

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
November 21, 2002
MINUTES**

**THREE HUNDRED AND
FIFTIETH MEETING**

The three hundred and fiftieth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, November 21, 2002.

1. CALL TO ORDER

Chairman James King called the meeting to order at 7:00 p.m.

2. ROLL CALL

Commissioners James King, Barbara Harison, and Tony Grey were present, as was Patricia Parham, Director of Personnel and Secretary of the Personnel Commission. Mr. King introduced and welcomed Mr. Ray Pizarro and his wife Susan. Mr. Pizarro is the newly appointed Personnel Commissioner and will be sworn in at the December meeting of the Personnel Commission.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

Mr. Grey made a motion for approval of the October 17, 2002 minutes of the Personnel Commission. Ms. Harison seconded the motion and the minutes were unanimously approved. (4-70)

5. CORRESPONDENCE

None

6. REPORTS

a. Board of Trustees Meeting – Bill Studt

Ms. Parham reported that Mr. Studt was attending another meeting and unable to be present to make a report to the Commission.

b. Director's Report – Patricia Parham

Ms. Parham reported there were few recruitments in progress but recruitment is beginning for the position of Director of Maintenance and Operations. She reviewed the Positions Filled Report and the Recruitment Report, which reflect seven positions certified and pending selection and thirteen vacancies filled.

c. Commissioners' Report

Mr. Grey expressed his appreciation for the opportunity he has had to serve on the Commission, and said he was proud of his six years of service. Mr. King thanked Mr. Grey for his service and preparation and presented him with a plaque commemorating his six years on the Commission. Ms. Harison also thanked Mr. Grey, noting his attention to detail, as well as his involvement and support.

7. OLD BUSINESS

The commissioners reviewed the Report of Professional Experts and agreed to drop the names of those individuals hired before July 1, 2002. Those hired since October, when the Commission began reviewing the requests, are shown in italics on the report.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

None

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

None

10. RECLASSIFICATION

None

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

Ms. Parham advised she had met with the members of the Rules Committee since the last Commission meeting and had discussed the Commission's concerns. She reviewed the subsequent changes or responses by the committee. There was a discussion of Section 183 and of the evaluation process.

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

Dave Thomas, Moorpark College classified employee, thanked Mr. Grey for his six years of perseverance. He said he and many other employees appreciate what Mr. Grey has done.

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission will be Thursday, December 19, 2002, at 7:00 p.m.

22. CLOSED SESSION

The meeting recessed to closed session at 7:30, for the purpose of discussing the Director's annual performance evaluation.

23. RECONVENE IN OPEN SESSION

The general meeting was reconvened at 7:57. There was no report.

24. ADJOURNMENT

On motion by Mr. Grey, seconded by Ms. Harison, Mr. King adjourned the meeting at 7:58 p.m.