

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
November 20, 2003
MINUTES**

THREE HUNDRED AND SIXTY-FIRST MEETING

The three hundred and sixty-first meeting of the Ventura County Community College District Personnel Commission was held on Thursday, November 20, 2003.

1. CALL TO ORDER

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:10 p.m.

2. ROLL CALL

Commissioners Barbara Harison, James King, and Ray Pizarro were present. Also present was Patricia Parham, Interim Vice Chancellor of Human Resources and Secretary of the Personnel Commission.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Mr. Pizarro, seconded by Mr. King, the minutes of the October 16, 2003 meeting of the Personnel Commission were unanimously approved. (4-80)

5. CORRESPONDENCE

None

6. REPORTS

- a. Classified Employee Representative(s) Report
None
- b. Board of Trustees Meeting – Patricia Parham

Ms. Parham relayed the appreciation of the trustees to Mr. King and said they wish him well in his future endeavors. She reported on a special presentation of Moorpark College's master plan. She advised there had been a presentation to thank the local firefighters and the district staff for their work in putting out the recent wildfires and saving the campus and the animals.

c. Director's Report – Patricia Parham

Ms. Parham reviewed the current recruitment report, which reflects sixteen positions. She advised that staff is extremely busy. She reported that staff offices have been moved in order to make the department's operation more efficient.

d. Commissioners' Reports

Mr. King said it had been an enjoyable experience working on the Commission. Mr. Pizarro wished him well and said he had learned much from him. Ms. Harison also thanked Mr. King and said it was a pleasure to have worked with him.

Mr. Pizarro questioned whether the Commission should consider a notice on their agenda that ADA assistance is available for those attending the meetings. Ms. Parham will check the requirement and determine if that should be added to the agenda.

Ms. Harison introduced newly-selected Commissioner David Gonzales, who was in attendance at the meeting.

7. OLD BUSINESS

a. Professional Experts

The commissioners reviewed the updated report of Professional Experts. Seven new employees have been added as Americorp Interns. Ms. Parham explained these employees are funded through specific monies and work with families and children, providing services and education.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

Instructional Lab Technician II-Learning Resources (8-123)
Classified Salary Schedule #250 (\$3,209-\$4,424/mo)

There was a discussion of the minimum qualifications for the position, with the commissioners all voicing concerns. At length, on motion by Mr. Pizarro, seconded by Mr. King, the commissioners unanimously approved the new classification specifications.

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

- a. Disabled Student Services Specialist/Interpreter (9-93)

Ms. Parham advised the intent is to update this specification to the current language in the field. On motion by Mr. King, seconded by Mr. Pizarro, the revisions to the specification were unanimously approved.

- b. Instructional Assistant/Paramedic Studies (9-94)

Parham explained this specification has been revised to more clearly and accurately reflect the duties of the classification. On motion by Mr. King, seconded by Mr. Pizarro, the revisions to the specification were unanimously approved.

- c. Instructional Assistant/Emergency Medical Technician (9-95)

On motion by Mr. King, seconded by Mr. Pizarro, the commissioners unanimously approved the revisions to the specification.

- d. Payroll Supervisor (9-96)

Ms. Parham explained the justification for the change in the minimum qualifications. Mr. King suggested a training program for supervisors would be beneficial. On motion by Mr. Pizarro, seconded by Mr. King, the revised specification was unanimously approved.

10. RECLASSIFICATION

None

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

Second reading and adoption of revised Personnel Commission Rules Sections 330 to 350. (11-9)

The commissioners expressed pleasure with the changes that have been made to the Rules. Mr. King made a motion to approve the final section of the Personnel Commission Rules, Sections 330-350. Mr. Pizarro seconded the motion, and the rules were unanimously approved by the Commission.

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

Approval of Personnel Commission Annual Report (19-165)

On motion by Mr. Pizarro, seconded by Mr. King, the commissioners unanimously approved the Personnel Commission Annual Report, which will now be printed and distributed.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regular meeting of the Personnel Commission meeting is Thursday, December 18, 2003, at 7:00 p.m.

22. RECESS TO CLOSED SESSION

a. Public Employee Performance Evaluation – Evaluation of Director

b. Public Employee Discipline/Dismissal/Release
Review of Hearing Officer's Recommendation (22-4)

The meeting recessed to closed session at 8:00 p.m.

23. RECONVENE IN OPEN SESSION

The meeting reconvened at 8:45 p.m. Ms. Harison reported the commissioners had unanimously voted to accept the hearing officer's recommendation to uphold the termination of the district employee.

24. ADJOURNMENT

On motion by Mr. King, seconded by Mr. Pizarro, the meeting was adjourned at 8:47 p.m. by Ms. Harison.