynay, the commissioners unanimously approved the reclassifications of Ms. Kasner and Ms. Fledzinskas.

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

None

12. ABOLISHMENT OF CLASSIFICATIONS

- a. Golf Course Groundskeeper (12-10)

Ms. Parham explained this is an out-dated classification which is no longer in use. On motion by Ms. Harison, seconded by Mr. Saynay, the commissioners unanimously approved the abolishment of the classification.

13. INTERPRETATION OF MINIMUM QUALIFICATIONS

None

14. APPROVAL OF PROPOSED SALARY RANGE

None

15–18. Listed as appropriate.

None

19. OTHER

- a. Request for Legal Representation for Individual Commissioner
Barbara Harison (19-127)

Ms. Harison explained she believed she had been verbally assaulted at the meeting to select a new Personnel Commissioner and she questioned whether the commissioners could request individual representation. Ms. Parham said that, as an individual, she cannot be granted representation, but the commission as a whole can seek representation. Ms. Harison stated she was exploring her options as a seated commissioner. It was agreed that no action could be taken due to the absence of Commissioner Grey.

20. PUBLIC COMMENTS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

After discussion, it was agreed to reschedule the next Personnel Commission meeting to December 12, or possibly December 13 or December 14. The commissioners asked Ms. Parham to contact Mr. Grey and determine if he is available on the 12th.

Mr. Saynay welcomed Mr. James King, who had arrived during the meeting.

22. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. Saynay, the meeting was adjourned at 7:46 p.m.