

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
October 25, 2001
MINUTES**

**THREE HUNDRED AND
THIRTY NINTH MEETING**

The three hundred and thirty-ninth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, October 25, 2001.

1. CALL TO ORDER

Mr. Grey called the meeting to order at 7:00 p.m.

2. ROLL CALL

Commissioners Tony Grey, James King, and Robert Saynay were present at the meeting. Patricia Parham, Director of Personnel, and Secretary of the Personnel Commission, was also present.

Mr. Grey announced changes to the agenda to include: Item #22 move from closed session to open session. There will be no discussion of disciplinary action, just a review of the request for appeal and consideration of the appointment of a hearing officer, the item is moved to #19 Other.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Mr. Saynay, seconded by Mr. King, the commissioners unanimously approved the minutes of the September 20, 2001 meeting of the Personnel Commission and the September 24, 2001 Special Meeting of the Personnel Commission. (4-58 and 4-59)

5. CORRESPONDENCE

Letter from Chancellor Westin requesting support of General Obligation Bond (5-31)

Mr. King expressed concerned of the amount of money requested and said he had spoken with the chancellor, who indicated he was merely attempting to get a sense of the Commission's support. After discussion, the commissioners agreed they had insufficient information to make an informed recommendation.

Mr. Greg Cross, of SEIU Local 535, reported his organization had received the same letter from the chancellor and the executive board would be unable to review it within the chancellor's timeframe. He expressed the same concerns about the lack of information provided. He believes this issue has an impact on the classified service because, if all the

proposed buildings are built, they must be staffed with both classified and academic employees. He said there is no mention of where funds will come from for that and the union feels current facilities are understaffed and employees are overworked. When new buildings have been built on the campuses, a commensurate number of employees have not been added.

Following the discussion, and on motion by Mr. Saynay and seconded by Mr. King, the commissioners unanimously agreed their position is neither endorsing or not endorsing the proposal, due to lack of information and insufficient analysis. They asked Patricia Parham to write a letter to the chancellor voicing their feelings and concerns.

6. REPORTS

a. Board of Trustees Meeting

Ms. Parham reported that Mr. Matulich spoke with her earlier today and said his schedule precluded his attendance at tonight's meeting.

b. Director's Report – Patricia Parham

The current recruitment report was reviewed. Ms. Parham reported there are thirteen positions currently open and active, and twenty-one positions pending certification, with ten having been filled within the past month. Ms. Parham also discussed the number of applicants and the hiring process for the temporary Custodian and Office Assistant positions. Mr. Grey asked that Ms. Parham extend the thanks of the commission to the staff for their work in recruiting and placing these temporary employees.

Ms. Parham gave the commissioners copies of the new classified application and discussed the changes. She reported the project is underway to put our application on-line so that applicants can apply on-line.

An update of the report of Professional Experts was distributed and reviewed. It reflected 250 individuals hired since the beginning of the year. Ms. Parham suggested alternative procedures for staffing short-term programs. Mr. King expressed his hope that the commission will not only point out a problem, but offer a way to fix it. He said the chancellor told him he had told the college presidents that no additional professional experts will be hired until this issue is resolved; Mr. King asked Ms. Parham if she had noted a cessation in the practice of hiring professional experts during the past several weeks. Mr. Parham said she was unaware of any such directive but has noted there are fewer new professional experts being added to the website.

Mr. Cross said there is some seasonality in the hiring of Professional Experts, but his personal frustration is that the problem started two years ago and task forces were ineffective in finding solutions. He believes the commission and the union has been willing to do that, but management at the colleges has not been willing to invest the time to find creative ways to work within the system. He indicated the union sometimes moves slowly, particularly in legal matters, but they are proceeding to address this situation. He said he assumes the Commission and the union are on the same side of this issue, as there is a violation of the merit system, and he hopes the Commission will be supportive of the union's position.

c. Commissioners' Report

Mr. King questioned the timing for Ms. Parham's annual review. It was agreed to place it in a closed session on the November agenda.

Mr. Grey discussed the commissioners' letter to the trustees and said he had been contacted by the Chairman of the Board of Trustees. A meeting to discuss the subject of professional experts has been scheduled for Monday, October 29, with Mr. Grey, Chief Gonzales, Chancellor Westin, and Patricia Parham. Mr. Grey said he feels comfortable that the commissioners are like-minded and he can speak for the Commission.

7. OLD BUSINESS

None

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

Instructional Assistant/Emergency Medical Technician (8-108)
Recommended Classified Salary Schedule #220 (\$2,659-\$3,671/mo)

After discussion, the commissioners agreed to combine two items in the minimum qualifications, both having to do with English usage and communication. On motion by Mr. Saynay and seconded by Mr. King, the commissioners unanimously approved the new classification specifications, subject to that one change.

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

Financial Aid Officer (9-79)

On motion by Mr. King, seconded by Mr. Saynay, the commissioners unanimously approved the proposed revisions to the classification specifications.

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

Public Employee Discipline/Dismissal/Release

Review of Request for Appeal/Consideration of Appointment of Hearing Officers

There was a discussion of the appeal and it was agreed it could be a lengthy hearing. On motion by Mr. King, seconded by Mr. Grey, it was agreed to appoint a hearing officer for this appeal. Mr. Saynay voted against the motion. After reviewing the resumes of several hearing officers, the commissioners agreed to defer to Ms. Parham and allow her to select the hearing officer.

20. PUBLIC COMMENTS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

After discussion, the commissioners agreed to change the next regular meeting of the Personnel Commission to Tuesday, November 20, 2001, at 7:00 p.m.

22. ADJOURNMENT

Mr. Grey adjourned the meeting at 8:26 p.m.