

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

**July 20, 2000
MINUTES**

**THREE HUNDRED AND
TWENTY-FIFTH MEETING**

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

1. CALL TO ORDER

Mr. Saynay called the meeting to order at 7:00 p.m. He advised that individuals wishing to address the Commission should complete and submit a form available at the meeting.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the minutes of the joint meeting of May 16, 2000, the special meeting of June 15, 2000, and the June 15, 2000 Personnel Commission meeting. (3-114, 3-115, 3-116)

4. CORRESPONDENCE

Ms. Parham reported on the process for hiring a new Personnel Commissioner. She updated the commissioners on the new policy passed by the Board whereby there will be an open search each year for a new commissioner. Mr. Saynay questioned whether the intent of the Board is to have an incumbent go through the interview process. Ms. Parham said she believes that is their intent. Ms. Harison asked when she should express her interest in being reappointed and Ms. Parham suggested she write a letter to the Board expressing her interest. Ms. Parham also recommended that a member of the Personnel Commission serve on the panel selecting the new commissioner. There was a discussion of past recruitment practices.

Mr. Greg Cross, SEIU Local 535, addressed the union's concern that classified employees be involved in the process of selecting the commissioner. He said there must be classified employees sitting on the panel making that selection.

5. REPORTS

- a. Board of Trustees Meeting – Marion Boenheim

Dr. Boenheim was not present at the meeting.

- b. Director's Report – Patricia Parham

Ms. Parham distributed a list of current classified recruitments. She reported that the Office of the Personnel Commission has now moved. Ms. Parham reported the Board, at their last meeting, took action to rescind a previous action approving that portion of the matrix which granted the Personnel Commission maintenance of and access to the personnel files of employees reporting to the Personnel Commission.

Ms. Parham said a memo has been circulated advising that a written request for access to any classified personnel file must be received by the Vice Chancellor of Human Resources. The file will then be delivered and must be returned that same day. Ms. Harison said she had stood and addressed this very issue at the board meeting, expressing her concern regarding the commissioners' right to access. She said she had been told there would be routine access, and she does not consider requiring a written request to be routine. Mr. Cross said the union has a right to access to materials in the personnel files when they have written permission from the employee. He said he was unaware of this new directive and would address it with administration. The commissioners feel all District employees should have the same access to files. It was agreed Patricia Parham will write to the Board stating that the commissioners have been advised of the action and are unhappy that routine access has been denied.

Ms. Parham gave the commissioners a tour of the new web site for the Office of the Personnel Commission.

- c. Mr. Saynay reported he had spoken with the Chancellor, Deputy Chancellor, and President of the Board regarding the department move and was happy the issue had been resolved.

Mr. Saynay spoke of his concern that a confidential memo to the Personnel Commission from District Legal Counsel was copied to six other individuals, and that commissioners were not apprised of the subject matter prior to the memo being written. His understanding was that the Board and Commission have agreed to work together but he feels this memo was a breach of that agreement.

Mr. Grey said he appreciates dialogue between the various bodies, but does not feel the commissioners should have to go through Dr. Lipton because he has great confidence in Ms. Parham. Mr. Saynay asked Ms. Parham to work more closely with Mike Gregoryk on such issues.

6. OLD BUSINESS

a. Proposed Education Code Amendment

This item was tabled at the May 16, 2000 Joint Meeting of the Personnel Commission and the Board of Trustees, pending receipt of information from CMA and other interested parties. It then died due to lack of action at the June 27, 2000 Board meeting. After discussion, and on motion by Mr. Grey, seconded by Ms. Harison, the commissioners voted unanimously to support the proposed amendment.

7. REQUEST FOR LONG-TERM LEAVE

None

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

a. Grant Developer/Writer (8-89)

On motion by Ms. Harison, seconded by Mr. Grey, the commissioners unanimously approved the new proposed classification specification and recommended salary range.

b. Reinstatement of Community College Police Officer Reserve Level I Classification. (8-90)

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved reinstatement of the classification specification at CSS #240.

Ms. Parham noted the Community College Police Officers have scheduled a meeting later this month with an official from the Commission on Peace Officer Standards and Training (POST). It will be followed by a question and answer session for the public.

9. APPROVAL OF PROPOSED REVISIONS OF JOB SPECIFICATIONS

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

- a. Voluntary Demotion – Sharan Kasner, effective July 1, 2000 (19-122)
From Contracts & Grants Supervisor to Accounting Technician III
- b. Request for Exception to Salary Placement after Voluntary Demotion (19-123)

There was a lengthy discussion, during which Mr. Cross questioned the legal basis for making an exception to the existing rules. On motion by Ms. Harison, seconded by Mr. Grey, the commissioners unanimously approved the voluntary demotion. On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously denied the request for exception to the salary placement.

- c. Request for Extension of Out-of-Class Pay
 - 1) Linda Fintel (19-124)
 - 2) Rosalie Wasef (19-125)

Ms. Parham explained these two employees have been working out-of-class as Director, Child Development Center since January 5, 2000 while recruitment was taking place. The search process has been discontinued and an instructor in Child Development has been hired and will run the

center on release time. The original out-of-class time expired on May 6, 2000. No employee is to be assigned out-of-class duties for more than ninety days without the position being filled through merit system procedures or a limited term appointment. In this instance, the classified position has been eliminated by the board, making the filling of the position through merit system procedures moot. Ms. Parham further explained that this request is retroactive to May 8, 2000. The individuals have been working out-of-class without approval or pay.

Mr. Cross expressed concern about problems in the Child Development Center at Oxnard College arising from a lack of clear supervision. He feels this situation perpetuates personnel difficulties in that department. He said he believes the issue is a result of management delay.

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the request for extension of out-of-class pay. They asked Ms. Parham to draft a letter stating they would not approve this extension for any additional length of time.

20. PUBLIC COMMENTS

Mr. Dave Thomas, of Moorpark College, expressed appreciation to the commissioners for their efforts to “fight opposition” the past several months.

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next meeting of the Personnel Commission is scheduled for Thursday, August 17, 2000 at 7:00 p.m.

22. ADJOURNMENT

Mr. Saynay adjourned the meeting at 8:55 p.m.