

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

**THREE HUNDRED AND
THIRTY SECOND MEETING**

The three hundred and thirty-second meeting of the Ventura County Community College District Personnel Commission was held on Thursday, March 15, 20001

1. CALL TO ORDER

Mr. Grey called the meeting to order at 7:01 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.

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 February 15, 2001. (4-51)

5. CORRESPONDENCE

None

6. REPORTS

a. Board of Trustees Meeting – Dr. Marion Boenheim

Dr. Boenheim reported a number of people have been granted tenure.

b. Director's Report – Patricia Parham

Ms. Parham gave an update on the Personnel Commission section of the district website, and said the JobLine is the most visited section on the site. Mr. Grey noted the site still shows Robert Saynay as chair of the commission and Ms. Parham said she will have that changed. She distributed the monthly recruitment report which reflects eighteen positions, ten of which have closed and will be certified this month.

Ms. Parham told the commissioners they should start planning for the annual budget and asked them to let her know if there is anything particular they want included in next year's budget. She reviewed a report showing budget expenditures to date. After discussion of the need for a special budgetary session, the commissioners agreed they do not believe one will be necessary. Mr. King said he was concerned about better understanding the elements of the budget and how they are developed and Ms. Parham said she would be happy to meet individually with him to go through the process. Ms. Parham reported the commission is in line on budget expenditures.

The report of positions filled and pending was distributed; Ms. Parham reported fourteen positions have been filled in the past month.

Ms. Parham advised the formal grievance hearing has been scheduled for April 17, 2001, with Edward Kelly selected as the hearing officer. She explained the normal hearing procedure.

c. Commissioners' Report

Mr. King complimented the department staff who spent five hours yesterday orienting him and explaining their duties to him. He asked Ms. Parham to extend his thanks for their time and energy.

7. OLD BUSINESS

a. Request for Exemption – Senior Classified Administrative Positions

1) Director of Maintenance and Operations (7-65)

Ms. Parham explained these positions came before the commission last month with a request from the Board to exempt them. They were sent back to the Chancellor with a request for further information and clarification and a request for updated job descriptions. The commissioners expressed concern over why these positions should be exempted, and Dr. Boenheim addressed the justification and purpose. The commissioners also questioned whether the Director of Maintenance and Operations is the only person who deals exclusively with facility maintenance issues.

Following a lengthy discussion, and based on his opinion that the Director of Maintenance and Operations is not the principle advisor to the president on matters related to facilities maintenance and operations and there being another position between this and the president, the duties of which state it is the principle advisor to the president, Mr. King made a motion to deny

the request to grant exemption for the Director of Maintenance and Operations. Mr. Saynay seconded the motion and the commissioners unanimously agreed to deny the request for exemption.

2) Director of Facility Planning and Construction (7-66)

During discussion of the job description for Director, Facility Planning & Construction, it was agreed the words “in health and welfare” should be moved from the list of representative duties. Subject to that change in the job description, Mr. Saynay made a motion to approve the exemption of Director, Facility Planning & Construction. Mr. King seconded the motion, and it was carried unanimously.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

a. Community Education Program Specialist (8-100)

There was a discussion of the duties and responsibilities of the position. On motion by Mr. Saynay, seconded by Mr. King, the commissioners unanimously approved the new classification specifications.

b. College Public Relations and Marketing Specialist II (8-101)

In a review of the job description, it was agreed the word “at” should be removed from the middle of the second line of the *Education and Experience*. On motion by Mr. King, seconded by Mr. Saynay, the commissioners unanimously approved the proposed classification specifications.

c. Teaching Zoo Operations Supervisor (8-102)

Ms. Parham reviewed the reporting structure at the Teaching Zoo. She said the salary for this very unique position is difficult to place because of the unusual duties, and we won't know if it is well placed until we go out to recruit. On motion by Mr. King, seconded by Mr. Saynay, the commissioners unanimously approved the proposed classification.

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

None

13. INTERPRETATION OF MINIMUM QUALIFICATIONS

None

14. APPROVAL OF PROPOSED SALARY RANGE

None

15–18. Listed as appropriate.

None

19. OTHER

None

20. PUBLIC COMMENTS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next meeting of the Personnel Commission is scheduled for April 19, 2001, at 7:00 p.m.

22. ADJOURNMENT

Mr. Grey adjourned the meeting at 8:10 p.m.