

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
May 17, 2001  
MINUTES**

**THREE HUNDRED AND  
THIRTY FOURTH MEETING**

The three hundred and thirty-fourth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, May 17, 2001

**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**

Mr. Greg Cross, SEIU Local 535, asked to be allowed to address the commission regarding items 19.a. and 19.c. Mr. Grey said he preferred to have Mr. Cross speak when those particular items are being discussed.

**4. APPROVAL OF MINUTES**

On motion by Mr. King, seconded by Mr. Saynay, the commissioners unanimously approved the minutes of April 19, 2001, subject to a change in wording in item 6.c., changing "*function and responsibilities of the department.*" to "*budget development.*" (4-53)

Mr. Grey questioned the status of Dr. Boenheim and Ms. Parham's efforts to resolve the issue of provisionals. Dr. Boenheim reported they had determined there is no longer a problem. Mr. Grey also inquired about tomorrow's grievance hearing regarding the hiring for Chief of Police. Ms. Parham said she believes it will be held in the main conference room at the District Office and the hearing officer will determine whether it is open to the public. In response to further questioning by Mr. Grey, Ms. Parham distributed final copies of the commission's Annual Report.

**5. CORRESPONDENCE**

None

**6. REPORTS**

a. Board of Trustees Meeting – Dr. Marion Boenheim

Reporting on the last Board of Trustees meeting, Dr. Boenheim said a certificate of recognition for the groundbreaking at Oxnard College was presented by legislators. The commissioners ratified the 4/40 work schedule which will go into effect next week. Final budget assumptions have been delineated and trustees are waiting for the final version of the governor's budget. The trustees represent different districts and, because the Oxnard District has gotten too large, there was a discussion of redistricting. The Moorpark College forensics team took second place in the nation. Graduation ceremonies are currently taking place and the summer session begins on Monday.

b. Director's Report – Patricia Parham

Ms. Parham reviewed the monthly report of positions filled, which reflects ten positions certified and nine positions filled. She reviewed the report of current recruitments, which reflects thirteen positions in process. There was a discussion of the classified employee handbook and the department's progress in preparing a new edition. Ms. Parham advised she and staff are working on the handbook, but it takes some time.

c. 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**

None

**13. INTERPRETATION OF MINIMUM QUALIFICATIONS**

None

**14. APPROVAL OF PROPOSED SALARY RANGE**

None

**15–18. Listed as appropriate.**

None

**19. OTHER**

a. Public Hearing of 2001-2002 Budget (19-136)

Mr. Grey opened the public hearing of the 2001-2002 Budget of the Office of the Personnel Commission. Ms. Parham reported on the assumptions and talked about the COLA projections. Mr. Cross addressed the union's hope that the commission will be able to add a Personnel Analyst to the budget in the near future. He stated this issue must be dealt with. There was a lengthy discussion of the district's history of reclassification and the costs of such a study and implementation. It was agreed it would be beneficial if classification review could be an on-going process and it is something that should be looked at when the district is in a better financial position.

b. Adoption of 2001-2002 Budget

Mr. Grey closed the public hearing of the budget and entertained a motion to approve the budget. On motion by Mr. Saynay, seconded by Mr. King, the budget was unanimously approved by the commission.

c. Professional Experts

Mr. Parham introduced the subject and reviewed the reports she had prepared. Dr. Boenheim advised the Professional Expert forms are not reviewed by Human Resources, but are sent from the campuses to the chancellor. Mr. King said it appears to him that many of these "experts" should fall within the classified service. Mr. Cross then addressed the issue at length, saying the union has raised the question of whether or not the hiring of professional experts should have oversight by the commission. He stated the union's concern that college management has found another loophole and is exploiting it, and many of these positions should be regular classified or provisional. He feels the hiring process has been delegated too far away from any oversight and he hopes the commission will review the issue.

The commissioners agreed the code isn't clear, but there appears to be abuse and perhaps a violation of the Merit System, and the commission has the responsibility to intercede. After further discussion, the commissioners directed Ms. Parham to (1) review the material, (2) formulate an analysis and recommendation, and (3) request a meeting with the chancellor to suggest ways the commission can assist and be a part of this process. The commission is taking this matter very seriously and intends to take steps to protect the integrity of the classified service.

**20. PUBLIC COMMENTS**  
None

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

The next meeting of the Personnel Commission is scheduled for June 21, 2001, at 7:00 p.m.

**22. RECESS TO CLOSED SESSION**

The meeting recessed to Closed Session at 8:25 p.m.

**23. RECONVENE IN OPEN SESSION**

The general meeting was reconvened at 8:40 p.m. There was no report from the Closed Session.

**24. ADJOURNMENT**

Mr. Grey adjourned the meeting at 8:45 p.m.