

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
August 16, 2007
MINUTES**

**THREE HUNDRED AND
NINETY-SIXTH MEETING**

The three hundred and ninety-sixth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, August 16, 2007.

1. CALL TO ORDER

Chairman James King called the meeting of the Personnel Commission to order at 7:00 p.m. It was noted the meeting agenda incorrectly reflects a meeting date of August 26, 2007. It was agreed that all actions will be listed again for ratification on the September agenda.

2. ROLL CALL

Commissioners James King, Barbara Harison, and David Gonzales were in attendance. Also present was Patricia Parham, Associate Vice Chancellor of Human Resources and Secretary of the Personnel Commission.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Ms. Harison, seconded by Mr. Gonzales, the Commission unanimously approved the minutes of the July 19, 2007 meeting of the Personnel Commission. (4-117)

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report

None

B. Board of Trustees Meeting

Ms. Parham advised the monthly meeting of the Board of Trustees has been scheduled for August 28, 2007.

C. Ms. Parham reviewed the monthly *Current Recruitment Report*, reflecting five open and twenty-three closed recruitments, and the *Positions Filled and Pending Report*, reflecting fifteen positions filled and five positions pending selection. She advised she will give a complete ORAP report next month.

She reported that recruitments are closed for the Human Resources Analyst and the Lead Employment Specialist positions and she hopes to make a decision and have the names on the August board agenda. Ten applications were received for

the position of Director of Employment/Personnel Commission and she said they will be screened in the next several days. The commissioners agreed they want to interview the final candidates and discussed the process and the questions to be asked.

Ms. Parham requested the commissioners change the date of the October meeting of the Personnel Commission from the third Thursday because she plans to attend the annual ACHRO conference.

D. Commissioners' Reports

Mr. King said Ms. Parham was to be commended for her performance at the Merit Academy in Oceanside this month. He reported having lunch with the chancellor, who asked him to share his appreciation for the work of the commission. The chancellor also said he felt the meeting last year between the board and the commission was helpful and it may be a good idea to have another joint meeting. Mr. King agreed to contact Trustee Miller and schedule another joint meeting date.

A. Instructional Lab Technician I – Emergency Medical Technician (9-118)
Proposed Classified Salary Range of #230

B. Instructional Lab Technician II – Paramedic (9-119)
Proposed Classified Salary Range of #250

Ms. Parham advised these two current Instructional Assistant classifications are currently on range #220. She asked the commissioners to also approve the flexibility of hiring Limited Term/Provisionals in these classifications up to Step 3. Mr. King identified two minor changes to both specifications under *Knowledge Of*: removing the first word "Basic" from the second knowledge, and changing "Computer skills" to "Computer applications" in the seventh knowledge. On motion by Mr. Gonzales and seconded by Ms. Harison, the two revised classifications were unanimously approved, subject to the two revisions, at the recommended salary ranges. On motion by Ms. Harison, seconded by Mr. Gonzales, they also unanimously agreed to make an exception and grant flexibility to hire Limited Term/Provisionals up to Step 3 of the approved salary ranges.

C. Telecommunications Engineer (9-120)

The commissioners agreed to delete "xDSL" in the third of the *Representative Duties* and in the next-to-the last *Knowledge*. On motion by Ms. Harison, seconded by Mr. Gonzales, the commissioners unanimously approved the revised classification specification, subject to those two changes.

D. Zoo Operations Assistant (9-121)

Ms. Parham advised the structure of the department has changed and the duties of this classification have been updated. On motion by Mr. Gonzales, seconded by Ms. Harison, the revised classification was unanimously approved by the commissioners.

7. **OLD BUSINESS**
None
8. **APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE**
None
9. **APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS/SALARY RANGE**
None
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**

Vice President of Business Services (19-204)
Designation as Senior Administrative Position

Ms. Parham discussed the position of Vice President of Business Services. The commissioners reviewed Education Code §88091 and, on motion by Mr. Gonzales and seconded by Ms. Harison, unanimously designated the Vice President of Business Services as a senior administrative position.
20. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**
None
21. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next regular meeting of the Personnel Commission is Thursday, September 20, 2007, at 12:00 noon. At 1:00 p.m., following the regular meeting, there will be a special meeting for a Disciplinary Action Appeal Hearing. Both meetings will be held in the Multipurpose Room at the District Administrative Center, 255 West Stanley Avenue, Suite 150, in Ventura.

The commissioners agreed to hold interviews for the Director of Employment/Personnel Commission in closed session on September 13, 2007, at 5:00 p.m. at a location to be determined.

22. ADJOURNMENT

On motion by Ms. Harison and seconded by Mr. Gonzales, the meeting of the Personnel Commission was adjourned at 8:16 p.m. by Mr. King.