

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
May 19, 2005  
MINUTES**

**THREE HUNDRED AND  
SEVENTY-FIFTH MEETING**

The three hundred and seventy-fifth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, May 19, 2005.

**1. CALL TO ORDER**

Chairman David Gonzales called the meeting of the Personnel Commission to order at 7:05 p.m.

**2. ROLL CALL**

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

**3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS**

None

**4. APPROVAL OF MINUTES**

Ms. Harison asked that item 6.d. be changed to reflect the commissioners' discussion of a recent article in the CSPCA newsletter regarding Limited Term positions. Subject to that change, and on motion by Mr. Pizarro, seconded by Ms. Harison, the minutes of the April 21, 2005 meeting of the Personnel Commission were unanimously approved. (4-94)

**5. CORRESPONDENCE**

None

**6. REPORTS**

a. Classified Employee Representative(s) Report  
None

b. Board of Trustees Meeting – Patricia Parham

Ms. Parham reported on the topics of discussion at the most recent meeting of the Board of Trustees

c. Director's Report – Patricia Parham

Ms. Parham reviewed the *Positions Filled & Pending Report*, which reflects five positions filled and one pending selection, and the *Current Recruitments Report*, reflecting five positions.

- d. Commissioners' Reports  
None

**7. OLD BUSINESS**

Professional Experts

The commissioners reviewed the *May Report of Professional Experts*, with three names added and one removed since the April report.

**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 Hearing of FY 2005-2006 Personnel Commission Budget (19-185)

On motion by Ms. Harison, seconded by Mr. Pizarro, Mr. Gonzales formally opened the public hearing of the Personnel Commission Budget for FY 2005-2006. There being no discussion, the public hearing was closed after a motion by Mr. Pizarro, seconded by Ms. Harison.

b. Adoption of FY 2005-2006 Budget (19-186)

Ms. Parham provided a printout showing the status of the budget for the current year. A discussion of the budget holding variance and the retiree benefits followed. Ms. Parham explained the footnote at the bottom of the budget, which justifies the fluctuation of salary and benefit costs until final approval of the district budget. On motion by Ms. Harison, seconded by Mr. Pizarro, the commissioners unanimously approved the FY 2005-2006 Budget, which will be sent for approval to the County Superintendent of Schools.

c. Voluntary Demotions in Lieu of Layoff (19-285)

- 1) Kathy E. Campbell (19-187)  
From Food Services Asst. II (#180)  
to Bookstore Cashier (#180)
- 2) Maureen G. Rauchfuss (19-188)  
From Student Services Specialist/International Students (#250)  
to Admissions & Records Technician (#230)
- 3) Liwayway Torres (19-189)  
From Food Services Supervisor (CSS #275)  
to Business Office Asst. (#180)

Ms. Parham explained that these three employees have voluntarily requested demotions, following the elimination of their current positions. There was a discussion of their status, and the status and reinstatement rights of all eleven employees who were affected by the proposed closure of the cafeterias. On motion by Ms. Harison, seconded by Mr. Pizarro, the commissioners unanimously approved the voluntary demotions.

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

None

**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, June 16, 2005, at 7:00 p.m.

**22. ADJOURNMENT**

On motion by Mr. Pizarro, seconded by Ms. Harison, Mr. Gonzales adjourned the meeting of the Personnel Commission at 7:27 p.m.