

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
August 16, 2001
MINUTES**

THREE HUNDRED AND THIRTY SEVENTH MEETING The three hundred and thirty-seventh meeting of the Ventura County Community College District Personnel Commission was held on Thursday, August 16, 2001.

1. CALL TO ORDER

In the absence of Mr. Grey, who was on vacation, Mr. Saynay called the meeting to order at 7:00 p.m.

2. ROLL CALL

Commissioners Robert Saynay, and James King were present. 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

Mr. King noted that Mr. Saynay, and not he, had pointed out that Mr. Grey seconded the motion for approval of the June minutes. Subject to that change, and on motion by Mr. King, seconded by Mr. Saynay, the commissioners approved the minutes of the July 19, 2001 meeting of the Personnel Commission. (4-56)

5. CORRESPONDENCE

Ms. Parham reported the CA School Personnel Commissioners Association had raised the question of whether the Personnel Commission should be incorporated into the District's Conflict of Interest Code. She presented the opinion of the Fair Political Practices Commission, which is in the affirmative. After discussion, the commissioners directed Ms. Parham to write to the Chancellor and suggest the trustees amend current policy, which does not include the commissioners as designated employees.

6. REPORTS

a. Board of Trustees Meeting – Dr. Marion Boenheim

Dr. Boenheim reported the most recent meeting of the Board of Trustees was held on August 7; the September meeting will be on the 12th. Wreaths were conferred on the associates at the three colleges. It was announced that a complaint by the AFT against the Sheriff's Academy was dismissed, as well as a charge of unfair labor practice. Based on the state budget, reserves were lowered for one year from 5% to 4% in order to provide for maintenance, facilities and construction.

b. Director's Report – Patricia Parham

Ms. Parham reported that SEIU had petitioned the board to hold an election to vote on the process that could be utilized to fill seats on the Personnel Commission. The trustees then directed the chancellor to take steps to ensure the election took place within 90 days of the date of the petition. Following meetings between the Chancellor, Greg Cross of SEIU, Ray Centeno, president of the union, Ms. Parham, and a representative from the state Mediation/Conciliation Service, it was agreed the election will take place next week and be overseen by Draza Mrvichin of the state Mediation/Conciliation Service. Ballots will be counted in the District Office conference room at 5:30 p.m. on Thursday, August 23, by Mr. Mrvichin, with a board member, the union president, and Patricia Parham present. Ms. Parham reported that election notices have been posted at all three of the campuses.

Ms. Parham then reviewed the monthly recruitment report, reflecting 26 active recruitments. The report of positions filled reflects fourteen positions certified and pending selection. She provided information regarding two Personnel Commissioners Association conferences to be held in October and in January.

c. Commissioners' Report

None

Greg Cross, SEIU 535, spoke of the upcoming election and reported the union is advertising and encouraging classified employees to vote "yes." He said the executive board has discussed the process to be followed in making any appointment and has decided to follow a procedure similar to the Board of Trustees. It will be an open recruitment with advertising and publicity, with a screening committee reviewing the applications prior to an open forum. Following that, the applicants will be excused and all those present at the forum will discuss and provide input to the committee, who will then select the new commissioner. The executive board believes this is a very important position with a major impact on classified employees and those making the final decision should be truly informed about the candidates and the issues.

7. OLD BUSINESS

Professional Experts

Ms. Parham reviewed a report showing the 58 Professional Experts currently employed by the district, and a report showing the 195 Professional Experts employed since January 2001. She reported that counsel for the Commission and counsel for the District met and then met again with employees of the District. The result of that meeting was that District's counsel agreed to look at Stuart Rudnick's interpretation of the code and definition of criteria for Professional Expert. Mr. Lipton's response was forwarded to commissioners the commissioners.

Mr. King suggested he would like to meet with the trustees to try to resolve the issue prior to beginning any legal action; he would like to see a joint meeting, a public, agendized meeting on the issue. Mr. Cross stated the union feels it has a good legal case, a good chance of prevailing in court, and plans to go to court over this issue. He said that, regardless of what the Commission does, SEIU plans to move forward because they do not have much confidence in the process thus far. Mr. Cross stated his belief that, until Jack Lipton changes his point of view on the issue, the District and the Board will not change their point of view.

Mr. King expressed concern that Tony Grey was not present at the meeting because he was looking for consensus. The commissioners agreed to wait to take any action until the September meeting but asked Ms. Parham to contact Mr. Grey on his return from vacation and ask him if he would consider holding a special meeting.

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

Establishment of Position – Clerical Assistant I/Seasonal (19-139)
Classified Salary Schedule #183 - \$2,093-\$2,892/mo

Ms. Parham advised funding for this position was included in the 2001-2002 budget for the Personnel Commission. On motion by Mr. King, seconded by Mr. Saynay, the commissioners approved the creation of the new position for the Office of the Personnel Commission.

20. PUBLIC COMMENTS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next meeting of the Personnel Commission is scheduled for September 20, 2001, at 7:00 p.m.

22. RECESS TO CLOSED SESSION

Public Employee Performance Evaluations

- a. Classified Personnel Specialist
- b. Classified Personnel Assistant
- c. Executive Assistant to the Personnel Commission

The meeting recessed at 7:57, with Closed Session beginning at 8:05 p.m.

23. RECONVENE IN OPEN SESSION

The general meeting was reconvened at 8:20 p.m. with no report made to the general public.

24. ADJOURNMENT

Mr. Saynay adjourned the meeting at 8:21 p.m.