

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
February 21, 2002
MINUTES**

**THREE HUNDRED AND
FORTY SECOND MEETING**

The three hundred and forty second meeting of the Ventura County Community College District Personnel Commission was held on Thursday, February 21, 2001.

1. CALL TO ORDER

Chairman James King called the meeting to order at 7:00 p.m.

2. ROLL CALL

Commissioners James King, Barbara Harison and Tony Grey 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

Mr. King asked that Item 6.a. of the minutes be changed to "*It was reported...*" Subject to that change, and on motion by Mr. Grey, seconded by Ms. Harison, the commissioners approved the minutes of the December 20, 2001 meeting of the Personnel Commission. (4-62)

5. CORRESPONDENCE

None

6. REPORTS

a. Board of Trustees Meeting – John Matulich

Dr. Matulich reported there had been an extremely long closed session at the January 21, 2002 board meeting and the open session had been routine. Mr. Grey asked about the Personnel Commission appearing on the agenda as a party to legal actions. Mr. Parham said she had earlier questioned that practice and advised the commissioners that *Personnel Commission* appearing in parentheses identifies it as the party reviewing the case, as opposed to being a party to the action.

b. Director's Report – Patricia Parham

Ms. Parham reported she had presented the Commission's Annual Report at the last board meeting. She reviewed the Positions Filled & Pending Report and the Current Recruitments Report. She advised there are few current recruitments, but many positions are being filled, with ten pending and fifteen having been filled.

Ms. Parham gave a lengthy demonstration of the new online classified employment application. An outside consultant was hired to work with Information Technology staff to create the application, which has been up and running for approximately two weeks. She said she plans to again demonstrate the on-line application at the next meeting of the Board of Trustees.

Ms. Parham advised a committee has been formed to revise and rewrite the Personnel Commission Rules and Regulations. The committee is made up of representatives from the Human Resources Department, Classified Management, Classified Supervisors, Classified Confidential, and SEIU. The first meeting of the committee was held on February 19, and four additional meetings have been scheduled. The goal of the committee is to revise the handbook section by section, presenting each completed section to the commission. There was a discussion of the approval process and Ms. Parham asked for any suggestions, which she would carry back to the committee.

c. Commissioners' Report

Mr. King reported on the CSPCA conference he attended in San Jose in January. He said it was a great learning experience, worth his time, and helped to put things in context for him. He said he will go through the material he received and distribute copies to the other commissioners.

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the updated report of Professional Experts, reflecting those hired since the freeze was lifted in November 2001.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

Food Services Receiving Clerk (8-114)

Recommended Classified Salary Schedule #160 (\$1,930-\$2,659/mo)

Ms. Parham gave an overview of the position and its creation. There was a discussion of the comparison between this position and the Food Service Assistant I. Mr. King expressed concern about overspecialization of an entry-level position and said he felt flexibility is lost through specialization. After much discussion, Barbara Harison made a motion to not approve the proposed classification but, instead, redevelop the Food Services Assistant I classification to incorporate the proposed new duties. The motion was approved with Mr. Grey voting against it.

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

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

15–18. Listed as appropriate.

None

19. OTHER

Reinstatement of Classification (19-143)

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously reinstated the International Trade Specialist position.

20. PUBLIC COMMENTS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission will be Thursday, March 21, 2002, at 7:00 p.m. The commissioners were given Conflict of Interest forms and agreed they will complete and return them to Patricia Olson by the next Personnel Commission meeting.

22. ADJOURNMENT

Mr. King adjourned the meeting at 8:31 p.m.