

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
January 20, 2000  
MINUTES**

**THREE HUNDRED AND  
NINETEENTH MEETING**

The three hundred and nineteenth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, January 20, 2000.

**1. CALL TO ORDER**

Ms. Harison called to order the first meeting of the year 2000.

**2. ROLL CALL**

Commissioners Barbara Harison, Tony Grey, and Robert Saynay were present. Patricia Parham, Director of Human Resources and Secretary of the Personnel Commission, was also present.

**3. APPROVAL OF MINUTES**

On motion by Mr. Grey, seconded by Mr. Saynay, the commissioners unanimously approved the minutes of the November 30, 1999 Joint Special Meeting with the Board of Trustees. (3-104)

On motion by Mr. Saynay, seconded by Mr. Grey, the commissioners unanimously approved the minutes of the December 16, 2000 Personnel Commission meeting. (3-105)

**4. CORRESPONDENCE**

a. Approval of Tony Grey Reappointment

Ms. Harison advised that official approval of Mr. Grey's reappointment has been received from the State Chancellor's Office.

**5. REPORTS**

a. California School Personnel Commissioners Association

Ms. Harison reported on a conference she attended in San Jose, with about 300 people in attendance. She found the sessions on *How to Conduct an Evidentiary Hearing* and *Reputation Management and Strategic Communications* to be of particular interest and very helpful. She asked that the material she received at the conference be copied for the other commissioners.

b. Board of Trustees Meeting – Marion Boenheim

Dr. Boenheim distributed copies of the board meeting schedule and reported the trustees were pleased to receive copies of the organization charts which had been initiated by the commissioners. She also distributed copies of the reading of the proposed addition to the Governing Board Policy Manual which relates to the policy for filling vacancies on the Personnel Commission. Proposed new policy is that each year there will be an open search for the Personnel Commissioner.

She reported a number of sabbaticals were approved at the meeting and there was a discussion of that process. Ms. Harison asked about the Futures Forum and Dr. Boenheim reported it is going very well. There are separate teams looking at different issues, one of them being the hiring process. She said that, at some point, the commissioners may be asked if they want to join in that process. There was a lengthy discussion of hiring issues.

**6. OLD BUSINESS**

None

**7. REQUEST FOR LONG-TERM LEAVE**

a. Approval of revision to Agenda (7-55)

Ms. Parham explained the requirement for approval of the addition of an item to the Agenda. According to the Brown Act, such a revision requires approval of the commission by a two-thirds vote. On motion by Mr. Grey, seconded by Mr. Saynay, the commissioners unanimously approved the addition of a Request for Long-Term Leave, necessitated by the timing of the leave.

b. Vicki Matakiewicz (7-55)

Ms. Matakiewicz requested a leave from January 11, 2000 to May 31, 2000 and was present at the meeting to address the issue. Ms. Matakiewicz reported she has been an employee at Oxnard College for nineteen years. She suffered a knee injury and is retraining in office skills, in the hope she will then be able to take a voluntary demotion into another position with the district. She will finish her classes on April 7 and wants to obtain a leave in order to keep her status in the district, so that she will then be entitled to request a voluntary demotion. Ms. Parham explained that, if she no longer has a status within the district, she cannot request that demotion.

On motion by Tony Grey, seconded by Robert Saynay, the commissioners unanimously agreed to modify the request and grant long-term leave through March 31, 2000.

The commissioners questioned the term "women development agencies" in the Representative Duties and Ms. Parham said she would inquire as to the intent. After discussion, the commissioners agreed to eliminate the requirement of *plus 5 years of related experience* from the Education and Experience. They also agreed to maintain the current salary range of 285. Subject to these changes, and on motion by Mr. Grey, seconded by Mr. Saynay, the commissioners unanimously agreed to approve the revised job specification.

**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.**

**19. OTHER**

- a. Voluntary Demotion – Glenda Plisky, effective January 4, 2000 (12-112)  
From Administrative Asst. II/Ventura College to Clerical Asst. III/Ventura College

On motion by Mr. Grey, seconded by Mr. Saynay, the commissioners unanimously approved the voluntary demotion.

**20. PUBLIC COMMENTS**

None

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

The next regularly scheduled meeting will be held Thursday, February 17, 2000, at 7:00 p.m. in the District Conference Room.

**22. ADJOURNMENT**