

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
April 19, 2001
MINUTES**

**THREE HUNDRED AND
THIRTY-THIRD MEETING**

The three hundred and thirty-third meeting of the Ventura County Community College District Personnel Commission was held on Thursday, April 19, 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.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Mr. King, seconded by Mr. Saynay, the commissioners unanimously approved the minutes of March 15, 2001. (4-52)

5. CORRESPONDENCE

a. Letter from SEIU – Professional Experts

Mr. Greg Cross, representative of Local 535 S.E.I.U., addressed the issue of “professional experts,” and a lengthy discussion ensued. Mr. Cross said the union believes the district’s hiring of such individuals, without the purview or oversight of the commission, is a violation of the Education Code. The union has asked that the commission ensure these positions are established in a matter consistent with the Education Code and Mr. Cross warned, if the commission does not do anything about this issue, the union will.

Ms. Parham said she has spoken with Chancellor Westin and he said he would look at tightening the review process. Mr. Cross expressed the union membership’s concern that the district has a history of managers spending a lot of energy finding loopholes and then exploiting those loopholes.

The commissioners expressed dismay that they have been excluded from the process for hiring professional experts. After discussion, on motion by Mr. Saynay, seconded by Mr. Grey, and on a vote of two to one, the commissioners agreed to secure the opinion of legal counsel on whether the board or the commission has authority to designate professional experts. Mr. Saynay and Mr. Grey voted in favor of the motion, with Mr. King voting against it.

The commissioners further directed Ms. Parham to communicate to administration their desire to be copied on any responses to S.E.I.U.'s request for information. They also asked Ms. Parham to provide an analysis of the eighty-six employees hired this year as "professional experts

6. REPORTS

a. Board of Trustees Meeting – Dr. Marion Boenheim

Dr. Boenheim reported that graduations will be held May 16 at Oxnard College, and May 17 at Moorpark College and at Ventura College. The District Golf Classic will be held May 4th. The Board Retreat has been changed to June 16. Student health fees have been raised to \$12/semester. The next Board of Trustees meeting is scheduled for May 1. In response to a comment by Mr. Cross regarding the hiring of provisions, Dr. Boenheim advised she thought that issue had been cleared up and she would like to know of anyone who is in such a position longer than they should be. She said she and Patricia Parham will work collectively on that issue.

b. Director's Report – Patricia Parham

Ms. Parham reported on the staff's computer training during the past month. She advised the district and the union have reached agreement on a 4/40 work schedule for district staff this summer. Ms. Parham reviewed the monthly recruitment report which reflects sixteen positions in the testing process, ten positions certified in the past month, ten positions waiting for final selection, and sixteen vacancies filled.

c. Commissioners' Report

Mr. King expressed thanks to the department staff and Ms. Parham who worked with him to help him better understand the budget development.

7. OLD BUSINESS

a. Change of hearing Date Public Employment – Chief of Police

Ms. Parham advised the hearing date has been changed from April 17, 2001 to May 18, 2001 due to a request from the grievant.

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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

None

13. INTERPRETATION OF MINIMUM QUALIFICATIONS

None

14. APPROVAL OF PROPOSED SALARY RANGE

None

15–18. Listed as appropriate.

None

19. OTHER

- a. Request for Exception to Personnel Commission Rule 282 (19-133)
John Elmer – Access Media Specialist – Ventura College

Ms. Parham introduced the item, a request to start Mr. Elmer on Step 7 of the salary schedule for Access Media Specialist. Mr. Cross asked to address the commissioners and spoke against the request, which he said had been discussed with union membership. He expressed his concern about making an exception to the rules. Mr. Ron Dyste, Executive Vice President of Ventura College, then addressed the commission, explaining the justification for the request and citing the extraordinary circumstances under which this request was made. Following a lengthy discussion, with many questions asked of Mr. Dyste, Mr. King made a motion that the commission deny the request. Mr. Saynay seconded the motion and it was carried unanimously.

b. Approval of Annual Report

The commissioners reviewed the draft of the Annual Report and Mr. King made a motion to provisionally approve the report, subject to any revisions the commissioners might request by the following Monday. Mr. Saynay seconded the motion which was carried on a unanimous vote.

c. Professional Experts

Personnel Commission Budget for FY 2001-2002

Ms. Parham discussed the assumptions upon which the new budget is based. She explained her request for an additional \$24,000 to put the classified employment application on line, giving applicants the ability to apply electronically and then provide the ability to download the information from an application into the applicant tracking system. She said the Chancellor is supportive of this effort. The commissioners discussed legal expenses and agreed to keep that item at \$5,000. Ms. Parham passed out an update of budget expenditures to date.

On motion by Mr. King, seconded by Mr. Saynay, the commissioners unanimously agreed to hold a public hearing of the budget at the next regular meeting on May 17, 2001, at 7:00 p.m.

20. PUBLIC COMMENTS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next meeting of the Personnel Commission is scheduled for May 17, 2001, at 7:00 p.m.

22. ADJOURNMENT

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