

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
October 21, 2004
MINUTES**

**THREE HUNDRED AND
SEVENTIETH MEETING**

The three hundred and seventieth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, October 21, 2004.

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

Ginny Atmore requested the opportunity to address the Commission during the discussion of Item 19.a.

Larry Guevara requested the opportunity to address the Commission during the discussion of Item 19.b.

4. APPROVAL OF MINUTES

On motion by Mr. Gonzales, seconded by Ms. Harison, the minutes of the September 16, 2004 meeting of the Personnel Commission were unanimously approved. (4-89)

5. CORRESPONDENCE

None

6. REPORTS

a. Classified Employee Representative(s) Report
None

b. Board of Trustees Meeting – Patricia Parham
None

- c. Director's Report – Patricia Parham

Ms. Parham reviewed the *Report of Current Recruitments* and the *Positions Filled & Pending Report*, and reported the department is now recruiting for a new President of Ventura College. In response to questioning, Ms. Parham explained the placement of employees and the transfer process.

- d. Commissioners' Reports
None

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the October *Report of Professional Experts*. One individual was added and one removed from the report this month.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

Child Development Careers Project Specialist (8-127)
Recommended Classified Salary Schedule #285

Ms. Parham reviewed the new classification specification and explained this is a grant-funded project and funding ends on June 30. The specialist will be working in the Children's Center. On motion by Ms. Harison, seconded by Mr. Gonzales, the classification specification was unanimously approved by the Commission.

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

- a. Accounting Clerk I (9-99)
- b. Accounting Clerk II (9-100)

Ms. Parham explained two minor changes to the classification specifications for these positions. The ability to keyboard/type is being changed to 20 net words per minute for each classification, and "operate a 10-key at 100 keystrokes per minute" is being added. On motion by Mr. Gonzales, seconded by Ms. Harison, both revised specifications were unanimously approved.

10. RECLASSIFICATION

- a. Laura Hilton – Ventura College (10-77)
From Student Services Assistant II to Administrative Assistant I

Ms. Parham explained these are both existing classification specifications and this reclassification is in compliance with a settlement agreement. This reclassification was under review prior to the settlement and Ms. Parham said she had been consulted and felt it was an issue which deserved study. After discussion, the commissioners agreed they would like any similar actions brought before them, even though the Commission could not go against a settlement agreement.. On motion by Mr. Gonzales, seconded by Ms. Harison, the Commission unanimously approved the proposed reclassification. Ms. Parham advised that Ms. Hilton had been required to pass the typing test qualifying her for this classification.

- b. Linda Fintel – Oxnard College (10-78)
From Child Development Associate to Child Development Careers Project Specialist

The Commission earlier this evening approved the proposed specification for this position and Ms. Parham explained that Ms. Fintel is being reclassified into this newly created classification. She further pointed out that, while this is an unusual request, Ms. Fintel has been doing the work over a three-year period. On motion by Ms. Harison, seconded by Mr. Gonzales, the reclassification was unanimously approved by the Commission.

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. Approval of Higher Step Placement/Exception to PC Rules 295.1 & 223 (19-178)
Ginnie Atmore – Supervisor of Fiscal Services/Student Business Office-VC

Ms. Atmore explained her position and the justification for her request to be placed at Step 6 of Classified Supervisors Salary Schedule #290, following her recent promotion. After a lengthy discussion, Mr. Gonzales made a motion to approve the request for placement at Step 6, stating he believed the importance of making an exception to the rules could be tied to what is fair and equitable for the employee. Ms. Harrison seconded the motion and the Commission unanimously approved Ms. Atmore's request.

- b. Notice of Grievance
Revision of Classification Specification/Community College Police Officer II

Ms. Parham explained there is a ten-day period in which to grieve and the commissioners asked for clarification of the timeline for this grievance. Ms. Parham further stated that a Commission action cannot be grieved. She reminded the commissioners that this item is for discussion only and they are taking no action. Larry Guevara addressed the Commission, objecting to their revision of the specifications for a Community College Police Officer II-Sergeant. On September 16, 2004, the Commission changed the *Education and Experience* requirements to a minimum of three years of service as a full-time, regularly appointed peace officer. It was Mr. Guevara's contention that, without a BA degree, an individual cannot get an intermediate POST certificate with only three years of service, and applicants are not being told they are required to have a BA degree. Mr. Pizarro thanked him for his input.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

Elena Nua introduced herself and said she enjoyed being at the meeting and becoming more aware of what the Commission does.

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission will be Thursday, November 18, 2004, at 7:00 p.m.

22. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Ms. Harison, the meeting of the Personnel Commission was adjourned at 7:50 p.m. by Mr. Pizarro.