

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
December 19, 2002
MINUTES**

**THREE HUNDRED AND
FIFTY-FIRST MEETING**

The three hundred and fifty-first meeting of the Ventura County Community College District Personnel Commission was held on Thursday, December 19, 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 newly appointed commissioner Ray Pizarro were present, as was Patricia Parham, Director of Personnel and Secretary of the Personnel Commission.

Mr. Pizarro was administered the Oath of Office by Commission Chair, James King, and welcomed as the new commissioner.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

Mr. King asked that the last sentence of Item #11 be struck from the proposed minutes. Ms. Harison made a motion to approve the November 21, 2002 minutes of the Personnel Commission subject to that change. Mr. King seconded the motion. With Mr. Pizarro abstaining from the vote, the minutes were approved. (4-71)

5. CORRESPONDENCE

None

6. REPORTS

a. Board of Trustees Meeting – Bill Studt

Mr. Studt reported new trustees, Cheryl Heitmann and Mary Anne Rooney were sworn in and seated at the most recent Board of Trustees meeting. Mr. Arturo Hernandez has been elected President and Cheryl Heitmann Vice President of the Board.

The Governing Board passed a resolution reconfirming their commitment to uphold the principles of the Brown Act. Mr. Studt advised the board agenda has been revised to better adhere to those principles.

Mr. Studt detailed the search process for a new chancellor. The Governing Board has selected a subcommittee to work on the process and an interviewing committee is now being selected. He further advised an audit report of the district reflects no exceptions and was submitted and accepted by the Governing Board.

Mr. Studt discussed the work being done on capital projects. Questioning by commissioners about potential impact on the classified staff led to a lengthy discussion of proposed budget cuts and restructuring of existing staff.

b. Director's Report – Patricia Parham

Ms. Parham advised she had presented the Commission's Annual Report to the Board at their last meeting. She reviewed the Recruitment Report and the Positions Filled Report which reflects five positions certified and pending selection and five vacancies filled.

Ms. Parham gave a quarterly report on the budget, advising commissioners the department is operating within its budget and doing fine.

c. Commissioners' Report

Mr. King advised he had met earlier in the day with Ms. Parham to conduct her annual performance evaluation. He expressed his appreciation to the staff and his wish for a happy holiday season for each.

7. OLD BUSINESS

Ms. Parham explained the format of the updated Report of Professional Experts, which reflects those individuals hired since July 1, 2002, and lists in italics those hired since October, when the Commission began reviewing the requests. Mr. King provided a brief history of professional experts for the benefit of Mr. Pizarro.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

Instructional Lab Technician I – Construction Technology (8-119)

Ms. Parham reviewed the requirements of this new classification and advised it has been created for a grant-funded project and will eliminate the use of a professional expert. After discussion and agreeing to drop the words, "*field of specialty*," from the next to the last line under *KNOWLEDGE OF*, and to change the words "*Speak clearly and distinctly*" to "*Communicate effectively*" under *ABILITY TO*, Mr. Pizarro made a motion to approve the classification subject to those revisions. Ms. Harison seconded the motion and the job description was unanimously approved as amended.

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

Election of Chair (19-150)

On motion by Mr. Pizarro, seconded by Mr. King, Ms. Barbara Harison was unanimously elected Chair of the Personnel Commission for the year 2003. Ms. Harison thanked Mr. King for his work during the past year.

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 Thursday, January 16, 2003, at 7:00 p.m.

22. ADJOURNMENT

On motion by Mr. King, seconded by Mr. Pizarro, Ms. Harison adjourned the meeting at 8:20 p.m.