

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
June 21, 2001
MINUTES**

**THREE HUNDRED AND
THIRTY FIFTH MEETING**

The three hundred and thirty-fifth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, June 21, 2001.

1. CALL TO ORDER

Mr. Grey called the meeting to order.

2. ROLL CALL

Commissioners Tony Grey and Robert Saynay were present. Mr. James King arrived at 7:35 p.m.. Patricia Parham, Director of 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. Saynay, seconded by Mr. Grey, the commissioners approved the minutes of the May 17, 2001 meeting of the Personnel Commission. (4-54)

5. CORRESPONDENCE

a. County Superintendent of Schools – Approval of Annual Budget

Ms. Parham reported that correspondence has been received advising the Annual Budget of the Personnel Commission has been approved by Dr. Charles Weis, County Superintendent of Schools.

b. Gregory Cross, Local 535 SEIU – Election of Personnel Commissioner

Ms. Parham reported that SEIU has sent correspondence to the Board requesting an election be held to determine the manner in which Personnel Commissioners are appointed. Ms. Parham reported this issue is on the agenda for the June 26 Board meeting. The Chancellor is recommending the Board call for the election prior to August 24 and that the board delegate the election process to the Chancellor. Once the election is held with the issue passing, the classified employees would appoint the first commissioner following the election, the board would appoint the second, and the two commissioners would appoint the third. Mr. Cross has recommended the Mediation and Conciliation Service run the election, and meetings to discuss that issue are ongoing.

Mr. Grey suggested thought should be given to a policy defining how commissioners will select a new commissioner if this issue passes. Ms. Parham said the Commission will know by the September meeting whether the issue has passed.

6. REPORTS

a. Board of Trustees Meeting – Dr. Marion Boenheim

Dr. Boenheim reported that, at the last meeting of the Board of Trustees, the retirees were recognized. The student trustee, Becky Lawson, was sworn in for the third time, with a new Oath of Office. Oxnard Senate President, Mary Jones, reported on the search for a new president of the college; twelve candidates have been invited for interviews, five will participate in a forum, following which three will be selected for the Chancellor's final consideration. Dr. Doherty was honored with a letter of commendation for providing lasic surgery for three needy students. Especially significant, according to Dr. Boenheim, was the Chancellor's announcement that both AFT and SEIU have tentative agreements scheduled to go before the Board on June 26. A presentation was given at the Board meeting on the Strategic Plan. The District is awaiting the state budget.

b. Director's Report – Patricia Parham

Ms. Parham reviewed the monthly recruitment report reflecting twenty positions in process. The monthly report of positions filled reflects fifteen vacancies filled and fifteen positions certified. She reported on two continuous recruitments, Custodian and Office Assistant, for on-call, fill-in positions. Ms. Parham advised she will be on vacation next week.

c. Commissioners' Report
None

7. OLD BUSINESS

a. Professional Experts

Ms. Parham reported on the Commission's directive that she write a letter to the Chancellor requesting a meeting to discuss the issue of Professional Experts. The Chancellor responded to her letter and called a meeting two weeks ago with Ms. Parham, Dr. Boenheim, Dr. Lipton, and the college presidents. Following their review and discussion of the issue, it was agreed that counsels for the Commission and the District should meet and discuss their differences of opinion. Ms. Parham has since contacted Mr. Stuart Rudnick, who has been in contact with Dr. Lipton; they have not yet been able to schedule a meeting date.

There was a discussion of possible future action. Ms. Parham advised that commission staff is keeping track of the number of professional experts. Mr. Ray Centavo, SEIU President, advised that SEIU is concerned and is, at this point, monitoring the situation and waiting to see the resolution.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

- a. Accounting Technician II-Payroll (9-103)
Recommended Classified Salary Schedule #230 (\$2,665-\$3,683/mo.)

There currently exists an Accounting Technician I-Payroll classification. This new description is a result of incumbents requesting a classification review. Should this new specification be approved, the reclassification of two individuals to that position will be requested.

- b. Community College Police Officer – Lateral Entry (8-104)
Recommended Classified Salary Schedule #260 (\$3,133-\$4,321/mo.)

This classification is being created to replace existing officers for short-term, temporary employment. It will relieve current demands on officers who are working fourteen hour shifts to fill vacancies, and will eliminate the need for excessive overtime. This classification requires eligible candidates to have experience on the job and have passed probation so they can move into the system on a temporary basis.

- c. Institutional Advancement Officer (8-105)
Recommended Classified Salary Schedule #335 (\$4,684-\$6,463/mo.)

This is a new classification with an old title at the request of Moorpark College. This function is a combination of public relations, marketing, fund raising, resource development, as well as interaction with the non-profit foundation at the college.

Mr. Saynay made a motion, seconded by Mr. Grey, to approve the three new specifications. After discussion, and because Mr. King had not been present for the discussion of item 8.a., Mr. Saynay amended his motion to approve only items 8.b. and 8.c. Mr. Grey seconded the amended motion and both items were unanimously approved. Mr. Saynay then made a motion to approve item 8.a. Said motion was seconded by Mr. Grey. The motion passed, with Mr. King abstaining from the vote.

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

- a. Chief of Police (9-72)
- b. Community College Police Lieutenant (9-73)
- c. Community College Police Officer II – Sergeant (9-74)

The minimum qualifications of these three specifications have been all been revised so that they stair-step and also reflect the requirement of a CA POST Basic Certificate. After discussion, and on motion by Mr. King, seconded by Mr. Saynay, the commissioners unanimously approved the proposed revisions to the three classification specifications.

10. RECLASSIFICATION

- a. Eck, William – Ventura College (10-61)
From Theater Technician to Technical Director/Theater Manager
- b. Grace Joe – District Office (10-62)
From Accounting Technician I to Accounting Technician II – Payroll
- c. Masoomah Lashkari – District Office (10-63)
From Accounting Technician I to Accounting Technician II – Payroll
- d. Barbara Partee – Oxnard College (10-64)
From Clerical Assistant I to Student Services Assistant II

On motion by Mr. Saynay, seconded by Mr. King, the Commission unanimously approved the four proposed reclassifications.

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

MEETING OF THE PERSONNEL COMMISSION

June 21, 2001

Page Five

15–18. Listed as appropriate.

None

19. OTHER

- a. Voluntary Demotion – Helen T. Nielsen (19-138)
From Matriculation Specialist II to Tutorial Services Specialist – Moorpark College

On motion by Mr. King, seconded by Mr. Grey, the Commission unanimously approved the voluntary demotion of Ms. Nielsen.

20. PUBLIC COMMENTS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next meeting of the Personnel Commission is scheduled for July 19, 2001, at 7:00 p.m. The commissioners all spoke of August commitments and there was discussion of canceling or changing the August meeting.

22. RECESS TO CLOSED SESSION

The meeting recessed to Closed Session at 8:05 p.m.

23. RECONVENE IN OPEN SESSION

The general meeting was reconvened at 8:15 p.m. There was no report from the Closed Session.

24. ADJOURNMENT

Mr. Grey adjourned the meeting.