

**COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
May 20, 2004
MINUTES**

**THREE HUNDRED AND
SIXTY-SIXTH MEETING**

The three hundred and sixty-sixth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, May 20, 2004.

1. CALL TO ORDER

Chairman Ray Pizarro called the meeting of the Personnel Commission to order at 7:00 p.m.

2. ROLL CALL

Commissioners Ray Pizarro, Barbara Harison, and David Gonzales were present. Also present was Patricia Parham, Interim Vice Chancellor of Human Resources and Secretary of the Personnel Commission.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

Chief Jim Botting was present at the meeting to discuss Item #19.a. and Patricia Parham requested the agenda be reordered. On motion by Ms. Harison, seconded by Mr. Gonzales, the commissioners unanimously agreed to place Item #19. a. immediately following Item #3.

19. OTHER

- a. Approval of Higher Step Placement/Exception to P.C. Rule 292.4 (19-172)
John C. Staugaard, Community College Police Officer I/Limited Term

Ms. Parham reviewed Personnel Commission Rule 292.4, which requires placement of Limited Term hires at Step 1 of the Classified Salary range. She advised an exception to this rule is being requested because of Mr. Staugaard's work history and extensive experience and the difficulty recruiting officers. Chief Botting addressed the Commission and outlined Mr. Staugaard's qualifications for placement at Step 3. Ms. Parham further explained that one of the District's officers is on a long-term leave to complete his POST certification, and this has necessitated overtime for the remaining officers. She stated she believes this exception to the rule is justified in this instance as Mr. Staugaard will be able to relieve the full-time officers, reducing the amount of overtime being paid. Ms. Harison made a motion to approve the exception to the rule, and David Gonzales seconded the motion. On a roll call vote, the Commission unanimously approved the placement at Step 3 of the Classified Salary Schedule for John C. Staugaard.

4. APPROVAL OF MINUTES

On motion by Mr. Gonzales, seconded by Ms. Harison, the minutes of the April 22, 2004 meeting of the Personnel Commission were unanimously approved. (4-85)

5. CORRESPONDENCE

None

6. REPORTS

a. Classified Employee Representative(s) Report
None

b. Board of Trustees Meeting – Patricia Parham

Ms. Parham reported the first three faculty members from the recent recruitment were hired at the last meeting. She advised approximately thirty faculty will be hired at the special board meeting on May 26, and the remainder at the regular board meeting on June 15.

c. Director's Report – Patricia Parham
None

d. Commissioners' Reports

The commissioners questioned the status of the decertification process and Ms. Parham gave an update on the process timeline.

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the updated report of Professional Experts, which reflects three new Professional Experts, with five experts removed from the report.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

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

b. Public Hearing of FY 2004-2005 (19-173)

Mr. Pizarro formally opened the public hearing of the FY 2004-2005 budget. The commissioners agreed to three changes from the preliminary budget: *Office Supplies* was reduced by \$700, *Dues & Membership* was increased by \$700, and \$2,000 was added to the budget for *Other Contracted Services*. After discussion, Mr. Pizarro closed the public hearing.

c. Adoption of FY 2004-2005 Budget (19-174)

On motion by Ms. Harison, seconded by Mr. Gonzales, the commissioners unanimously voted to approve the FY 2004-2005 budget, subject to any necessary adjustments made for actual salary and benefit costs of the staff positions that report to the Commission.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission will be Thursday, June 17, 2004, at 7:00 p.m.

22. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. Gonzales, the meeting of the Personnel Commission was adjourned at 7:35 p.m. by Mr. Pizarro.