

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
September 20, 2001
MINUTES**

**THREE HUNDRED AND
THIRTY EIGHTH MEETING**

The three hundred and thirty-eighth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, September 20, 2001.

1. CALL TO ORDER

Mr. Grey called the meeting to order at 7:05 p.m.

2. ROLL CALL

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

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

None

RECESS TO CLOSED SESSION

Conference with Legal Counsel – Anticipated Litigation

RECONVENE IN OPEN SESSION

The general meeting was reconvened at 8:00. There was no action taken during closed session and no report made to the public.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Mr. King, seconded by Mr. Saynay, the commissioners approved the minutes of the August 16, 2001 meeting of the Personnel Commission. Mr. Grey abstained from voting. (4-57)

Noting in the minutes the discussion about a special meeting, the commissioners discussed the possibility of holding a special meeting next week for the purpose of discussing the issue of professional experts. There was a short recess from 8:06 p.m. to 8:10 p.m. while Mr. King retrieved his laptop and reviewed his availability for such a meeting.

5. CORRESPONDENCE

The commissioners reviewed correspondence from S.E.I.U. Local 535 regarding the timing and the process for selection of a new Personnel Commissioner.

6. REPORTS

a. Board of Trustees Meeting – Dr. Marion Boenheim

Ms. Parham reported that Dr. Boenheim has resigned and moved to Reno. There was no one else present representing Human Resources or district administration.

b. Director's Report – Patricia Parham

Updated reports of professional experts were distributed to the commissioners and the public. Ms. Parham said she did not believe the lists reflect changes for those identified as "non-professional."

Ms. Parham reviewed the Report of Positions Filled and discussed the orientation process for employees hired as substitutes. She also reviewed the Current Recruitments Report and updated the commissioners on the status of the police positions.

Mr. King asked about the timing of a hearing scheduled for an appeal of a public employee discipline/dismissal/release. That hearing is now scheduled for November.

c. Commissioners' Report

Mr. King acknowledged the events of last week and said he was impressed that people have come together. He said we can be proud to be Americans and proud to be able to serve our communities in any way possible. Mr. Grey said he had a great time on his vacation but was glad to be back from his motorcycle trip across the country.

7. OLD BUSINESS

None

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

Student Outreach Specialist (8-107)
Recommended Classified Salary Schedule #285 (\$3,774-\$5,202)

Mr. King pointed out that knowledge of "college support services" restricts applicants to those familiar with the district, and the commissioners agreed to change the word

“college” to “education.” There was a discussion of the lack of computer ability required for the position, but the commissioners agreed they did not want to restrict the applicant pool by putting too much in the job description. On motion by Mr. Saynay, seconded by Mr. King, the commissioners unanimously approved the proposed classification, subject to the one identified change.

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

a. Maintenance Worker II (9-75)

Ms. Parham explained the need to revise the minimum qualifications and make the job description more broad and not identify a particular field.

b. Library Assistant (9-76)

Ms. Parham advised a change in the typing speed is proposed because the current typing speed of 45 nwpm is not required for the position.

c. Accounting Technician II (9-77)

d. Accounting Technician III (9-78)

The minimum qualifications of these positions are being changed to reflect the appropriate hierarchy within the job family.

On motion by Mr. King, seconded by Mr. Saynay, the commissioners unanimously approved the proposed revisions to the classification specifications.

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

15–18. Listed as appropriate.

None

19. OTHER

None

20. PUBLIC COMMENTS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

After discussion, the commissioners agreed to change the next regular meeting of the Personnel Commission to October 25, 2001, at 7:00 p.m.

22. ADJOURNMENT

Mr. Grey adjourned the meeting at 8:55 p.m.