

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
July 18, 2002
MINUTES**

**THREE HUNDRED AND
FORTY-SIXTH MEETING**

The three hundred and forty-sixth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, July 18, 2002.

1. CALL TO ORDER

Chairman James King called the meeting to order at 7:05 p.m.

2. ROLL CALL

Commissioners James King, Tony Grey, and Barbara Harison 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

Mr. Greg Cross, SEIU Local 535, said he was in attendance to answer any questions about Item #11, proposed revisions to the Personnel Commission Rules, and would prefer to address the Commission at that time.

4. APPROVAL OF MINUTES

On motion by Mr. Grey, seconded by Ms. Harison, the minutes of the June 20, 2002 meeting of the Personnel Commission were unanimously approved. (4-66)

5. CORRESPONDENCE

None

6. REPORTS

a. Board of Trustees Meeting

Ms. Parham reported that Mr. Bill Studt, Vice Chancellor of Human Resources, was unable to attend the meeting tonight.

b. Director's Report – Patricia Parham

Ms. Parham reviewed the Positions Filled & Pending Report and the Current Recruitment Report. She reported the District has announced a hiring freeze and the Commissioners discussed the conditions of the freeze and the possibility of extending any eligibility lists which are frozen as a result of the hiring freeze. She further reported there is a travel moratorium in place.

c. Commissioners' Report

The commissioners asked about the present status of the two classified employees involved in disciplinary appeals. Mr. Cross reported the employee who appealed his dismissal recently contacted him, as his union representative, and told him his case against the District has been settled. Patricia Parham advised she is awaiting the decision of the arbitrator in the appeal of the employee who was suspended for thirty days. Mr. Cross said additional time was granted for the briefs.

Mr. Grey asked about the possibility of attending the annual SPCA/Northern California Conference in Monterey in October. Following a discussion of the travel moratorium, Ms. Parham said she would put in a request to Deputy Chancellor Gregoryk.

Mr. Grey also asked about the search for his replacement. Ms. Parham said she would write a letter to the trustees reminding them it is their turn to select the incoming commissioner.

7. OLD BUSINESS

Professional Experts

Mr. King discussed the possibility of reopening discussions on the Professional Experts. In his conversations with Dr. Nagel, he has been led to believe the trustees are willing to reexamine the current policy. Mr. King said he believes this is an issue which "is not going to go away," and the Commission "needs to develop strategies that work." He reiterated his belief that the Commission should be reviewing each request.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

Box Office Assistant (8-115)

Ms. Parham advised that Moorpark College plans to hire a part-time employee in this classification. After discussion, the commissioners agreed to include a knowledge of web browsers and an ability to make change and handle cash in the requirements. Subject to those changes, and on motion by Ms. Harison, seconded by Mr. Grey, the commissioners unanimously approved the new classification specification.

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

a. Financial Aid Specialist (9-85)

Ms. Parham explained the lengthy process to effect a study of the classifications in the college Financial Aid Departments. After discussion, the commissioners

agreed to combine two abilities to read: *Operate a calculator, copier, typewriter, computer and assigned software.* On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the classification specification as amended and the new salary schedule.

b. Financial Aid Technician (9-86)

The commissioners discussed at length the change in duties, and the term “public service.” They agreed to eliminate the adjectives “*difficult and technical*” and “*complete and concise,*” and the word “*programmable*” where it precedes “*calculator,*” and the sentence, “*Maintain complete and concise reports, records and files,*” under Ability To. They retained the word “*computer*” in the Ability To “*Operate a calculator, computer, copier and typewriter.*” They added the words, “*related college level*” and “*public/social environment*” to Education and Experience. Mr. Grey made a motion to approve the revised classification specification subject to the proposed amendments. Barbara Harison seconded the motion and the commissioners unanimously approved the revised specification.

c. Instructional Data Specialist (9-87)

The commissioners agreed to the following changes in the proposed revised classification specification: deletion of the word “*systematically*” following “*Plan and organize work*” under Ability To; change “*computer information systems*” to “*database applications*” under Education and Experience. Ms. Harison made a motion to approve the revised classification specification subject to those changes. Mr. Grey seconded the motion and the revised specification was unanimously approved.

10. RECLASSIFICATION

- a. From Financial Aid Specialist (#240)
to revised Financial Aid Specialist (#250) (10-69)
- Janeen Beard – Ventura College
 - Gerri Cantu – Ventura College
 - Kathy Cline – Oxnard College
 - Maria Ruth Cervantes – Oxnard College
 - Teresa Hernandez – Moorpark College
 - Catherine Naef – Moorpark College

- b. From Student Services Asst. II (#210)
to Financial Aid Technician (revised #220) (10-70)
Veronica Avina-Carlton – Oxnard College
Maria Cardona – Moorpark College
Eva Gallardo – Ventura College
Rita McKinney – Ventura College
Denise Padilla – Oxnard College
Graciela Sanchez - Moorpark College

- c. Alma Rodriguez – Ventura College (10-71)
From Clerical Assistant II (#190)
to Financial Aid Technician (revised #220)

- d. From Instructional Data Technician (#240)
To Instructional Data Specialist (#250) (10-72)
Melinda Bailey – Moorpark College
Peggy Joe Hughes – Ventura College
Monica Zavala – Oxnard College

After review and discussion, and on motion by Mr. Grey, seconded by Ms. Harison, all of the reclassifications were unanimously approved.

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

Mr. Cross addressed the Commission, saying he was present as a representative of the Classified Rules Committee and would be happy to answer any questions the commissioners might have. The commissioners reviewed the material presented and suggested minor changes. They expressed concern over Section 115, which deals with Professional Experts, and the fact that it is a Personnel Commission rule which they are unable to enforce. Ms. Parham advised the committee is now working on Section 220 of the classified rules.

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

2002-2003 Budget

Ms. Parham reported the Commission has received a request from Sue Johnson, Assistant Vice Chancellor of Business Services & Financial Management, to cut their budget. There was a very lengthy discussion of that request and its impact on the Commission and the Commission staff. The commissioners emphasized that (1) the present budget was previously discussed and approved in an announced public hearing; (2) the District management staff does not have the authority to alter the Commission's budget; (3) the Commission had previously indicated they were reducing their advertising budget; and (4) the Commission does not roll its ending balance forward, as does the District. The commissioners expressed concern that the Commission has been put in an unfair position. The commissioners asked Ms. Parham for her recommendation and she said she felt the Commission should go along with the proposed budget cuts in *Advertising*, remove the *New Equipment* money, and reduce the *Equipment Replacement* budget.

Following the discussion, Mr. Grey made a motion to reduce the *Advertising* line item to \$40,000, eliminate the line item amounts for *Office Furniture* and *Office Equipment*, reduce the *Equipment Replacement* line item to \$1,000, and write a letter to Ms. Johnson expressing the Commission's expectation of assistance should additional funds be necessary for advertising. Ms. Harison seconded the motion and the Commission unanimously approved the changes to the 2002-2003 Budget.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission will be Thursday, August 15, 2002, at 7:00 p.m.

22. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. Grey, Mr. King adjourned the meeting at 9:32 p.m.