

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
September 12, 2002
MINUTES**

**THREE HUNDRED AND
FORTY-EIGHTH MEETING**

The three hundred and forty-eighth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, September 12, 2002.

1. CALL TO ORDER

Chairman James King called the meeting to order at 7:03 p.m.

2. ROLL CALL

Commissioners James King, Barbara Harison, and Tony Grey were present. Patricia Parham, Director of Personnel and Secretary of the Personnel Commission, was also in attendance.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

Mr. King stated he had received six requests to address the Commission regarding the closed session item. He asked whether commissioners preferred to hear the speakers at this point or prior to the closed session. On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously agreed to reorder the agenda and hear the speakers just before going into closed session.

4. APPROVAL OF MINUTES

Mr. King noted the minutes of the August 15, 2002 meeting should be changed to reflect Ms. Harison's motion for approval of the July 18, 2002 minutes and Mr. King's second. On motion by Ms. Harison, seconded by Mr. King, the minutes of the August 15, 2002 meeting of the Personnel Commission were approved, subject to that correction. Having been absent from the August meeting, Mr. Grey abstained from voting. (4-68)

5. CORRESPONDENCE

Ms. Parham said correspondence has been received announcing the annual conference of the California School Personnel Commissioners Association, to be held January 30-February 2, 2003 in San Diego.

6. REPORTS

- a. Board of Trustees Meeting – Bill Studt

Mr. Studt stated he had no report for the Commission.

b. Director's Report – Patricia Parham

Ms. Parham reviewed the Positions Filled Report and the Recruitment Report, noting there are nine certifications pending selection, and nine positions have been filled since the last report. There was a brief discussion of the position of Director of Maintenance.

c. Commissioners' Report

Mr. Grey said he had received approval but was rescinding his travel request in view of current budget restraints.

Ms. Parham reported a committee has been formed to select a replacement for Mr. Grey, whose term expires at the end of November. She said Pat Kistler, Director of Public and Governmental Affairs, is working on that issue; Ms. Parham has recommended one of the commission staff serve on the committee.

7. OLD BUSINESS

Professional Experts

Mr. King reported he and Ms. Parham met with Dr. Walker, Mr. Studt, and Chairman Nagle to discuss the issue of professional experts. Ms. Parham has also met with the executive staff to discuss their support of the proposed hiring process for professional experts. All requests for professional experts will be reviewed by Personnel Commission and Human Resources staff and the accuracy of placement checked. Mr. King said it had been a great meeting and he believes "a new day has dawned." He feels everyone wants to work together and work smartly.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

None

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

a. Placement Project Specialist (9-88)

The commissioners reviewed the revised classification specification and briefly discussed the requirements for education and experience.

b. Payroll Supervisor (9-89)

Ms. Parham explained the revisions to this specification were initiated by the Assistant Vice Chancellor of Business Services and Financial Management, who felt a need to increase the qualifications for this position.

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the revisions to both 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

None

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

Mr. King said there were a number of people who wished to speak prior to the closed session regarding the discipline of a public employee and the hearing officer's recommendation, and the Commission was glad to have their input. He advised, however, that there had already been a formal hearing, this was not the place for a supplementary hearing, and no additional testimony would be heard. Those addressing the Commission, and voicing support for the appellant and for the hearing officer's recommendation, were Bea Herrera, Harry Korn, Geri Cantu, and Tim Suel. Martha Turgow, attorney for the appellant, asked the Commissioners not to adopt items #2-5 of the hearing officer's recommendations, as she did not believe they were justified. Mr. Bill Studt, Vice Chancellor of Human Resources, encouraged the commissioners to uphold the decision of the hearing officer.

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission will be Thursday, October 17, 2002, at 7:00 p.m.

22. CLOSED SESSION

The commissioners agreed to move to another room for their deliberations. The meeting recessed to closed session at 7:40 p.m.

23. RECONVENE IN OPEN SESSION

The general meeting reconvened at 8:14 p.m. Mr. King announced the Commission had unanimously accepted the recommendation of the hearing officer and the Commission agrees:

1. The Appellant should be made whole for the 30 day suspension she served and all reference of discipline in the instant case be expunged from her personnel file.
2. The Appellant should receive a "Letter of Counseling" telling her to adhere to all rules and/or regulations of the Personnel Commission and/or Ventura Community College.
3. This letter should conclude by telling the Appellant that failure to abide by these rules could lead to discipline up to and including termination.
4. The Appellant should attach a reply saying, "I will comply."
5. The Appellant should attend a District sponsored "Sensitivity" Training Program.

24. ADJOURNMENT

On motion by Mr. Grey, seconded by Ms. Harison, the meeting was adjourned at 8:15 p.m.