

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
December 12, 2000  
MINUTES**

**THREE HUNDRED AND  
THIRTIETH MEETING**

The three hundred and thirtieth meeting of the Ventura County Community College District Personnel Commission was held on Tuesday, December 12, 2000.

**1. CALL TO ORDER**

Mr. Saynay called the meeting to order at 7:03 p.m.

**2. ROLL CALL**

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

The Oath of Office was administered to Mr. King by Ms. Parham, who welcomed him as a new commissioner.

**3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS**

None

**4. APPROVAL OF MINUTES**

Ms. Parham noted that, with the departure of Harrison, and because Mr. Grey was absent from the November 21, 2000 meeting, there was not a quorum present to approve the minutes of that meeting. The commissioners unanimously agreed to accept and file the minutes of the meeting of November 21, 2000. (4-49)

**5. CORRESPONDENCE**

Ms. Parham reported the commission had received confirmation of Chancellor Nussbaum's appointment of James L. King, Personnel Commissioner, for a three year term beginning December 1, 2000 through November 30, 2003.

**6. REPORTS**

a. Board of Trustees Meeting – Irene Pinkard

Dr. Pinkard reported a new President, Robert Gonzales, was elected at the meeting. Norman Nagel was elected Vice President, and new trustee, Arturo Hernandez, was installed. She also reported the trustees had approved the selection of James King as new Personnel Commissioner.

b. Director's Report -- Patricia Parham

Ms. Parham reviewed the updated monthly recruitment list, which reflects nine open recruitments and twelve in the testing process. Since the last report, commission staff has certified eighteen additional positions. She reported staff is working hard to achieve the goal of certifying all positions on the list as of the last meeting.

Ms. Parham advised the website has already been updated to reflect the name of the new commissioner.

A summary report on the commission budget was distributed, and Ms. Parham reviewed the quarterly figures, which reflect disbursements of \$29,027 in operating costs and \$25,252 in uncommitted funds.

Ms. Parham advised the District Service Center will be closed for the holidays from December 22, 2000 through January 1, 2001.

Mr. Grey asked about information the commissioners had previously requested regarding the number of new classifications. Ms. Parham said the requested information was distributed at the last meeting when Mr. Grey was absent.

c. Commissioners' Report  
None

7. OLD BUSINESS

a. Appointment of legal counsel for Personnel Commission (7-64)

Mr. Grey reported on the selection process for legal counsel, giving a timeline and summary of the entire process. He explained it was felt the commission should have counsel independent of the district because of past questions and conflicts. Mr. Grey said he was recommending Musick Peeler & Garrett based on their experience, availability and cost. The commission would work with Mr. Stuart Rudnick, who has extensive experience and knowledge of the Merit System and the Education Code. He has represented other community college districts and has served our district in the past.

The firm would be retained effective January 1, 2001 and has guaranteed their proposed fee up to January 2002. The commissioners discussed the services the firm will provide. Ms. Parham explained the firm will be on call, absent a conflict of interest. In response to questioning, Ms. Parham reported on the provisions of the Education Code.

On motion by Mr. Grey, seconded by Mr. Saynay, the commissioners unanimously agreed to retain the firm of Musick Peeler and Garrett and to give Ms. Parham authority to sign the agreement. She said letters would be sent to the other respondents advising of the decision.

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

- a. Foster Care Project Specialist (8-99)  
Recommended Classified Salary Schedule #285 (\$3,584-\$4,940/mo)

Ms. Parham explained to Mr. King, the new commissioner, the process of creating and approving a new classification specification. On motion by Mr. Grey, seconded by Mr. King, the new proposed classification specification was unanimously approved.

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

- a. Community Services and Civic Center Supervisor (9-71)  
Recommended Supervisors Salary Schedule #290 (\$3,685-\$5,120/mo)

Ms. Parham explained this is a reinstatement of a classification, with revisions to the job description and a change in salary placement. She provided a matrix reflecting the supervisor classifications for the commissioners' use. The commissioners agreed with Mr. King's observation that the last word in paragraph 5 on page 2 should be changed from the singular to "instructors." On motion by Mr. King, seconded by Mr. Gray, the proposed revisions and salary range were unanimously approved.

**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**

- a. Voluntary Demotion – Maureen Solheim (19-128)  
From Administrative Aide II (SS#230) – Moorpark College  
to Clerical Assistant II (SS#200) – Moorpark College

There was a brief discussion of the grounds for the request and Ms. Parham assured the directors that everything has been properly addressed and the district Risk Manager or workers' compensation representative are qualified to look into any issues of a hostile work environment. On motion by Mr. Grey, seconded by Mr. King, the commissioners unanimously approved the voluntary demotion.

- b. Election of new Chair/Traditional Rotation – Tony Grey (19-129)

Mr. Saynay expressed appreciation to Ms. Parham and her staff. He gave a brief overview of the past year, and mentioned the matrix that resulted from ongoing discussions between the board and the Personnel Commission. He stated he feels confident the commission will achieve even more under Mr. Grey's leadership, and then turned the gavel over to Mr. Grey.

Mr. Grey thanked Mr. Saynay for serving through the past year, and welcomed Mr. King to the commission. He expressed his appreciation to Barbara Harison and noted her ability to ably express the feelings and views of the commission. He asked that a letter expressing the appreciation of the commission be sent to her.

**20. PUBLIC COMMENTS**

Dave Thomas thanked the commissioners and wished them a happy holiday and new year.

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

After discussion, it was agreed to reschedule the next Personnel Commission meeting to January 25 at 7:00 p.m.

**22. ADJOURNMENT**

Mr. Grey adjourned the meeting at 7:51 p.m.