

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
September 14, 2006  
MINUTES**

**THREE HUNDRED AND  
EIGHTY- NINTH MEETING**

The three hundred and eighty-ninth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, September 14, 2006.

**1. CALL TO ORDER**

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:06 p.m.

**2. ROLL CALL**

Commissioners Barbara Harison and James King were in attendance; Commissioner David Gonzales was on vacation and absent from the meeting. Also attending was 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**

On motion by Mr. King, seconded by Ms. Harison, the minutes of the July 20, 2006 meeting of the Personnel Commission were approved. (4-109)

**5. CORRESPONDENCE**

Mr. King reported he has received notice of a merit academy in Northern California, and Ms. Parham said we were late receiving notice of the one in Southern California.

**6. REPORTS**

A. Classified Employee Representative(s) Report  
None

B. Board of Trustees Meeting

Ms. Parham reported the final annual budget for the year was approved at the meeting held earlier this week.

C. Director's Report

Ms. Parham introduced Patrick Burris, new Supervisor of Recruitment and Compensation, and advised he will be reviewing the monthly reports at each meeting and answering any recruitment questions the commissioners may have.

Ms. Parham then updated the commissioners on the new PeopleAdmin on-line process and advised the district is currently in the transition phase and, if all goes well, plans to go live on November 27. She said staff will give a demonstration of the system to the commissioners at an upcoming meeting.

There was a discussion of the benefits and savings from the new system. Ms. Parham advised all applications will be submitted on line and two computers will be located in the Human Resources office for the use of applicants. In addition, screeners will no longer have to come to the DAC but can review the applications on line.

There was a lengthy discussion of the timeframe for recruitments and Ms. Parham said the entire process will be shortened with the implementation of the new system.

Mr. Burris reported there are 22 positions reflected on the *Current Recruitments Report*, and the *Positions Filled & Pending Report* reflects 7 positions that have been hired during the past month and 3 positions pending selection.

D. Commissioners' Reports

The commissioners welcomed Mr. Burris. Ms. Harison reported her attendance at the meeting to meet President Robin Calote at Ventura College.

7. **OLD BUSINESS**

None

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

A. Alternative Text Production Center Technology Support Specialist (8-144)  
Classified Salary Range #240

B. E-Text Specialist (8-145)  
Classified Salary Range #285

C. Braille Specialist (8-146)  
Classified Salary Range #285

Ms. Parham explained these three positions are required for the Alternate Text Production Center at Ventura College and she then turned the discussion over to Mr. Burris. Mr. Burris introduced Michael Bastine, supervisor of the Ventura College ATPC, who responded to questions from the commissioners. Mr. Burris justified the salary placement for the three new classifications and the commissioners discussed them at length. On motion by Mr. King, seconded by Ms. Harison, the commission approved the three specifications at the proposed salary ranges, subject to revisions identified during the discussion.

- D. Lead Child Development Associate (8-147)  
Classified Salary Range #240

Mr. Burris explained this position is necessary because of extended hours in the Child Development Center, advising this position is responsible for closing down the center each day. On motion by Mr. King, seconded by Ms. Harison, and subject to identified revisions, the commission approved the new classification specification at the proposed salary range.

**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**

Alternate Text Production Center Supervisor (12-31)

Ms. Parham advised this classification has not been used in the past two years and is, therefore, being abolished. On motion by Mr. King, seconded by Ms. Harison, the classification was abolished.

**13. INTERPRETATION OF MINIMUM QUALIFICATIONS**

None

**14. APPROVAL OF PROPOSED SALARY RANGE**

None

**15–18. Listed as appropriate.**

None

**19. OTHER**

Discussion of Commissioner Appointment

Following discussion, it was agreed to include an item on next month's agenda to reappoint Commissioner David Gonzales for another three year term on the commission.

**20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

None

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

After Ms. Parham advised the commissioners may want to consider the date of the next meeting after the closed session, it was agreed to consider this item at the end of the meeting.

**22. RECESS TO CLOSED SESSION**

Public Employee Discipline/Dismissal/Release  
Review of Hearing Officer's Recommendation – Community College Police Officer I

The open session was recessed to closed session at 7:52 p.m.

**23. RECONVENE IN OPEN SESSION**

The meeting reconvened at 8:21 p.m. There was no report. It was announced the next regular meeting of the Personnel Commission will be Thursday, October 19, 2006 at the District Administrative Center at 255 West Stanley Avenue in Ventura.

**24. ADJOURNMENT**

On motion by Mr. King, seconded by Ms. Harison, the meeting of the Personnel Commission was adjourned at 8:22 p.m.