

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
February 20, 2003  
MINUTES**

**THREE HUNDRED AND  
FIFTY-THIRD MEETING**

The three hundred and fifty-third meeting of the Ventura County Community College District Personnel Commission was held on Thursday, February 20, 2003.

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Commissioners Barbara Harison, James King, and Ray Pizarro were present. Also present was Patricia Parham, Director of Personnel and Secretary of the Personnel Commission.

**3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS**

Dave Thomas requested he be allowed to address the commission during the discussion of Professional Experts, and the commissioners agreed.

**4. APPROVAL OF MINUTES**

On motion by Mr. Pizarro, seconded by Mr. King, the minutes of the January 16, 2003 meeting were unanimously approved. (4-73)

**5. CORRESPONDENCE**

Conflict of Interest Reports have been received and were distributed to the commissioners. Ms. Parham advised they are to be completed and returned to Patricia Kistler by Thursday, March 27.

**6. REPORTS**

a. Board of Trustees Meeting – Bill Studt

Ms. Parham reported that Mr. Studt was unable to attend tonight's meeting.

b. Director's Report – Patricia Parham

Ms. Parham reviewed the report of current recruitments. She explained the department is holding off filling positions in order to save them for those people who may be laid off. She reported she has been spending a great amount of time at the bargaining table and reviewing seniority lists.

Ms. Parham discussed the budgetary problems and remedies being considered. She told the commissioners this is an unusual time for the district and will probably remain so for another year. Mr. King asked if the Commission staff could be made available for outplacement services. Ms. Parham said she will address that subject with Mr. Studt.

c. Commissioners' Report

Ms. Harison reported on the CSPCA conference which she attended in San Diego earlier this month. Hot topics were the budget and layoffs, as well as customer service. Ms. Parham said she had copied some of the material which Ms. Harison provided from the conference and had shared it with SEIU.

The commissioners discussed seniority, and the importance of flexibility in the Merit System.

Mr. King thanked Ms. Olson for emailing the meeting packets this month.

Ms. Harison asked about the possibility of having a placeholder on the monthly agenda for a Classified report. After discussion, it was unanimously agreed to place "*Classified Employee Representative(s) Report*" as Item 6. a. on the agenda. Ms. Parham said she would notify the representative of the various Classified groups that this action has been taken.

**7. OLD BUSINESS**

a. Professional Experts

The Commissioners reviewed and discussed the report of Professional Experts. Ms. Harison said other community college districts have the same problem of too many professional experts and some use the IRS test of an independent contractor to determine professional experts. Mr. Dave Thomas of Moorpark College expressed concern that some individuals are serving in more than one category of professional expert.

b. Discussion of Personnel Commission Rule 123.1

Ms. Parham said a need for flexibility in the examination policy has been expressed by staff, but no specifics have been recommended and she does not know what is needed at this point. Until the Board takes action, Ms. Parham can only explore options and Ms. Harison asked that she not hesitate to come to the Commission with ideas which may "tweak the rules" if such ideas will save

employees and retain the workforce we have, even if in different capacities, within the confines of the Merit System. After discussion, Ms. Parham said she will incorporate this item as a part of her monthly 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**

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**

Approval of reductions in 2002-2003 Personnel Commission Budget (19-151)

Ms. Parham reported the Commission has been requested to cut \$15,000 from their budget and asked for approval from the commissioners. On motion by Mr. Pizarro, seconded by Mr. King, the Commission unanimously approved the reductions.

**20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

None

**21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

Ms. Harison advised she has a conflict with the next scheduled meeting date of March 20. After discussion, it was unanimously agreed to move the meeting to Thursday, March 27, 2003, at 7:00 p.m.

**22. ADJOURNMENT**

On motion by Mr. King, seconded by Mr. Pizarro, the meeting was adjourned at 8:02 p.m. by Ms. Harison.