

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
July 21, 2005
MINUTES**

THREE HUNDRED AND SEVENTY-SEVENTH MEETING

The three hundred and seventy-seventh meeting of the Ventura County Community College District Personnel Commission was held on Thursday, July 21, 2005.

1. CALL TO ORDER

Chairman David Gonzales called the meeting of the Personnel Commission to order at 7:04 p.m.

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

On motion by Ms. Harison, seconded by Mr. Pizarro, the minutes of the June 16, 2005 meeting of the Personnel Commission were unanimously approved. (4-96)

5. CORRESPONDENCE

None

6. REPORTS

a. Classified Employee Representative(s) Report
None

b. Board of Trustees Meeting

Ms. Parham advised the trustees plan to ratify the new agreement with SEIU at their next meeting.

c. Director's Report – Patricia Parham

Ms. Parham reviewed the *Positions Filled & Pending Report*, with two positions filled and six positions pending selection, and the *Current Recruitments Report*, reflecting seven active recruitments.

d. Commissioners' Reports

Ms. Harison and Mr. Gonzales reported they attended the first outreach meeting held by VCCCD. While both believed the content of the meeting was interesting, they expected more people to attend—especially more external people. A follow-up meeting is scheduled for next week.

There was a lengthy discussion of increasing the visibility of the Commission, and what more can be done to increase interest in the Commission and its role in the merit system. Ms. Parham suggested the commissioners consider going to one of the sites, which led to consideration of scheduling a regular monthly meeting at each of the campuses. The commissioners considered how best to encourage classified employees to attend the meetings and how to publicize them. Ms. Parham said she would prepare a calendar for the commissioners and suggest dates and topics at the next meeting.

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the July report, with five names added and eighty-eight deletions.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

a. Student Health Center Assistant II (8-133)

Ms. Parham explained the justification for this new classification. Ms. Thier then discussed the training required for the Student Health Center Assistants and explained the salary ranges for this classification and that of the Assistant I classification. The commissioners questioned the distinguishing characteristics of the two classifications and it was agreed to make changes consisting of switching the order of the *Distinguishing Characteristics* to first reflect those of the Assistant II. It was also agreed to move the tenth representative duty to the *Ability To* section, as well as adding “/keyboard” after the word “type” in that same section.

The commissioners discussed the justification for such a high salary range for these classifications when compared to other colleges. Ms. Parham explained the district's internal salary structure, and the fact that the original classification specification for Student Health Center Assistant was written many years ago and included general back office duties which now require certification.

On motion by Mr. Pizarro, seconded by Ms. Harison, the commissioners unanimously approved the new Student Health Center Assistant II classification specification at a salary range of #220, subject to the identified changes to the specification.

- b. Student Services Specialist/Re-Entry and Women's Center (8-134)

Ms. Parham said the Center is an issue the Board of Trustees has been discussing, and that it was never intended to eliminate--but rather to reduce--services. Ms. Thier has been working with the President of Ventura College in an effort to determine how to better organize the Center. Ms. Thier discussed justification for a salary placement at #250, and explained the duties of this classification which, in the past, have been an extra assignment for academic employees. The commissioners agreed it is a position which should be classified.

On motion by Ms. Harison, seconded by Mr. Pizarro, the commissioners unanimously approved the new classification.

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

Student Health Center Assistant I (9-108)

On motion by Mr. Pizarro, seconded by Ms. Harison, the commissioners unanimously agreed to approve the proposed revisions to the classification, subject to the following changes: Moving the tenth representative duty to the *Ability To* section, and adding "/keyboard" after the word "type" in that same section.

10. RECLASSIFICATION

None

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

None

12. ABOLISHMENT OF CLASSIFICATIONS

- a. Director of College Budgets (12-28)
- b. Director of Governmental & Public Affairs (12-29)
- c. Liaison for International Students (12-30)

Ms. Parham explained these three classifications have remained on the salary schedule, but are no longer in use. Mr. Gonzales asked who currently follows legislation. Ms. Parham said it had been a PR function, and suggested the district needs to now be more diligent in monitoring legislation.

Mr. Pizarro made a motion to abolish the three classifications and Ms. Harison seconded the motion. It was unanimously agreed to abolish the three classifications.

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, August 18, 2005, at 7:00 p.m.

22. ADJOURNMENT

Mr. Gonzales adjourned the meeting of the Personnel Commission at 8:05 p.m.