

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
December 18, 2003  
MINUTES**

**THREE HUNDRED AND  
SIXTY-SECOND MEETING**

The three hundred and sixty-second meeting of the Ventura County Community College District Personnel Commission was held on Thursday, December 18, 2003.

**1. CALL TO ORDER**

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:00 p.m.

**2. ROLL CALL**

Commissioners Barbara Harison, Ray Pizarro, and newly appointed commissioner David Gonzales were present. Also present was Patricia Parham, Interim Vice Chancellor of Human Resources and Secretary of the Personnel Commission.

The Oath of Office was administered to David Gonzales by Commission Chair Barbara Harison. Ms. Harison welcomed him as the new commissioner and he said he was excited about this opportunity.

**3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS**

None

**4. APPROVAL OF MINUTES**

On motion by Mr. Pizarro, seconded by Ms. Harison, the minutes of the November 20, 2003 meeting of the Personnel Commission were approved, with Mr. Gonzales abstaining from the vote. (4-81)

**5. CORRESPONDENCE**

None

**6. REPORTS**

a. Classified Employee Representative(s) Report

Mr. Greg Cross, Senior Field Representative for SEIU Local 535, welcomed Mr. Gonzales as Commissioner. He advised the Personnel Commission Rules and Regulations have been revised and approved and, as the district and SEIU will soon enter into negotiations, those rules may have an impact on the negotiations. He said the current budget situation is ongoing and will be impacting the classified employees.

b. Board of Trustees Meeting – Patricia Parham

Ms. Parham reported the trustees had accepted the resignation of Larry Calderon, President of Ventura College, and honored him for his years of service with the district. She said Cheryl Heitmann has been appointed President of the board, with Mary Anne Rooney as Vice President.

c. Director's Report – Patricia Parham

Ms. Parham reviewed the current recruitment report, and pointed out the appointment of Marie Soo Hoo as the new Supervisor of Human Resources. Her appointment was approved at the last board meeting. It was reported that the 40-hour workweek for classified unit employees has been reinstated, effective January 1, 2004, but severe cuts are anticipated in the next fiscal year. Ms. Parham asked if the Commission would be open to promotional only recruitments, rather than open recruitments, and advised this may come forward as a specific request. The commissioners agreed each request would be taken on a classification basis, rather than across the board.

d. Commissioners' Reports

Mr. Pizarro welcomed Mr. Gonzales. He asked if the Commission could begin to look at a time frame for a joint meeting with the Board of Trustees. Ms. Parham said the trustees are currently setting up their calendar for next year and she would draft a letter making a formal request for a meeting with the board. She reported the trustees would like Mr. Gonzales to come to the next meeting and be introduced.

**7. OLD BUSINESS**

a. Professional Experts

The commissioners reviewed the updated report of Professional Experts. Eighteen names have been added and one removed from the list. Mr. Gonzales asked about the use of Professional Experts and Ms. Parham explained the process. She said Professional Experts are now monitored very closely to ensure they are not used to circumvent the Merit System. She said their pay is determined as the market dictates.

**8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE**

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**

- a. Public Employee Formal Grievance (19-166)  
Alleged Misapplication of PC Rule #295.1

Ms. Parham reviewed the issue and introduced the grievant, Ms. Kathryn Jameson-Meledy, who had been denied placement at Step 2 of the salary schedule for Grant Developer/Writer. Ms. Jameson-Meledy explained the circumstances of her grievance and reviewed the minimum qualifications for the position of the position. She detailed her education and experience, which she believes qualifies her for a higher step placement. The commissioners questioned Ms. Jameson-Meledy at length and expressed concern that, if she has been performing the duties of Grant Developer/Writer for the last three years in her former position as she contends, it would have been a severe violation of Commission rules.

After a lengthy discussion, Mr. Gonzales made a motion that the grievance be denied, and Mr. Pizarro seconded that motion. During the ensuing discussion, Ms. Harison voiced concern that an employee sometimes becomes responsible for poor management practices. Mr. Gonzales said the issue is difficult, especially when it appears employees are being trained. After further discussion, the motion to deny the grievance carried on a vote of two to one, with Mr. Gonzales and Mr. Pizarro voting for the motion, and Ms. Harison voting against it.

- b. Extension of Out-of-Classification Assignment (19-167)  
Executive Assistant to the Vice Chancellor of Human Resources/Confidential

Ms. Parham reviewed the rule regarding out-of-classification assignments and requested an extension of this assignment to the end of the fiscal year. She explained the rationale for the request and explained that positions in the Human Resources Department are being held open this fiscal year to save funds. On motion by Mr. Pizarro, seconded by Mr. Gonzales, the Commission unanimously voted to approve the extension of the out-of-classification assignment, through June 30, 2004, for incumbent Patricia Olson.

- c. Election of Chair (19-168)

Ms. Harison opened the discussion for nomination of the Chair of the Personnel Commission. On motion by Mr. Gonzales, seconded by Ms. Harison, the commission unanimously elected Mr. Pizarro as Chair of the Personnel Commission for the year 2004. Mr. Pizarro expressed his acceptance.

**20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

Dave Thomas, retired Moorpark College classified employee wished all a Happy Holiday.

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

Mr. Pizarro said he will be unable to attend the regularly scheduled meeting on January 15. After discussion of alternative dates and the possibility of a dark month, the next meeting was tentatively scheduled for January 20, 2004 at 7:00 p.m.

**22. ADJOURNMENT**

On motion by Mr. Pizarro, seconded by Mr. Gonzales, the meeting was adjourned at 8:20 p.m. by Ms. Harison.