

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
April 20, 2006
MINUTES**

**THREE HUNDRED AND
EIGHTY- FIFTH MEETING**

The three hundred and eighty-fifth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, April 20, 2006.

1. CALL TO ORDER

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:04 p.m.

2. ROLL CALL

Commissioners David Gonzales, Barbara Harison, and James King were all 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

Mr. Gonzales made a motion to approve both the minutes of the February 16, 2006 meeting of the Personnel Commission and the minutes of the March 14, 2006 joint meeting with the Board of Trustees. Mr. King seconded the motion and the minutes of the February 16, 2006 and March 14, 2006 meetings were unanimously approved.
(4-104 / 4-105)

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report

None

B. Board of Trustees Meeting

Ms. Parham reported the trustees approved the priorities for bond funding. A 2% COLA, effective July 1, 2006, was approved. The trustees also approved a one-year extension of contracts for managers.

C. Director's Report – Patricia Parham

Ms. Parham reviewed the monthly *Positions Filled & Pending Report*, reflecting seven positions filled and three pending selection. She also reviewed the *Current Recruitments Report*. She advised she is becoming concerned by the lack of applications for some of the current recruitments. There was a discussion of the

supervisor position and Ms. Parham said she will possibly be changing the minimum qualifications for the position. There was a discussion of ways to attract candidates and find qualified personnel.

D. Commissioners' Reports

Mr. King reported he had visited with the President of Moorpark College and he plans to do so again next month. He also hopes to visit with classified managers. In response to questioning, Ms. Parham said she had received no follow-up from the commission's joint meeting with the board.

7. **OLD BUSINESS**

None

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

None

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

Instructional Assistant – Assistive Technology Center (9-114)

Ms. Parham advised there are only minor changes to the classification specification, but she felt it should be reviewed by the commission. After discussion, the commissioners agreed to delete "95, Word for Windows" and "IBM" under *Knowledge Of*, and to delete "Word for Windows" and add "/keyboard" after "type" in *Ability To*. The next to last duty should also be changed to reflect "Assistive Technology" rather than "High Tech."

On motion by Mr. King, seconded by Mr. Gonzales, the commissioners approved the revised specification, subject to the identified corrections.

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. Preliminary Personnel Commission Budget for FY 2006-2007

The commissioners reviewed the preliminary budget and the timeline for approving the budget and submitting it to the County Superintendent of Schools. Ms. Parham reviewed the line items and talked about the increase in classified salaries and about a new position she wants to create. There was a discussion of current HR positions and duties and the need for another position. Mr. King said it is important to make a connection between additional dollars and the added value and effectiveness. He expressed concern that the amount budgeted for supervisor salaries is not enough and Ms. Parham will do further research.

Ms. Parham addressed the subject of added value for additional dollars and said creating another position would result in quicker turn-around, better qualified applicants, and better tests and screening criteria which would result in a better match between qualifications and candidates. She further compared and explained the difference between commission funds as opposed to Human Resources Department funds.

B. Establishment of Date for Public Hearing of 2006-2007 Budget (19-194)

On motion by Mr. King, seconded by Mr. Gonzales, the commissioners unanimously agreed to hold the public hearing of the FY 2006-2007 budget at 7:00 p.m. on May 18, 2006, in conjunction with the regular meeting.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission will be May 18, 2006 at the District Administration Center. It was noted that Mr. Gonzales will be unable to attend the September Commission meeting.

The commissioners discussed the scheduling of upcoming events, including the district office relocation, selection of a new commissioner, and the annual evaluation of Patricia Parham, Secretary of the Personnel Commission.

22. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Mr. King, the meeting of the Personnel Commission was adjourned at 8:05 p.m.