

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
August 18, 2005
MINUTES**

**THREE HUNDRED AND
SEVENTY-EIGHTH MEETING**

The three hundred and seventy-eighth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, August 18, 2005.

1. CALL TO ORDER

Chairman David Gonzales called the meeting of the Personnel Commission to order.

2. ROLL CALL

Commissioners David Gonzales, Barbara Harison, and Ray Pizarro were in attendance. Also present were Patricia Parham, Associate Vice Chancellor of Human Resources and Secretary of the Personnel Commission, and Alicia Thier, Supervisor of Employment and Personnel.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

Ms. Harison noted that in Item #6.d. the third line of the first paragraph should state "more *external* people," rather than "internal." Mr. Pizarro made a motion to approve the minutes subject to that change. The motion was seconded by Ms. Harison and the minutes of the July 21, 2005 meeting of the Personnel Commission were unanimously approved. (4-97)

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report
None

B. Board of Trustees Meeting
None

C. Director's Report – Patricia Parham

Ms. Parham reviewed the *Positions Filled & Pending Report*, with seven positions filled and one position which has been certified and is pending selection. She reported there are thirteen recruitments on the *Current Recruitments Report*. The commissioners reviewed the reports and noted the increased use of the web to submit applications.

Ms. Parham advised the Commission's annual report had been distributed to all classified employees.

D. Commissioners' Reports

Mr. Pizarro spoke of correspondence sent to the commissioners from the commissioners' association regarding nomination of an individual for special recognition. After discussion, the commissioners agreed to check the deadline and consider the nomination of Ms. Parham.

7. OLD BUSINESS

A. Professional Experts

There were no additions or deletions to the report this month.

B. Discussion of Increased Visibility of Commission

The commissioners were given an outline of proposed dates to visit the campuses for the purpose of holding the monthly Commission meeting. After discussion, the commissioners agreed to hold the meetings at Ventura College in September, Oxnard College in October, and Moorpark College in November. The meetings will be held at 5:00 p.m. so employees can more easily attend, and employees will be notified of the meetings by email prior to publication of each agenda. It was agreed to have a particular topic of discussion at each of the three meetings, with the subject of reclassification being discussed at the September meeting, and additional topics selected at that time.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

A. Scholarship Technician (8-135)

Ms. Parham requested this item be pulled from the agenda and the commissioners agreed.

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

**A. Community College Police Officer I (9-109)
From Classified Salary Range #250 to #275**

**B. Community College Police Officer II - Sergeant (9-110)
From Classified Salary Range #270 to #295**

**C. Community College Police Lieutenant/Supervisor (9-111)
From Classified Supervisors Salary Range #305 to #315**

Ms. Parham advised the proposed salary range for Item 9.C. was incorrect on the agenda and should be \$4,671-\$6,475.

Ms. Thier presented justification for the proposed changes in the salary ranges, sharing information she gathered in a comparison survey of local police departments and other community colleges and universities. Ms. Parham explained that, while we're a different environment and cannot be compared with the local communities, our officers must be P.O.S.T. certified and go through the same training, and we compete with these local agencies for officers. Ms. Thier said it should be noted the district has had serious recruitment and retention challenges with these particular positions and it is hoped that raising the salary range will help to increase the pool and the number of qualified candidates.

There was a discussion of the requirement for an Intermediate Certificate, which is not required of an applicant for Lieutenant. There was also a discussion of the bilingual requirement and its inclusion in a specification. Ms. Parham advised it is not required to be included in a specification, although it may be a requirement for a particular position.

The commissioners discussed the differences between the specifications for Lieutenant and Administrative Lieutenant. Ms. Parham said the change in the salary schedule for the Administrative Lieutenant classification was intended to be recommended with the other police positions, but will be presented at the September Commission meeting. She would like to present the change, pending Commission action, at the September 13 meeting of the Board of Trustees.

After a lengthy discussion, Mr. Pizarro made a motion to approve the proposed revisions in salary range for the Community College Police Officer I, the Community College Police Officer II, and the Community College Police Lieutenant, with the stipulation that the lieutenant classification be identified as Lieutenant/Supervisor. Included in the motion was the commissioners' support of the recommendation to the Board of Trustees that the salary range for the Administrative Lieutenant classification be revised from Classified Supervisors Salary Range #305 to #315. Ms. Harison seconded the motion and the vote was unanimous.

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

None

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission will be Thursday, September 15, 2005, at 5:00 p.m. at Ventura College.

22. ADJOURNMENT

Mr. Gonzales adjourned the meeting of the Personnel Commission.