

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
JOINT MEETING of the PERSONNEL COMMISSION
and the BOARD OF TRUSTEES
April 14, 2004
MINUTES**

1. CALL TO ORDER

President Cheryl Heitmann of the Board of Trustees of the Ventura County Community College District called the meeting to order at 6:17 p.m. and said it was a pleasure for the trustees to have the opportunity to meet jointly with the Personnel Commission. She introduced Mr. Ray Pizarro, Chair of the Commission, thanked him for coming, and asked him to introduce the other commissioners.

Mr. Pizarro thanked the trustees for inviting the commissioners and said they had been looking forward to the meeting. He introduced Ms. Barbara Harison, who was selected by the classified employees, and Mr. David Gonzales, who was selected by the Commission. He expressed appreciation to the staff of the Human Resources Department for their work during the last few difficult months.

2. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

3. ANNUAL REPORT OF THE PERSONNEL COMMISSION

Mr. Pizarro distributed the Annual Report of the Personnel Commission, and explained the work and purpose of the Commission, and their responsibility to ensure adherence to the Merit System. Mr. Pizarro extended an invitation to all to attend a Commission meeting.

4. REVISED PERSONNEL COMMISSION RULES AND REGULATIONS

Mr. David Gonzales passed out copies of the revised Classified Employee Handbook, containing the rules and regulations of the Personnel Commission. He reported it has taken two years to update the handbook, which contains all rules for all classified employees, and is a collaboration of staff and employee representatives. He said the Commission is proud to present it to the trustees. Ms. Harison advised that training in the area of the rules will be taking place in the near future.

5. ORGANIZATION OF THE HUMAN RESOURCES DEPARTMENT

Ms. Harison reported that the reorganization of the department, approved by the Board of Trustees in October 1993, had been a big change, and had come about because of budget constraints and changes in administration. She said the commissioners were grateful to have been involved in the process of reorganization. While the new structure of the

department is still in transition, it will allow things to be more flexible and fluid, and the Commission hopes to see the benefits by next year. Ms. Harison said the Commission will continue to be supportive of the reorganization as long as their goals continue to be carried out.

Mr. Jacobs expressed his appreciation for the work of the Commission, for without them the trustees would have to take on additional responsibilities, work with the rules and try to resolve issues.

Ms. Heitmann asked about the revised rules and their content, and asked who will receive copies. Mr. Pizarro explained the new structure of the handbook and said it is available to all employees. Ms. Patricia Parham, Interim Vice Chancellor of Human Resources, further explained the handbook is a compilation of two documents and every classified employee, supervisor, and manager will receive a copy. She advised it is also on the website, as is the Annual Report.

Mr. Jacobs asked about the process for hiring Professional Experts, and whether the Board has been successful at instigating changes. Mr. Pizarro said the list is much shorter now and the review process is working.

Mr. Pizarro said he feels the District has a very good Commission and a lot gets done in a very professional manner. Ms. Harison said she feels very positive now about their working relationship with the trustees and thanked them for their support of the Commission. Mr. Gonzales said his short tenure has been very interesting and he believes Ms. Parham is very diligent.

Mr. Hernandez thanked the commissioners for the time they put in. He said he believes they have a good relationship and, for that reason, the trustees and commissioners don't need to see each other often. Having attended a previous contentious meeting between the trustees and the commission, he appreciates their current relationship, and appreciates the Commission's willingness to work with the Board during these budgetary times.

Ms. Heitmann thanked the commissioners for their time and said the trustees would like to hold an annual joint meeting. She also thanked them for revised rules which are very user-friendly.

6. ADJOURNMENT

President Heitmann invited the commissioners to stay for the remainder of the meeting. She then closed the joint meeting of the Personnel Commission and the Board of Trustees at 6:35 p.m.