

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

**THREE HUNDRED AND
FORTIETH MEETING**

The three hundred and fortieth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, November 20, 2001.

1. CALL TO ORDER

Chairman Tony Grey called the meeting to order at 7:00 p.m.

2. ROLL CALL

Commissioners Tony Grey, James King, and Robert Saynay were present at the meeting. 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

On motion by Mr. Saynay, seconded by Mr. King, the commissioners unanimously approved the minutes of the October 25, 2001 meeting of the Personnel Commission. (4-60)

5. CORRESPONDENCE

None

6. REPORTS

a. Board of Trustees Meeting – John Matulich

Dr. John Matulich reported on events at the most recent board meeting. Most relevant to the commission was the trustees' approval of Barbara Harison as the new Personnel Commissioner. The first reading of the bond issue proposed for March was held and there is a meeting on December 4 at 6:00 p.m. to take action to meet the election deadline. The next regular meeting of the Board of Trustees will be held on Tuesday, December 11, 2001.

b. Director's Report – Patricia Parham

Ms. Parham reported she had provided feedback to the trustees regarding the commission's lack of action on the bond issue. She reviewed the Recruitment

Report and the Positions Filled Report, noting eleven positions certified and sixteen filled during the month.

Ms. Parham discussed the commission's annual report, which is currently in draft form, and asked the commissioners to provide input on any information they would like included in the report.

c. **Commissioners' Reports**

Mr. King reported he had spoken with President James Walker regarding the proposed bond issue and capital development projects. He also expressed concern over the resolution of the Professional Expert problem.

In response to questioning from the commissioners, Ms. Parham advised she has had no response from Dr. Westin regarding the commissioners' letter regarding Conflict of Interest. The commissioners asked her to follow up on that issue. They also asked her to report on the commission budget at the next meeting.

7. OLD BUSINESS

Mr. Grey reported on his meeting with the Chancellor and the President of the Board of Trustees to discuss the issue of Professional Experts. He said it appeared the President of the Board had not previously had all relevant information regarding the issue. Mr. Grey said he is satisfied the Chancellor is working on the problem and is developing a new form for the approval of Professional Experts. The commissioners reviewed the form proposed by the Chancellor and agreed they would have to let the colleges use the form and then determine whether or not it solves the problem.

The commissioners expressed concern because the Chancellor is not currently approving any Professional Experts for the colleges, resulting in the commission being targeted for creating a problem. Since commissioners have been told the commission has no authority in the issue, it seems unreasonable to now blame them. After a lengthy discussion of Professional Experts, the commissioners agreed they have discharged their obligation to defend the Merit System to the extent they can. They asked Ms. Parham to provide them with updates on the issue at subsequent commission meetings.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

- a. Production Assistant for Alternate Text Production Center (8-109)
Recommended Classified Salary Schedule #220 (\$2,659-\$3,671/mo)

Mr. King asked for clarification of the duties and skills required for the position. After much discussion, the commissioners agreed to change the first item under "Ability To" to "Set up and operate a variety of computer, *printing* and bindery equipment." The commissioners asked to be notified when the Center opens.

- b. Instructional Lab Technician (8-110)
Recommended Classified Salary Schedule #250 (\$3,128-\$4,312/mo)

Mr. King asked about the position of Zoo Enrichment Technician and its relationship to this position. Ms. Parham said she believes that is a zoo position rather than one that works with the students. Mr. King said that position should perhaps be abolished and Ms. Parham said she will research and determine whether that is the case. Mr. King further expressed concern that a knowledge of "Teaching Zoo laboratory operation *at the community college level,*" would preclude qualified applicants who do not have experience at the community college level. It was agreed to delete "at the community college level" from the Knowledge and Abilities.

On motion by Mr. Saynay and seconded by Mr. King, the commissioners unanimously approved the two new classification specifications, subject to those changes.

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

Database Administrator/Director, Programming & Operations (9-80)

Ms. Parham explained this job description has been cleaned up and the Education and Experience changed. The commissioners agreed with Mr. King's suggestion to change the word "Managing" to "Manage" and move "Manage technical programming and operations staff." under "Knowledge Of," to "Ability To." 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

1. Braille Formatter/Tactile Graphics Designer (12-12)
2. Exotic Animal Training Management Technician (12-13)

On motion by Mr. King, seconded by Mr. Saynay, the commissioners unanimously voted to abolish the two classifications.

13. INTERPRETATION OF MINIMUM QUALIFICATIONS

None

14. APPROVAL OF PROPOSED SALARY RANGE

None

15–18. Listed as appropriate.

None

19. OTHER

Voluntary Demotion – Masi Lashkari (19-140)
From Accounting Tech II/Payroll (SS #230 - \$2,806-\$3,878/mo) – District Office
To Accounting Tech I (SS #220 - \$2,659-\$3,671/mo) – Oxnard College

On motion by Mr. Saynay, seconded by Mr. King, the commissioners unanimously approved the voluntary demotion of Ms. Lashkari.

20. PUBLIC COMMENTS

Mr. Dave Thomas, classified employee at Moorpark College, thanked the commissioners for their time and for helping the classified staff at the colleges. He expressed appreciation to Mr. Saynay for his work on the commission during the past three years. The commissioners then thanked Mr. Thomas for his dedicated attendance at their monthly meetings.

Chairman Grey also expressed appreciation to Mr. Saynay for his service to the commission and presented him with a plaque for his years of service. Mr. King thanked Mr. Saynay for helping him when he was a new commissioner and Mr. Saynay then passed on his district pin to Mr. King. Mr. Grey said Mr. Saynay had served as chair of the commission during a very tumultuous year and things are now running smoothly as a result of the work he has done.

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission will be Thursday, December 20, 2001, at 7:00 p.m.

22. RECESS TO CLOSED SESSION

At 8:20 p.m., the meeting recessed to Closed Session for the purpose of discussing the performance evaluation of the Director, Personnel.

23. RECONVENE IN OPEN SESSION

The general meeting reconvened at 9:00 p.m. Mr. Grey announced the commissioners had discussed Ms. Parham's evaluation and it would be finalized at the December meeting.

24. ADJOURNMENT

Mr. Grey adjourned the meeting at 9:02 p.m.