

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
May 15, 2003
MINUTES**

**THREE HUNDRED AND
FIFTY-FIFTH MEETING**

The three hundred and fifty-fifth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, May 15, 2003.

1. CALL TO ORDER

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:00 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

None

4. APPROVAL OF MINUTES

On motion by Mr. Pizarro, seconded by Mr. King, the minutes of the April 17, 2003 meeting were unanimously approved. (4-75)

5. CORRESPONDENCE

None

6. REPORTS

a. Classified Employee Representative(s) Report
None

b. Board of Trustees Meeting – Bill Studt

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

c. Director's Report – Patricia Parham

Ms. Parham reviewed the Recruitment Report. She advised that most of the staff's time has been dedicated to the reductions and eliminations; she and Sharon Newman have traveled to all three campuses and met with those being affected.

Each employee is being asked to review and verify the accuracy of his/her work history. To date, approximately 160 people have signed off on their work histories. Ms. Parham reported that many people affected by the first reduction have been placed in other positions through voluntary reductions or reassignments.

In response to questioning by Mr. King, Patricia discussed the prognosis for the coming fiscal year. She advised we are facing significant shortfalls in the general fund, but it is difficult to predict whether there will be additional layoffs until we have more accurate budget numbers. She said meetings have been taking place among the various units to determine how they will meet their proportional share of the deficit, and classifieds have yet to reach an agreement on how to meet their proportional share.

Ms. Parham reported another meeting of the Classified Rules Committee has been scheduled for the first week in June.

- d. Commissioners' Reports
None

7. OLD BUSINESS

Professional Experts

No Professional Experts have been added since the last 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

a. Public Hearing of FY 2003-2—4 Budget (19-156)

On motion by Mr. Pizarro, seconded by Mr. King, the commissioners unanimously agreed to open the public hearing of the FY 2003-2004 Budget. Ms. Parham reported she has had a request for the Commission to consider reducing the line item for Advertising by \$10,000. There was a lengthy discussion of advertising and the commissioners expressed concern that additional funds may be needed prior to the end of the year. In response to questioning, Ms. Parham stated she believes if the Commission has a need for more advertising money, it will be provided. Mr. King said the Commission would be doing the district a disservice if they cut the budget beyond what is needed. The commissioners ultimately agreed to reduce Advertising to \$25,000.

The commissioners all requested they be sent copies of the District Budget when it is finalized.

Mr. King again asked why OASDI has increased while salaries are going down, saying the number should be \$23,125. Ms. Parham said she relies on the budget officer to provide the payroll-driven numbers. Mr. King directed Ms. Parham to go back to budget staff and ask for the numbers to be checked. He requested it be a matter of record that the number is wrong in his view and he is going to look for a change.

On motion by Mr. Pizarro seconded by Mr. King, the commissioners voted unanimously to close the hearing.

b. Adoption of FY 2003-2004 Budget (19-157)

Mr. Pizarro moved for approval of the proposed FY 2003-2004 Budget with the changes noted. Mr. King seconded the motion and the Commission unanimously voted to approve the budget, subject to reducing Advertising to \$25,000 and reducing the amount of OASDI.

- c. Public Employee Discipline/Dismissal/Release (19-158)
Review of Request for Appeal/Consideration of Hearing Officers

After discussion and a review of the resumes provided by the State Mediation and Conciliation Service, the Commission selected Jan Stigletts, Jill Klein, and Mark Burstein as potential hearing officers for a grievance filed with the Commission. Mr. King moved that the Commission direct staff to contact the three arbitrators, in the order stated, to check their availability and willingness to hear the appeal. Mr. Pizarro seconded the motion and it carried unanimously.

- 20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**
None

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

The date and time of the next meeting of the Personnel Commission meeting is Thursday, June 19, 2003, at 7:00 p.m.

- 22. ADJOURNMENT**

On motion by Mr. Pizarro, seconded by Mr. King, the meeting was adjourned at 8:07 p.m. by Ms. Harison.