

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
September 21, 2000
MINUTES**

**THREE HUNDRED AND
TWENTY-SEVENTH
MEETING**

The three hundred and twenty-seventh meeting of the Ventura County Community College District Personnel Commission was held on Thursday, September 21, 2000.

1. CALL TO ORDER

Mr. Saynay called the meeting to order at 7:01 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

Mr. Grey moved for approval of the minutes of the Personnel Commission meeting of August 17, 2000. Ms. Harison seconded the motion and the commissioners unanimously approved the minutes. (4-46)

5. CORRESPONDENCE

a. County Superintendent of Schools

Ms. Parham explained it was necessary to augment the annual Personnel Commission budget due to the increased COLA, and the revised budget has now been approved by the County Superintendent of Schools.

6. REPORTS

a. Board of Trustees Meeting – Marion Boenheim

Dr. Boenheim reported the budget was passed by the Board of Trustees. During the meeting, a member of the public expressed concern about a parking lot at Moorpark College. She said that Patricia Parham gave her monthly report on the Commission and the status of current recruitments.

The commissioners expressed their appreciation to the Board for providing them with reports, agendas and other correspondence which keeps them apprised of the activities of the Board. Dr. Boenheim agreed to relay that appreciation to the trustees.

b. Director's Report – Patricia Parham

Ms. Parham distributed the monthly report identifying current recruitments, and she reported on the progress made since last month.

She also gave a quarterly report on the budget, advising the department is doing well in controlling expenses.

c. Commissioners' Report – Robert Saynay

Mr. Saynay congratulated Ms. Parham on her recent election as President of the CMA, noting she is the first classified president in the history of the District.

Mr. Saynay read a portion of a letter from Chancellor Westin to CMA members, CSA, Confidential Employees, Personnel Commission and SEIU regarding the appointment of the new Personnel Commissioner and the legality of the Board making that selection. Dr. Westin encouraged attendance at the first meeting of the sub-committee to select a commissioner, to be held on October 9, 2000. A copy of the letter is attached hereto and incorporated herein by reference. The commissioners discussed the process and the timing of the appointment.

7. OLD BUSINESS

a. Discussion/consideration of independent legal counsel for the Commission

Mr. Saynay reported he had met this week with Dr. Westin, who re-emphasized the Commission's need to retain independent legal counsel. Dr. Westin said he would like to transfer \$5,000 to cover the expense of soliciting counsel, but Mr. Saynay reported he told him the Personnel Commission would prefer to be reimbursed rather than take the District's money.

Ms. Parham reported on her findings regarding independent counsel used by Districts throughout the state. She said she had spoken with County Counsel and was advised they will provide service on an "as-needed" basis and as time will allow, quoting a rate of \$110/hour. Ms. Parham also provided a sample RFP. The commissioners asked that Ms. Parham also identify local legal counsel they might consider. The commissioners agreed they would like to take the information

home to study, and return next month to discuss, make recommendations, and approve the RFP. They will forward comments to Ms. Parham and she will draft the final RFP.

Ms. Harison asked for clarification of when the Commission can request independent counsel. Ms. Parham advised the Education Code specifies “when there is a conflict.” Ms. Harison then asked if the District would be liable for those expenses and Ms. Parham told her yes. Ms. Parham suggested that, rather than transfer funds, the Commission should keep their budget as approved and sign off on legal bills and refer them to administration for payment.

There was a discussion of voluntary demotions and which body approves those. Ms. Parham explained authority for that is in the Commission rules. The rules can be changed in the future.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

- a. Computer Operations Specialist (8-92)

This is a combination of two positions, incorporating the duties of both. On motion by Ms. Harison, seconded by Mr. Grey, the commissioners unanimously approved the new classification specification.

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

- a. Karen Adkison – Oxnard College (9-65)
From Campus Fiscal Services Technician (#240)
to College Fiscal/Budget Technician (#260)
- b. Ginnie Atmore – Ventura College (9-66)
From Campus Fiscal Services Technician (#240)
to College Fiscal/Budget Technician (#260)
- c. Clint Ragan – Moorpark College (9-67)
From Campus Fiscal Services Technician (#240)
to College Fiscal/Budget Technician (#260)

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the revisions to the job description and the revised salary placement

10. RECLASSIFICATION

- a. Brian Akers (10-54)
From Computer Maintenance Technician (#260)/Computer Operator (#250)
to Computer Operations Specialist (#260)
- b. Krishna Juarez (10-55)
From Computer Maintenance Technician (#260)/Computer Operator (#250)
to Computer Operations Specialist (#260)

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the reclassifications of Mr. Akers and Mr. Juarez.

- c. Mark Pelayo (10-56)
From Computer Maintenance Technician (#260)
to Computer/Communications Technician (#280)

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the reclassification of Mr. Pelayo.

- d. Yvonne Scholle (10-57)
From Computer Support Assistant (#220)
to Administrative Assistant III (\$250)-90%/Computer Support Assistant-10%

After Ms. Parham explained the split assignment, Mr. Grey moved for approval of the reclassification. Ms. Harison seconded the motion and it was unanimously carried.

- e. Veronica Allen (10-58)
From Student Services Assistant I (#200)
to Student Services Assistant II (#210)

On motion by Mr. Grey, seconded by Ms. Harison, the reclassification was unanimously approved. Mr. Grey expressed concern about the specialization of so many classifications and believes we are creating too many "specialists." Ms. Parham voiced her concern regarding the tremendous volume of requests for desk audits.

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 – Diane Stephens (19-125)
From Administrative Assistant IV (#260) – Oxnard College
to Administrative Assistant III/Confidential (#250) – District Office

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners
unanimously approved the voluntary demotion, effective September 25, 2000.

20. PUBLIC COMMENTS

Mr. Gregory Cross of SEIU Local 535 discussed the number of specialized classifications that are being created. He believes there is a concern when you have so many unique qualifications—especially at such time as the economy is no longer booming. With the fundamental function of overseeing classified employment, he believes the Personnel Commission should do a study of whether there has actually been a proliferation of classifications. Ms. Parham said her staff could easily determine the number of classifications and the number added from a particular point in time. Ms. Harison questioned what type of analysis would raise red flags and help determine the impact if the District experiences layoffs.

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next meeting of the Personnel Commission is scheduled for Thursday, October 19, 2000, at 7:00 p.m.

22. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. Saynay, the meeting was adjourned at 8:01 p.m.