

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
February 16, 2006
MINUTES**

**THREE HUNDRED AND
EIGHTY- FOURTH MEETING**

The three hundred and eighty-fourth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, February 16, 2006.

1. CALL TO ORDER

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 5:03 p.m.

2. ROLL CALL

Commissioners David Gonzales, Barbara Harison, and James King were all in attendance. Also present were 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

Mr. King made a motion to approve the minutes of the January 19, 2006 meeting of the Personnel Commission and Mr. Gonzales seconded the motion. The minutes of the January meeting were unanimously approved. (4-103)

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report
None

B. Board of Trustees Meeting

Ms. Parham reported there was a special board meeting on February 7 for the presentation of the recommendations of KH Consulting and a presentation by Human Resources on the Oxnard College President search process. The regular monthly meeting of the Board of Trustees was being held this same evening.

C. Director's Report – Patricia Parham

Ms. Parham reviewed the monthly *Positions Filled & Pending Report* and the *Current Recruitments Report*. She reported only two applications have been received thus far for the Supervisor of Employment & Personnel. The commissioners discussed efforts to recruit for the position.

D. Commissioners' Reports

Ms. Harison reported on the CSPCA Conference and said she had been especially interested in the presentation on planning for succession.

The commissioners discussed the employee appeal hearing which was held on February 6-8. Ms. Parham advised a decision should be rendered by the hearing officer in approximately 90 days.

7. OLD BUSINESS

Discussion of Joint meeting with Board of Trustees

The commissioners again reviewed the material to be presented to the board at the joint meeting on March 14. Mr. Gonzales asked for clarification of the information he should present regarding the role of Commission staff in past employee layoffs. It was agreed the posted agenda should reflect "Information/Discussion of the Personnel Commission's role and activities. Ms. Parham said she will keep the commissioners advised of the time of the meeting.

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

None

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

There was a discussion of the March meeting and it was agreed that, should a separate Commission meeting be necessary, it will be held at 5:00 p.m. on March 14, 2006, prior to the joint meeting with the Board of Trustees. The joint meeting will be held at the Verdugo Way office of the Ventura County Superintendent of Schools Office.

22. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Mr. King, the meeting of the Personnel Commission was adjourned at 5:53 p.m.