

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
JOINT MEETING of the PERSONNEL COMMISSION
and the BOARD OF TRUSTEES
TUESDAY, MAY 16, 2000
MINUTES**

I. CALL TO ORDER

At 7:17 p.m., President Allan W. Jacobs called to order the joint meeting of the Board of Trustees and the Personnel Commission.

II. ROLL CALL

Commissioners Present:
Robert E. Saynay, Chair
Tony V. Grey
Barbara M. Harison
Patricia Parham, Secretary

Board Members Present:
Allan W. Jacobs, President
Pete E. Tafoya, Vice President
Normal J. Nagel
Robert S. Gonzales
John D. Tallman
Becky Lawson, Student Trustee

III. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

It was agreed that Greg Cross, SEIU Local 535, would speak after the agenda item. There was a brief discussion regarding the procedure that would be used during the meeting.

IV. CHANCELLOR'S AND DIRECTOR'S REPORT

1. OFFICE FOR PERSONNEL COMMISSION

Chancellor Westin responded to the Personnel Commissioners' questions. There was a brief discussion regarding the relocation of the Personnel Commission office and furniture for that office.

2. PROJECTED ONGOING COLLABORATION

Chancellor Westin indicated that if the District should need to request additional personnel time for employees reporting to the Commission, the request would be made by the Chancellor or the Vice Chancellor Human Resources to the Commission Director. Likewise, the Personnel Commission Director would make requests for additional personnel time of Human Resources employees to the Chancellor or designee.

Mr. Saynay pointed out that requests for the Director of the Personnel Commission's time would be made to the Commission.

3. COMMISSION DIRECTOR'S ONGOING REPORTS TO BOARD

It was agreed that a Director's Report of the Personnel Commission would be placed on the monthly Board agenda.

Mr. Greg Cross expressed his concerns about splitting functions between the Personnel Commission and the Board.

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4. PERSONNEL COMMISSION BUDGET

Mr. Cross addressed the subject of the budget. Chancellor Westin explained the process for the adoption of the Personnel Commission budget. Mike Gregoryk reviewed the budget as proposed by the commission and explained the impact. Patricia Parham reported on the Personnel Commission budget and distributed *An Analysis of Funding Shift from General Fund Budgets to Personnel Commission Budget* and commented on the handouts, *Comparison of Budgeted Positions-Personnel Commission and Community College District with Commissions*. Trustee Tallman expressed his concerns regarding the cost of backfill for the District positions. There was a brief discussion regarding the proposed Analyst position. The Board asked the Personnel Commission to reconsider the Analyst position.

V. **MAINTENANCE AND ACCESS TO PERSONNEL FILES FOR EMPLOYEES REPORTING THROUGH THE CHAIN OF COMMAND TO THE PERSONNEL COMMISSION**

Following discussion, and on motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously agreed to amend the *Duties/Responsibilities, Personnel Commission and Board of Trustees* to reflect that "Board staff has access to Commission recruitment/examination records, computer databases only when there is actual or threatened litigation causing a need to know."

There was discussion regarding the maintenance and access to classified personnel files of employees assigned to the Personnel Commission. Ms. Parham distributed and commented on a letter from Richard Calister, Attorney at Law. Jack Lipton, District Legal Counsel, commented on access to and maintenance of personnel files of all employees, including those assigned to the Personnel Commission. Trustees Gonzales and Nagel expressed their concerns about this item.

On motion by Ms. Harison, seconded by Mr. Grey, the commissioners unanimously approved the following language: "The Personnel Commission maintains personnel files of the Personnel Commission staff. The Board staff has access to Commission staff personnel files when there is actual or threatened litigation causing a need to know and in any other instance in which the governing board feels a need to have access to Personnel Commission staff files. The Chancellor of the District may ask the Personnel Commission, in writing, and such request will not be unreasonably denied." Included in the motion was the maintenance of and access to the classified personnel files and other classified records of non-Commission staff. Commission staff has access to personnel files and on a routine basis.

On motion by Trustee Tallman, seconded by Trustee Tafoya, and carried on a 3-2 vote, with President Jacobs, Trustee Tafoya and Trustee Tallman voting yes and Trustee Gonzales and Trustee Nagel voting no, the Board also took action to approve the same wording.

VI. **PROPOSED EDUCATION CODE AMENDMENT**

There was a brief discussion of this item and it was decided to table it until recommendations can be obtained from the College Management Association and the Legislative Advocacy Team. The Commission and Board both took unanimous action to table this item.

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VII. PUBLIC COMMENTS REGARDING ITEMS NOT ON THE AGENDA

None

VIII. ADJOURNMENT

At 9:35 p.m., it was moved by Trustee Nagel, seconded by Trustee Jacobs, and carried on a unanimous vote, to adjourn the joint meeting of the Board of Trustees and the Personnel Commission.