

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
May 16, 2002  
MINUTES**

**THREE HUNDRED AND  
FORTY-FOURTH MEETING**

The three hundred and forty-fourth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, May 16, 2002.

**1. CALL TO ORDER**

Chairman James King called the meeting to order at 7:00 p.m.

**2. ROLL CALL**

Commissioners James King and Barbara Harison were present at the meeting; Tony Grey was on vacation and absent. 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 Ms. Harison, seconded by Mr. King, the minutes of the April 18, 2002 meeting of the Personnel Commission were approved, subject to the following changes:  
Item 3, Paragraph 2 – change the word “affirmed” to “requested the Commission to affirm the”;  
Item 3, Paragraph 5 – change the word “affirmed” to “requested the Commission to affirm the”;  
Item 4 – following “on motion by Mr. Grey,” insert “seconded by Ms. Harison”.  
(4-64)

**5. CORRESPONDENCE**

Letter from M. Busailah dated 5/1/02

Ms. Parham said she had received a copy of a letter forwarded to Chancellor Westin by Ms. Busailah, stating Mr. Armando Castillo had not yet heard from the Chancellor regarding action recommended by the Commission. Ms. Parham reported she had written to the Chancellor regarding the status, but he has not responded. Ms. Parham confirmed the board had voted in closed session at the last board meeting to file a writ against the Personnel Commission; she has no additional information and had not been served or received anything in writing.

**6. REPORTS**

a. Board of Trustees Meeting

Ms. Parham reported that John Matulich, interim Vice Chancellor of Human Resources, has returned from vacation but was unable to attend tonight's meeting. She further reported that Mr. William Studt has been appointed as the new Vice Chancellor of Human Resources and will be on board shortly.

b. Director's Report – Patricia Parham

- 1) Ms. Parham reviewed the Positions Filled & Pending Report, reflecting seven positions certified and pending selection, with fourteen vacancies filled since the last report. She also reviewed the Current Recruitment Report and advised there are many management or supervisory positions being posted this weekend.
- 2) Mr. King suggested that Ms. Parham inform the commissioners of the process to update the Classified Rules and how that is progressing. She advised the committee is comprised of representatives of the three campuses, classified management, supervisors, confidential employees, the District Human Resources Department, the Office of the Personnel Commission, as well SEIU. The committee is meeting approximately every-other week, for four hours at a time and, with the Education Code and other reference material, the members are going through the Classified Employees Handbook

c. Commissioners' Report

Mr. King reported on Dr. Walker's retirement from Moorpark College. He said the Moorpark College Foundation is hosting a function for him on Saturday evening and invited all to attend.

**7. OLD BUSINESS**

None

**8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS**

None

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

a. Director of Maintenance & Operations (9-82)

Ms. Parham reported the job specification for this position has been revised, but there is no recommended change in salary. After discussion, the commissioners agreed to change the first item under *Knowledge Of* to read, "Principles and practices relating to custodial, groundskeeping and building maintenance functions and warehousing activities." They also agreed to include a degree in "construction management" to those accepted under *Education and Experience*.

b. Director of Facility Planning and Construction (9-83)

Because of so many changes to the job specification, Ms. Parham advised it was easier to present a new specification rather than showing all the revisions to the existing specification. She said there is also a recommendation to move the salary range from #150 to #155 on the Management Salary Schedule.

There was a discussion of the fact that this senior management classification is being filled from an unranked list, but remains within the jurisdiction of the Personnel Commission. There was also a discussion of the correct title of the position, which was determined to be *Director of Facility Planning and Management*. In response to a question from Mr. King, Ms. Parham advised this classification does not relate to the public oversight committee. The classification currently exists in the structure and is simply being modified and updated.

On motion by Ms. Harison, seconded by Mr. King, the commissioners approved the job specification for Director of Maintenance and Operations as amended, and the job specification for Director of *Facility* Planning and Construction, as well as the change in the salary range for the Director of Facility Planning and Construction.

**10. RECLASSIFICATION**

a. Carolyn Allen – Ventura College (10-66)  
From Student Services Assistant II (#210) to  
Split evenly between Campus Payroll/Personnel Assistant (#210) and  
Administrative Assistant II (#230)

b. Karla Banks – District Service Center (10-67)  
From Clerical Assistant II/Confidential (#200) to  
Administrative Assistant II/Confidential (#230)

- c. Melinda Diets – Moorpark College (10-68)  
From Student Support Service Aide/Financial Aid (#180) to  
Student Services Assistant II (#210)

Following discussion, and on motion by Ms. Harison, seconded by Mr. King, the commissioners approved these three reclassifications.

**11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES**

Ms. Parham reminded the commissioners of their request to review revisions to the Personnel Commission Rules as they are being worked on. She said the draft presented today is not ready for review, first reading or approval, but the intent is to share it with the commissioners so they may see what the committee has been working on. Mr. King suggested the commissioners take the opportunity to talk about what the rules are intended to be: a restatement of things very carefully laid out in the Education Code, or a document handed to all newly-hired classified personnel that helps them understand the process, as well as being a tool for staff. Mr. King said he has been anxious to start this process because he has spoken with classified employees who expressed concern that the rules are “antiquated.” He said he now wants to make sure the committee has the support of the Commission. After discussion, Ms. Harison and Mr. King agreed they prefer a more conversational approach to the rules, rather than a restatement of the law, and will discuss the issue with Mr. Grey at the next meeting. They asked that this subject remain on the agenda each month. There was further discussion of various sections.

**12. ABOLISHMENT OF CLASSIFICATIONS**

- a. Director of Community Services (12-14)
- b. Director of Construction and Special Projects (12-15)

Ms. Parham advised these classifications are no longer used. On motion by Ms. Harison, seconded by Mr. King, the two classifications were abolished.

**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 2002-2003 Budget

Mr. King opened the public hearing of the 2002-2003 Budget of the Office of the Personnel Commission and announced that anyone could address the Commission. Mr. Dave Thomas asked why there was a decrease in the line item for Consultants. Mr. King said that would be addressed during the discussion. He then closed the public hearing and restricted comments to members of the Commission and staff.

b. Adoption of 2002-2003 Budget

Ms. Parham reported that, in response to direction from the Commission, she had spoken with Chancellor Westin who redirected her to Mr. Gregoryk on any budgetary issues. She met with Mr. Gregoryk and discussed the issues of legal fees and the cost of a district-wide classification study. Mr. Gregoryk asked that the Commission follow the same procedure this year as last and not increase their budget to cover legal expenses. He said overages should be forwarded to the district, as has been done this year. Ms. Parham further reported that she estimated a classification study would cost approximately \$100,000. She said Mr. Gregoryk believes a study would be appropriate and he would support that, but, in view of potential budgetary shortages, this is not the fiscal year to do it. He said if there is a change in the financial status sometime during the year, he would suggest a modification to the budget and that the subject be readdressed.

Mr. King advised the public that the reason for the decrease from \$34,000 to \$10,000 in the line item for "Consultants" is because last year we hired a consultant to do the on-line application on the website.

Ms. Parham pointed out that the budget will be adopted with the understanding that the staff salary and benefits costs are estimated, and necessary adjustments will be made for the actual salary and benefits costs for the salaried positions that report to the Commission.

There was a discussion of advertising costs and the possibility of reducing those costs through shared advertising with the Human Resources Department. Mr. King suggested maintaining the present year's advertising budget in an attempt to show the Commission's willingness to tighten its belt and be fiscally responsible. After discussion, and in an effort to keep costs down, the commissioners agreed to keep the Advertising budget at \$55,000, as it is this year, with the expectation that the district will recognize this action and cooperate in helping reduce costs--

particularly in the area of collaborating on advertising. Ms. Parham said she reports monthly to the board and will discuss the Commission's efforts. She will also discuss the issue of shared advertising with Human Resources.

A motion to approve the budget as modified was made by Ms. Harison and seconded by Mr. King. Mr. King called for a roll call vote and, with both Ms. Harison and Mr. King voting in the affirmative, the Commission approved the budget as modified.

**20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**  
None

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

The next regular meeting of the Personnel Commission will be Thursday, June 20, 2002, at 7:00 p.m.

**22. ADJOURNMENT**

Mr. King adjourned the meeting at 8:37 p.m.