

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
February 15, 2007
MINUTES**

**THREE HUNDRED AND
NINETY-SECOND MEETING**

The three hundred and ninety-second meeting of the Ventura County Community College District Personnel Commission was held on Thursday, February 15, 2007.

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

Mr. King noted one error in the minutes... The second line of item #7 should read, "...approve the minutes of the November 21, 2006 *meeting* of the..." Subject to that change, the minutes were unanimously approved on motion by Ms. Harison, seconded by Mr. Gonzales. (4-113)

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report
None

B. Board of Trustees Meeting

Ms. Parham reported that Dr. Richard Durán, the new president of Oxnard College, was introduced at the meeting and will begin work on March 1, 2007. Several new management positions were approved by the trustees. Ms. Parham advised she provided a presentation on ORAP, the new online requisition and application software, to the trustees.

C. Director's Report

Ms. Parham gave the commissioners a demonstration of ORAP and explained the many benefits and capabilities of the program. Mr. Burris talked about the success experienced with the new system during the first two weeks of operation. He feels it will open up many opportunities because of the ease in applying. There was a lengthy discussion of the entire process and the benefits. Mr. King requested a comparison of the number of applicants under the old system and the new, and Ms. Parham said she will report back to the commissioners when she has the numbers.

Mr. Burris reviewed the *Positions Filled & Pending Report*, reflecting 7 positions filled and 8 positions pending selection. He also presented a report with data for ORAP through February 13, 2007.

D. Commissioners' Reports

There was a brief discussion of the CSPCA Academy planned for Costa Mesa.

7. **OLD BUSINESS**

None

8. **APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE**

Director of Facilities, Maintenance and Operations (8-148)

Ms. Parham explained this new proposed classification is a result of a classification study at Moorpark College. She said facility construction is the main issue and the justification for this classification being created. The incumbent will represent all users on campus and the classification does not relate to the bond construction issue. Knowledge of local laws is imperative, but the commissioners agreed the specification should reflect that a contractor's license is preferred rather than required. They also agreed to change the ninth ability to read: "Maintain knowledge of technological advances in field of *construction and* facility maintenance."

Mr. Gonzales made a motion to approve the new classification, subject to the two amendments to the specification, at the recommended management salary range of #140. Ms. Harison seconded the motion and the commissioners unanimously approved the new classification and salary range.

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

Assistant College Trainer (9-116)

Ms. Parham discussed the concern of the campuses in not getting qualified applicants and so they have requested that additional experience be required. On motion by Mr. Gonzales, seconded by Ms. Harison, the commissioners unanimously approved the proposed revisions to the classification specification.

10. RECLASSIFICATION

John Sinutko (10-85)
From Director of Maintenance and Operations
to Director of Facilities, Maintenance and Operations

Ms. Parham explained the reclassification process for a management position. After discussion, Ms. Harison made a motion to approve Mr. Sinutko's reclassification. Mr. Gonzales seconded the motion and the reclassification was unanimously approved.

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

Following a discussion of other meeting locations, it was agreed the next regular meeting of the Personnel Commission will be Thursday, March 15, at 7:00 p.m. at the District Administrative Center.

22. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Ms. Harison, the meeting of the Personnel Commission was adjourned at 8:07 p.m. by Mr. King.