

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

April 20, 2000

MINUTES

**THREE HUNDRED AND
TWENTY-SECOND MEETING**

The three hundred and twenty-second meeting of the Ventura County Community College District Personnel Commission was held on Thursday, April 20, 2000.

1. CALL TO ORDER

Mr. Saynay called the meeting to order.

2. ROLL CALL

Commissioners Robert Saynay, Barbara Harison, and Tony Grey were present. Patricia Parham, Director of Human Resources and Secretary of the Personnel Commission, was also present.

3. APPROVAL OF MINUTES

On motion by Mr. Gray, seconded by Mr. Saynay, the commissioners approved the minutes of the March 30, 2000 Personnel Commission meeting. Ms. Harison abstained from voting. (3-109)

On motion by Ms. Harison, seconded by Mr. Saynay, the commissioners approved the minutes of the March 15, 2000 Special Meeting/Study Session. Mr. Grey abstained from voting. (3-108)

4. CORRESPONDENCE

a. Correspondence from LACCD

Mr. Saynay reported he had received a letter from the Personnel Commission of Los Angeles Community College District regarding a proposed legislative change to Education Code §88091. The legislation seeks to exempt designated administrative positions that are currently part of the classified service from permanency and Code prescribed selection procedures. LACCD has assumed the leadership role in managing this legislation through the legislative process and are requesting the support of VCCCD. The commissioners reviewed the communication and agreed to distribute copies to the trustees and administration, requesting input, then bring the issue back to the May Personnel Commission meeting.

5. REPORTS

a. Board of Trustees Meeting – Marion Boenheim

Dr. Boenheim reported the Trustees had changed the vacation and longevity accrual for classified managers, effective July 1, 2000. Rather than a graduated accrual for sick leave, they have been granted the same number of hours as other managers when their service begins. Longevity accrual has been rounded to 5, 10, 15, 20... years of service. This action is beneficial for the employees with no significant monetary cost.

Support was expressed at the board meeting for the philosophy of benefits for part-time faculty. There was a discussion regarding a change in graduation competencies. There was also a resolution for the successful partnership between Ventura College and Ventura County.

b. Director's Report – Patricia Parham

In response to ongoing questions regarding the volume of work in the department, Ms. Parham distributed a report on current recruitments which reflects the status of the 31 classified vacancies in process. She said the number of vacancies is consistent with a normal month. The commissioners requested more detailed information, including the volume of applicants, and the cost to recruit for a position.

6. OLD BUSINESS

None

7. REQUEST FOR LONG-TERM LEAVE

a. Anselmo Buhain (7-58)

Mr. Buhain has requested long-term leave from April 26, 2000 to May 26, 2000 to allow additional time to recover from open-heart surgery. This request was tabled last month, pending receipt of official paperwork and a recommendation from Oxnard College. That has now been received, as well as correspondence from Mr. Buhain's physician

b. Araceli Soto (7-59)

Ms. Soto is currently out under the Family Medical Leave Act and has requested a six-month leave of absence from July 1, 2000 to December 31, 2000 to allow her additional time to assist her child in learning sign language and developing language skills. This action is supported by her physician and her supervisors.

Mike Gregoryk, Deputy Chancellor, emphasized the need for a replacement person for the Financial Aid Department and suggested the commission direct that action. After discussion, the commissioners agreed they did not have the authority to direct the action of the college, but Ms. Parham said correspondence will be sent to the supervisor stating the commission had noted the impact of Ms. Soto's absence and asking how the Human Resources Department can assist.

On motion by Ms. Harison, seconded by Mr. Grey, the commissioners unanimously approved the Requests for Long-Term Leave for Anselmo Buhain and Araceli Soto. They stipulated that the Financial Aid Department at Oxnard be advised of the need to replace Ms. Soto for this interim period to prevent potential problems in processing requests for financial aid.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

None

9. APPROVAL OF PROPOSED REVISIONS OF JOB SPECIFICATIONS

- a. Financial Aid Technical Assistant (9-58)

The commissioners reviewed the proposed revisions to the specifications, primarily resulting from the change in our computer system. After discussion, and on motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the proposed revisions to the Financial Aid Technical Assistant specification.

10. RECLASSIFICATION

- a. Connie Baker - Ventura College (10-47)
Administrative Aide II (SS #230) to Campus Data Specialist (SS #250)

The commissioners questioned the history of this move from administrative aide to data specialist and Ms. Parham explained the many layers of review in the process of justifying a reclassification. After discussion, and on motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the reclassification

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.

19. OTHER

a. Approval of the Annual Report (19-115)

The commissioners reviewed the draft report and noted changes which should be made prior to the printing. On motion by Ms. Harison, seconded by Mr. Saynay, the commissioners unanimously approved the Annual Report, subject to identified changes.

b. First Reading of VCCCD Duties/Responsibilities –
Personnel Commission and Board of Trustees

Ms. Parham advised there have been many meetings identifying the duties and responsibilities outlined in this document. She said this document will be on the May 9 agenda of the Board of Trustees and this is the commissioners' opportunity to review and discuss it. The commissioners discussed which items they would like to have appear on the report. Mr. Saynay suggested he would like to send a letter to the trustees regarding four outstanding issues and encouraging them to accept the work of the sub-committee.

There was a lengthy discussion of the issue of maintenance of the personnel files for those employees reporting to the Personnel Commission. There is disagreement between sub-committee members of the commission and the board regarding that responsibility. Mr. Gregoryk said he believes the subcommittee has done an excellent job and has prepared a good document, with the one unsolved issue being who should maintain Personnel Commission employee files. He stated the commission should take a stance, the board will take theirs, and a "happy medium" will have to be found.

Ms. Parham stated she believes the general functioning of the "classified service" is very critical. Ms. Harison agreed that the responsibilities have been created, but the structure to take care of the responsibilities and deliver the services has not. Those organizational issues must be resolved. Ms. Parham said there must be agreement of the overall philosophy.

Mr. Gregoryk advised the commission that, regardless of what happens in this process, no employee will suffer any detrimental financial harm.

Following considerable discussion, the commissioners requested the item be put on the agenda for the next regular meeting. Mr. Saynay will write a letter to the board stating the commission's position on the one outstanding item or requesting a discussion of that item and any other related issues, and asking for a joint meeting of the board and the commission. Ms. Parham said she would coordinate that meeting.

c. **Personnel Commission Budget for FY 2000-2001 – Preliminary Review**

Ms. Parham reviewed the preliminary budget, explaining staffing costs and other projected expenses. She identified the shift in expenditures from General Fund budget locations to Personnel Commission. There was a discussion of the amount budgeted for legal expenses and the commissioners requested it remain at \$5,000, which was the amount budgeted last year. Ms. Harison voiced her concern at the potential loss of partnership—the loss of the mutual sharing of expenses when there are overlapping responsibilities and overlapping expenses. In discussing expenses for equipment, Ms. Parham said her assumption is that the commission office will remain in the same location.

d. **Establishment of date for Public Hearing of 2000-2001 Budget (19-116)**

On motion by Barbara Harison, seconded by Tony Grey, and unanimously approved, the Public Hearing and Adoption of the 2000-2001 budget was scheduled for the next Personnel Commission meeting on May 18, 2000.

20. PUBLIC COMMENTS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Thursday, May 18, 2000, at 7:00 p.m. in the District Office Conference Room.

22. ADJOURNMENT