

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
August 15, 2002  
MINUTES**

**THREE HUNDRED AND  
FORTY-SEVENTH MEETING**

The three hundred and forty-seventh meeting of the Ventura County Community College District Personnel Commission was held on Thursday, August 15, 2002.

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Commissioners James King and Barbara Harison were present at the meeting; Tony Grey was absent. Patricia Parham, Director of Personnel and Secretary of the Personnel Commission, was also in attendance.

**3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS**

None

**4. APPROVAL OF MINUTES**

On motion by Ms. Harison, seconded by Mr. King, the minutes of the July 18, 2002 meeting of the Personnel Commission were unanimously approved. (4-67)

**5. CORRESPONDENCE**

None

**6. REPORTS**

a. Board of Trustees Meeting – Bill Studt

Mr. Studt, Vice Chancellor of Human Resources, provided an update of actions from the most recent board meeting. He reported that Dr. Walker, Acting Chancellor, has brought a new air of confidence to the District. He said the board has retained the services of outside counsel to advise them and to look into current allegations and make recommendations regarding possible options. Mr. Studt discussed the construction projects for which the board has awarded bids. He reported he has been meeting with the construction sub-committee, and that an oversight committee has been formed, procedures established, and a construction management company is being hired. There was a discussion of the funding of staff for the bond projects.

b. Director's Report – Patricia Parham

Ms. Parham advised the hearing officer on the outstanding appeal has notified her he will mail his recommendation by the middle of next week. She reported that Deputy Chancellor Gregoryk had asked that, in the light of current budget constraints, Mr. Grey not attend the SPCA/Northern California Conference in October. She further reported she had written to Sue Johnson, Assistant Vice Chancellor of Business Services & Financial Management, regarding the Commission's willingness to further reduce their annual budget.

Ms. Parham then reviewed the Positions Filled & Pending Report and the Current Recruitment Report, reporting that names were certified for eleven positions and six positions were filled during the past month. In response to questioning from Mr. King, she discussed what happens when a position is frozen, and the steps taken following an "unsuccessful recruitment." She said that such a recruitment might lead to a closer look at the criteria or the pay scale for the position.

c. Commissioners' Report

Mr. King reported he had spoken with Trustee Nagel regarding the Professional Expert issue and will speak with him again on Wednesday following the Board meeting. Hopefully, a meeting can be scheduled for the commissioners to share their concerns with the board.

**7. OLD BUSINESS**

Professional Experts

An updated list of professional experts was distributed and Mr. King questioned the fact that some experts are holding more than one position. Ms. Parham said she would be meeting with Mr. Studt to discuss the issue and will advise Mr. King following that meeting.

**8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS**

- a. Instructional Lab Technician (8-116)
- b. Maintenance Worker/Warehouse Operator (8-117)
- c. Graphics Data Technician (8-118)

Ms. Parham advised that the Instructional Lab Technician is a new classification, and the other two classifications were proposed by the Classification Review Committee. There

was a discussion of the origination of the Maintenance Worker/Warehouse Operator. Mr. King expressed concern that the duties do not seem to be supported by the minimum qualifications, and also voiced concern about liability to the District. It was agreed to ask the manager to make minor revisions to the duties.

After the discussion, and on motion by Ms. Harison, seconded by Mr. King, the commissioners unanimously approved the specifications for Instructional Lab Technician and Graphics Data Technician. Ms. Harison made a motion to approve the Maintenance Worker/Warehouse Operator on the condition that the scope of duties be narrowed to reflect the need to perform “*minor*” tasks in electrical work, carpentry, plumbing and painting, and part of the Basic Function be changed to “drive a District vehicle to *provide* delivery *services*.” Mr. King seconded the motion and the commissioners unanimously approved the classification, subject to the specified revisions.

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

None

**10. RECLASSIFICATION**

- a. Robert Hott – District Service Center (10-73)  
From Maintenance Worker/Courier (#205)  
To Maintenance Worker/Warehouse Operator (#230)
- b. Christina Garcia – Ventura College (10-74)  
From Clerical/Data Technician (#230)  
To Graphics Data Technician (#230)

After review and discussion, on motion by Ms. Harison, seconded by Mr. King, both reclassifications were unanimously approved.

**11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES**

None

**12. ABOLISHMENT OF CLASSIFICATIONS**

- a. Maintenance Worker/Courier (12-16)
- b. Financial Services Assistant (12-17)
- c. Financial Aid Technical Assistant (12-18)
- d. Student Support Services Aide/Financial Aid (12-19)
- e. Clerical/Data Technician (12-20)

Ms. Parham explained that the Financial Services Assistant, the Financial Aid Technical Assistant, and the Student Support Services Aide/Financial Aid abolishments are a result of the District-wide Financial Aid Department reclassification. Following discussion, Ms. Harison made a motion to approve the abolishment of the five classifications. Mr. King seconded the motion and the classifications were unanimously abolished.

**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 REGARDING NON-AGENDA ITEMS**

None

**21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

After discussion, it was agreed to hold the next meeting of the Personnel Commission on Thursday, September 12, 2002, at 7:00 p.m.

**22. ADJOURNMENT**

On motion by Ms. Harison, seconded by Mr. King, the meeting was adjourned at 7:55 p.m.