

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
October 19, 2000
MINUTES**

**THREE HUNDRED AND
TWENTY-EIGHTH
MEETING**

The three hundred and twenty-eighth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, October 19, 2000.

1. CALL TO ORDER

Mr. Saynay called the meeting to order at 7:04 p.m.

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. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

Mr. Grey moved for approval of the minutes of the Personnel Commission meeting of September 21, 2000. Ms. Harison seconded the motion and the commissioners unanimously approved the minutes. (4-47)

5. CORRESPONDENCE

None

6. REPORTS

a. Board of Trustees Meeting – Pat Kistler

Ms. Kistler reported in the absence of Dr. Boenheim. She congratulated Patricia Parham on her appointment as CMA President. She distributed the calendar of upcoming meetings for the Board of Trustees, as well as minutes of the October 9, 2000 meeting of the Personnel Commission Subcommittee meeting, which she reported will go before Cabinet tomorrow.

Ms. Kistler distributed copies of a statement read by the Chancellor as part of the October 10, 2000 Closed Session report, as well as backup letters to that statement. She also distributed a transcription of Dr. Norman J. Nagel's comments regarding Ruth Hemming, delivered at the October 10, 2000 meeting of the Board of Trustees.

The President's Report for each of the colleges was distributed by Ms. Kistler.

b. Director's Report – Patricia Parham

Ms. Parham discussed additions to the District's website, as they relate to the Personnel Commission. She advised the Office of the Personnel Commission is now distributing job descriptions on email, which expedites receipt of the fliers and saves the department time in copying. Ms. Kistler said she would make mention of the new procedure in her weekly update and advise people to check the openings on the website. Ms. Parham said the goal of the department is to "speed things up."

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

She gave an update on the selection process for the new Personnel Commissioner. It was noted there was no selection committee other than the two appointed trustees. Ms. Parham discussed the timing of the appointment. She had previously contacted the State Chancellor's Office and was advised there is no formal process allowing a commissioner to continue in the position until a new appointment is made. Ms. Harison said she would be willing to continue serving as needed.

c. Commissioners' Report – Robert Saynay

Mr. Grey asked when the report will be ready which identifies the number of new classifications and Ms. Parham said her staff will have it ready by the next meeting.

Ms. Harison suggested the commissioners should do an evaluation of the director. The commissioners discussed the timing and scheduling of a session to work on a review.

Mr. Grey said he felt perhaps staff should attend the CSPCA Convention. After discussion, it was agreed that Ms. Parham should attend.

7. OLD BUSINESS

a. Discussion/consideration of independent legal counsel / RFP (7-62)

After discussion, and on motion by Ms. Harison, seconded by Mr. Grey, the commissioners unanimously agreed to send out a Request for Proposal to legal firms recommended to them by other school districts in the state. It was agreed that Ms. Parham will send the RFP by Friday, November 3, 2000, with a requested response date of November 15, 2000. It was also agreed to schedule a review of respondents at the November Personnel Commission meeting.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

- a. Instructional Lab Technician II/Nursing (8-93)
- b. Kiln Operator (8-94)
- c. District Budget Officer (8-95)
- d. Counselor Assistant/DSS/Interpreter (8-96)
- e. Financial Aid Technology Support Specialist (8-97)

The commissioners discussed the above job specifications and Ms. Parham explained the justification for each new position and its salary placement. She advised that Vic Belinski, Associate Vice Chancellor, Information Technology, had assisted in the preparation of the job specification for the Financial Aid Technology Support Specialist. The commissioners requested the word "electric" be removed from the fourth duty listed for the Kiln Operator specification. Subject to that one change, and on motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the five proposed classification specifications.

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

- a. Chief of Police (9-68)
- b. Fire Academy Equipment Technician (9-69)

Ms. Parham distributed a survey of comparable salaries for Chiefs of Police. On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the increased salary range for the Chief of Police and the revisions to the specifications for Fire Academy Equipment Technician.

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. Budget Approval to Request Augmentation
Long Term Sick Leave Replacement (19-126)

Ms. Parham explained the need for additional funds to hire a replacement for a staff member who plans to be out for surgery in November and December. She said she had been advised by Sue Johnson to make a formal request for additional funding and she was requesting commissioner's approval to make such a request to the District. The commissioners asked that there be a line item for absentee coverage entered in the budget in the future. On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved Ms. Parham's request for approval to request additional funding from the District, up to the actual cost of the replacement.

20. PUBLIC COMMENTS

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

Commissioners had a conflict with the proposed date of the next meeting of the Personnel Commission and agreed to change it to Tuesday, November 21, 2000. They further agreed to meet in closed session at 6:00 in order to evaluate the Director, Personnel.

22. ADJOURNMENT

The meeting was adjourned at 8:22 p.m.