

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
November 17, 2005  
MINUTES**

**THREE HUNDRED AND  
EIGHTY-FIRST MEETING**

The three hundred and eighty-first meeting of the Ventura County Community College District Personnel Commission was held on Thursday, November 17, 2005.

**1. CALL TO ORDER**

Chairman David Gonzales called the meeting of the Personnel Commission to order at 5:02 p.m. at Moorpark College.

**2. ROLL CALL**

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

- 6.D.** At this point in the meeting, it was agreed to reorder the agenda to allow Mr. Ray Pizarro additional time to arrive prior to discussion of the action items. Mr. Gonzales turned the meeting over to Ms. Thier for a discussion of the district's recruitment process. She gave a PowerPoint presentation detailing the entire classified hiring process, and responded to questions from the commissioners.

**3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS**

None

**4. APPROVAL OF MINUTES**

Ms. Harison made a motion to approve the minutes of the October 20, 2005 meeting of the Personnel Commission. Mr. Gonzales seconded the motion and the minutes of the meeting were approved. (4-100)

**5. CORRESPONDENCE**

None

**6. REPORTS**

A. Classified Employee Representative(s) Report  
None

B. Board of Trustees Meeting

Ms. Parham reported the Board of Trustees approved the appointment of James King as the new Personnel Commissioner, effective December 1. Mr. King will be sworn in at the next meeting of the Personnel Commission.

C. Director's Report – Patricia Parham

Ms. Parham reviewed the *Positions Filled & Pending Report*, reflecting eight positions filled and five positions pending selection, and the *Current Recruitments Report*, with nine positions. Ms. Parham also reported that five Professional Experts have been hired during the past month.

D. Commissioners' Reports

Because Mr. Pizarro did not arrive for the meeting, his service plaque will be mailed to him.

**7. OLD BUSINESS**

None

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

None

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

Purchasing Assistant (9-112)  
Change in Classified Salary Schedule from #205 to #220

Ms. Parham introduced the item, advising there are revisions to the representative duties and minimum qualifications of this classification. She referred the item to Ms. Thier, who explained that many of the changes are due to changing technology. She said she had conducted a comparison analysis of other districts which indicates a #220 range is appropriate for the revised classification. Ms. Terry Cobos, Supervisor of Accounts Payable/Purchasing, was present and responded to questions from the commissioners. On motion by Ms. Harison, seconded by Mr. Gonzales, the revised classification specification was approved at the recommended revised salary schedule of #220.

**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. Approval of Personnel Commission Annual Report FY 2004-05 (19-191)

The commissioners reviewed the Annual Report, copies of which had been mailed to them previously, and identified several revisions. Ms. Harison made a motion to approve the report, subject to those revisions. Mr. Gonzales seconded the motion, and the Personnel Commission Annual Report FY 2004-05 was approved.

B. Discussion of Joint meeting with Board of Trustees

Ms. Parham reported the Board of Trustees Chair has requested a joint meeting with the Commission. She suggested waiting to select a date until the new commissioner is seated. Mr. Gonzales asked that the item be placed on the agenda for the December Commission meeting, and the commissioners agreed it would be appropriate to meet with trustees after the New Year. They plan to suggest topics for discussion and will also present their annual report to the trustees.

**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, December 15, 2005. The meeting will be held at 7:00 p.m. at the District Service Center in Camarillo. At that meeting, the commissioners will discuss changing the meeting time, and Ms. Harison suggested that classified representatives be contacted and asked to suggest an appropriate meeting time. Ms. Parham said a calendar of the meetings for 2006 will be presented at the meeting.

**24. ADJOURNMENT**

On motion by Ms. Harison, seconded by Mr. Gonzales, the meeting of the Personnel Commission was adjourned at 5:50 p.m.