

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
February 15, 2001  
MINUTES**

**THREE HUNDRED AND  
THIRTY FIRST MEETING**

The three hundred and thirty-first meeting of the Ventura County Community College District Personnel Commission was held on Thursday, February 15, 2001

**1. CALL TO ORDER**

Mr. Grey called the meeting to order at 7:00 p.m.

**2. ROLL CALL**

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

**PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS**

There were no public comments prior to the Closed Session.

**RECESS TO CLOSED SESSION**

The meeting recessed to Closed Session at 7:02 p.m.

**RECONVENE IN OPEN SESSION**

The general meeting was reconvened at 7:22 p.m. There was no report from the Closed Session.

**EMERGENCY ADDITION TO AGENDA**

Patricia Parham explained an addition to the agenda of a Request for Approval of a Voluntary Demotion, which was received after the original agenda was mailed. On motion by Mr. King, seconded by Mr. Saynay, the commissioners unanimously approved the addition to the agenda. (E-1)

**3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS**

None

**4. APPROVAL OF MINUTES**

On motion by Robert Saynay, seconded by Mr. King, the commissioners unanimously approved the minutes of December 12, 2000. (4-50)

**5. CORRESPONDENCE**

None

**6. REPORTS**

a. Board of Trustees Meeting – Dr. Marion Boenheim

Dr. Boenheim reported a number of people have been approved for sabbaticals; candidates have been approved for associate degrees. She also reported the trustees heard the first reading of a new non-smoking policy at Moorpark College.

Director's Report – Patricia Parham

Ms. Parham reported there have been thirty classified vacancies filled since December 15, 2000, and seventeen additional positions have been certified and are pending selection. She also reported on the status of the nineteen current recruitments. Mr. Grey requested the appreciation of the commission be expressed to the staff of the Office of the Personnel Commission for their work in getting all the vacancies filled.

b. Commissioners' Report

None

**7. OLD BUSINESS**

None

**8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS**

None

**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**

Ms. Parham explained the justification of abolishing classifications which have not been used for some time. Mr. King asked about the Director, Child Development Center classification and Ms. Parham discussed the organizational arrangement at each campus, explaining this particular position was created but has never been used. Mr. Grey talked about the need to clean up and to not create such specific job descriptions. On motion by Mr. King, seconded by Mr. Saynay, the commissioners unanimously abolished the following classifications: (12-11)

***Classified:***

Articulation Assistant  
Courier Clerk  
Data Entry Operator  
Electronics Technician  
Financial Services Assistant  
Information Systems Trainer  
Institutional Advancement Officer  
Instructional Assistant/Foreign Language  
Instructional Assistant/Industrial Mechanics  
Instructional Assistant/Job Coach  
International Trade Specialist  
Lead Custodian  
Registration Assistant  
Research Analyst  
Student Loan Specialist  
Vehicle & Equipment Mechanic

***Supervisors:***

Clerical Services Supervisor  
Financial Aid Fiscal Services Supervisor

***Managers:***

Director, Child Development Center

**13. INTERPRETATION OF MINIMUM QUALIFICATIONS**

None

**14. APPROVAL OF PROPOSED SALARY RANGE**

None

**15–18. Listed as appropriate.**

None

**19. OTHER**

- a. Voluntary Demotion – Graciela Sanchez (19-130)  
From Admissions & Records Technician/Bilingual (#230) – Moorpark College  
To Student Services Assistant II (#210) – Moorpark College

- a.(2). Voluntary Demotion – Teresa Beard (19-133)  
From Computer Operator (#250) – District Office  
To Account Technician I / 50% (#220) – Ventura College

Following a brief discussion of the reason an employee would choose to demote, and on motion by Mr. Saynay, seconded by Mr. King, the commissioners unanimously approved both voluntary demotions.

- b. Request for Exemption (19-131)  
Senior Classified Administrative positions
- Asst. Vice Chancellor of Business Services and Financial Management
  - Director of Facility Planning and Construction
  - Director of Maintenance and Operations

Ms. Parham reviewed the supporting documentation and explained this is an action of the board, requesting these three positions be designated as Senior Administrative. She said, as a result of this action, any future recruitments would be from an unranked list allowing more flexibility and more selection, and the incumbent would not have permanent status and will not have appeal rights to the commission. Mr. King said the commission has an obligation to protect the classified service and he would like more discussion. Mr. Grey said he would prefer to vote on the three positions individually.

Mr. King made a motion to affirm the positions of Assistant Vice Chancellor of Business Services and Financial Management and Director of Facility Planning and Construction as exempt, and refer the position of Director of Maintenance and Operations back to the chancellor for further information. There was a discussion during which Mr. Saynay requested further clarification of the duties of the second two positions.

Following the discussion, Mr. King amended his motion to approve the exemption of Assistant Vice Chancellor of Business Services and Financial Management, and refer the other two positions back to the chancellor for clarification of their duties and updated job descriptions. Mr. Grey seconded the motion and it was unanimously approved.

- c. Discussion of Hearing Date and Selection of Hearing Officer (19-132)

There was a discussion of the selection of a hearing officer for the grievance filed by a candidate for Chief of Police. After discussion, the commissioners agreed they would prefer to refer this issue to an outside hearing officer. It was agreed to check the availability of Mr. Richard Calister, who had been previously selected as hearing officer on another issue. If Mr. Calister is not available in a reasonable

period of time, it was agreed to consider the resumes of other hearing officers. On motion by Mr. Saynay, seconded by Mr. King, the commissioners unanimously directed Patricia Parham to select a hearing officer, and expressed their desire to have the hearing take place as soon as possible.

**20. PUBLIC COMMENTS**

Mr. Grey asked that a letter to Mr. Stuart Rudnick informing him of his selection as legal counsel for the commission, and a letter expressing appreciation to Barbara Harison for her service on the commission, both be made a matter of record.

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

The next meeting of the Personnel Commission is scheduled for March 15, 2001, at 7:00 p.m.

**22. ADJOURNMENT**

Mr. Grey adjourned the meeting at 8:25 p.m.