

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
October 16, 2003  
MINUTES**

**THREE HUNDRED AND  
SIXTIETH MEETING**

The three hundred and sixtieth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, October 16, 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, James King, and Ray Pizarro were present. 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**

On motion by Mr. King, seconded by Ms. Harison, the minutes of the September 18, 2003 meeting of the Personnel Commission were approved. Mr. Pizarro did not attend that meeting and abstained from voting. (4-80)

**5. CORRESPONDENCE**

The commissioners discussed the upcoming CSPCA Conference in Sacramento. It was agreed that Mr. Pizarro will attend this year.

**6. REPORTS**

- a. Classified Employee Representative(s) Report  
None
- b. Board of Trustees Meeting – Patricia Parham

Ms. Parham advised the trustees approved the restructure of the Human Resources Department, and also approved the SEIU agreement to extend the shortened workweek, with the option to extend it for another two months. She reviewed the organization chart which had been approved by the trustees.

c. Director's Report – Patricia Parham

Ms. Parham reviewed the Positions Filled and Pending Report and advised there are still two certifications pending selection. The commissioners noted the lengthy Recruitment Report and Ms. Parham said recruitment has begun on these positions. The commissioners questioned the short timing for the recruitments and Ms. Parham said it is realistic but the staff will have to work hard to complete them before the winter break.

d. Commissioners' Reports

Mr. King thanked Ms. Harison for representing the Commission at the board meeting. Ms. Harison said she was happy to have gone to the meeting and expressed the Commission's support for the reorganization. She said the trustees expressed appreciation for the work of the Commission.

Both Mr. King and Ms. Harison said they have received letters from the County Clerk's Office regarding their conflict of interest forms. Patricia Olson will check the dates of the copies she has in her files and follow up with the County Clerk's Office.

**7. OLD BUSINESS**

a. Professional Experts

The commissioners reviewed the report, which contained seven new additions. Ms. Parham advised the Fire Academy hires have always been grouped with the Occupational Trainers.

b. Selection of New Personnel Commissioner

Mr. King excused himself from the meeting during the discussion and selection of a new commissioner by the two remaining commissioners. Ms. Harison recapped the selection process, wherein a representative of each classified group screened the applications and interviewed the four final candidates. After lengthy consideration of the two top candidates, Mr. Pizarro made a motion to approve the selection of Mr. James King as the new commissioner. There was no second to the motion. Ms. Harison then made a motion to approve the selection of Mr. David Gonzales as the new commissioner, and Mr. Pizarro seconded the motion for discussion. A discussion ensued, following which Mr. Pizarro called for a vote. Ms. Harison directed Ms. Parham to make a roll call vote. Mr. Pizarro and Ms. Harison both voted in the affirmative and the motion was unanimously carried. Mr. King then returned to the meeting and Ms. Harison announced that David Gonzales had been selected as the new Personnel Commissioner.

**8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS**

Supervisor of Human Resources

Ms. Parham described the new classification and reviewed the job specification. On motion by Mr. Pizarro, seconded by Mr. King, the new classification was unanimously approved.

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

None

**10. RECLASSIFICATION**

None

**11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES**

- a. Second reading and adoption of revised Personnel Commission Rules Sections 296 to 320. (11-8)

On motion by Mr. King, seconded by Mr. Pizarro, the commissioners unanimously approved Sections 296 to 320 of the Personnel Commission Rules.

- b. First reading of revised Personnel Commission Rules Sections 330 to 350.

Ms. Parham advised this represents the final group of rules for revision. Mr. Pizarro questioned the integration of the Family Medical Leave Act in the rules. After discussion, Ms. Parham said she would write some generic verbiage to be included in §340 and have a draft ready by the next meeting. Mr. King questioned §334.3 and there was a lengthy discussion, following which Ms. Parham said she will also draft appropriate verbiage for this section. It was agreed that changes will be made and read at the next meeting of the Personnel Commission.

Mr. King questioned whether the rules must be reviewed by the board or by legal counsel. Ms. Parham said such was not required but, if the Commission wants a legal review, that is their call.

**12. ABOLISHMENT OF CLASSIFICATIONS**

- a. Director, Personnel (12-21)
- b. Classified Personnel Specialist/Confidential (12-22)
- c. Human Resources Technician/Confidential (12-23)

Ms. Parham explained these classifications are being abolished because new specifications have been created. On motion by Mr. King, seconded by Mr. Pizarro, the three classifications were unanimously abolished.

**13. INTERPRETATION OF MINIMUM QUALIFICATIONS**

None

**14. APPROVAL OF PROPOSED SALARY RANGE**

None

**15–18. Listed as appropriate.**

None

**19. OTHER**

Draft of Personnel Commission Annual Report

Mr. Pizarro advised he prefers the name “Ray” be used on the report rather than Raphael.” Following discussion, Ms. Parham was directed to write something expressing appreciation for the work of the committee which revised the Commission rules. It was also agreed the commissioners will return next month with any additional suggestions.

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

None

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

The date and time of the next regular meeting of the Personnel Commission meeting is Thursday, November 20, 2003, at 7:00 p.m.

**22. RECESS TO CLOSED SESSION**

Public Employee Performance Evaluation – Evaluation of Director

**23. RECONVENE IN OPEN SESSION**

The meeting reconvened at 9:07 p.m. and Ms. Harison reported there were no announcements. The commissioners asked to meet with Ms. Olson, meeting recorder, after the meeting to consolidate their statements

**24. ADJOURNMENT**

On motion by Mr. Pizarro, seconded by Mr. King, the meeting was adjourned at 9:08 p.m. by Ms. Harison.