

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
September 18, 2003
MINUTES**

**THREE HUNDRED AND
FIFTY-NINTH MEETING**

The three hundred and fifty-ninth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, September 18, 2003.

1. CALL TO ORDER

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:05 p.m.

2. ROLL CALL

Commissioners Barbara Harison and James King were present. Ray Pizarro was ill and unable to attend the meeting. Also present was Patricia Parham, Interim Vice Chancellor of Human Resources, Director of Personnel, and Secretary of the Personnel Commission.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

Mr. King asked that the fourth sentence of Item #19. b. be changed to: "*Mr. King expressed concern that there be a written understanding between trustees and the commissioners to avoid future misunderstanding...*" On motion by Mr. King, seconded by Ms. Harison, and subject to that change, the minutes of the August 21, 2003 meeting of the Personnel Commission were approved. (4-79)

5. CORRESPONDENCE

None

6. REPORTS

a. Classified Employee Representative(s) Report

None

b. Board of Trustees Meeting – Bill Studt

Mr. Studt reported the board adopted the budget for 2003-04, with \$110 million in the General Fund and no deficit spending in the budget. He noted, however, that while the budget is balanced now, it is unknown what will happen at mid-year. He reported that Reserves are at 3.1% and any new monies coming into the district will be first put into Reserves.

He then reported the board also approved the Phase II section of the Measure S projects. The total of those projects for the three campuses is \$128 million. Mr. Studt discussed the process for approvals and construction and advised that most projects will not be completed until 2007.

c. Director's Report – Patricia Parham

Ms. Parham reviewed the current Recruitment Report. She advised her annual evaluation should be completed by November and the commissioners agreed to discuss that in closed session during the next two Commission meetings.

d. Commissioners' Reports

Ms. Harison referred to an article in the CSPCA newsletter which discussed "dual hats," an issue of concern to many districts in view of current budget constraints and consolidation. Ms. Harison had expressed concern over that same issue at the last Commission meeting. She also spoke of the annual CSPCA Conference in January and said, if there is funding, it would be Mr. Pizarro's turn to attend.

7. OLD BUSINESS

a. Professional Experts

The commissioners reviewed the new additions to the list of Professional Experts. They questioned the proper category for Fire Academy hires and Ms. Parham said she would check on that before the next meeting.

b. Process to Select New Personnel Commissioner

Ms. Harison reported the committee met earlier this afternoon and interviewed four applicants. She advised the commissioners will be making their selection and taking action to appoint a commissioner at the next meeting.

c. Discussion of Department Organization

Ms. Parham distributed an organization chart of the proposed Human Resources Department. There was a lengthy discussion of the organization and reporting relationships. Mr. King questioned why the technician position was not changed to a supervisor. The issue of an additional supervisor was discussed and Ms. Parham agreed such a structure was appropriate, but the district is concerned about fiscal resources. On motion by Mr. King, seconded by Ms. Harison, the commissioners approved the structure of the organization chart, subject to changing any position titles.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

Employment Supervisor (8-121)

After review and discussion, the commissioners agreed to change the position title to *Supervisor of Employment and Personnel*, to add “*of the Associate Vice Chancellor*” after “Under general direction” in the Basic Function, and to add an additional Representative Duty of “*Represent Associate Vice Chancellor, Human Resources at workshops and meetings, as assigned.*” Mr. King made a motion to approve the proposed specification subject to those amendments. Ms. Harison seconded the motion and the new classification specification was approved.

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

a. Associate Vice Chancellor, Human Resources (9-90)

The commissioners agreed to change the classification title to Associate Vice Chancellor, Human Resources/*Personnel*. Subject to that change, Mr. King made a motion to approve the proposed classification specification. Ms. Harison seconded the motion and the proposed classification specification was approved.

b. Human Resources Technician/Confidential (9-91)

The commissioners questioned the years of experience required and Ms. Parham explained the justification of that requirement. Mr. King made a motion to approve the proposed classification specification subject to changing the classification title to Human Resources/*Personnel* Technician/Confidential. Ms. Harison seconded the motion and the proposed classification specification was approved.

c. Human Resources Assistant (9-92)

On motion by Mr. King, seconded by Ms. Harison, and subject to changing the classification title to Human Resources/*Personnel* Assistant, the proposed classification specification was approved.

10. RECLASSIFICATION

None

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

Second reading and adoption of revised Personnel Commission Rules Sections 170 to 290 (11-7)

On motion by Mr. King, seconded by Ms. Harison, Personnel Commission Rules Sections 170 to 290 were approved by the Commission.

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

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

Ms. Parham advised the Board of Trustees meeting has been changed to October 15, 2003, which is the night before the Personnel Commission meeting.

The date and time of the next regular meeting of the Personnel Commission meeting is Thursday, October 16, 2003, at 7:00 p.m.

22. ADJOURNMENT

The meeting was adjourned at 8:36 p.m. by Ms. Harison.