

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

**June 17, 2004
MINUTES**

**THREE HUNDRED AND
SIXTY-SEVENTH MEETING**

The three hundred and sixty-seventh meeting of the Ventura County Community College District Personnel Commission was held on Thursday, June 17, 2004.

1. CALL TO ORDER

Chairman Ray Pizarro called the meeting of the Personnel Commission to order at 7:02 p.m.

2. ROLL CALL

Commissioners Ray Pizarro 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

None

4. APPROVAL OF MINUTES

On motion by Mr. Gonzales, seconded by Mr. Pizarro, the minutes of the May 20, 2004 meeting of the Personnel Commission were unanimously approved. (4-86)

5. CORRESPONDENCE

A letter was received from the County Superintendent of Schools approving the Personnel Commission budget for FY 2004-05. Ms. Parham advised this budget will be incorporated into the District budget.

6. REPORTS

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

c. Director's Report – Patricia Parham

Ms. Parham reviewed the report of Current Recruitments and the Positions Filled & Pending Report. She introduced Alicia Winchester, the new Supervisor of Employment and Personnel, to the commissioners. Ms. Winchester shared her background and work history.

Ms. Parham announced the board had today hired a new Chancellor. Dr. James Meznik is the current president at Barstow City College and will begin here sometime in August. She explained the hiring process for the new chancellor. She advised the board continues to approve the hiring of new faculty members.

d. Commissioners' Reports

In response to questioning, Ms. Parham explained her reporting relationship to William Studt, and advised she will remain the Interim Vice Chancellor of Human Resources until the new chancellor begins. She also reported on Chief Jim Botting's commentary of the District's involvement in the coordination of events associated with the Reagan ceremony.

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the updated report of Professional Experts, which reflects twenty-four new Professional Experts, and eight experts removed from the report.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

- a. Director, Alternate Text Production Center (8-125)
Recommended Management Salary Schedule #105 (\$65,863-\$84,060/yr)

The commissioners questioned Ms. Winchester about the position and the specifications. Ms. Parham advised the state felt we needed a director in order to be in compliance with the grant. On motion by Mr. Gonzales, seconded by Mr. Pizarro, the new classification was approved.

- b. Supervisor of Student Business Office/Fiscal Services (8-126)
Recommended Classified Supervisors Salary Schedule #290 (\$3,981-\$5,531/mo)

Ms. Winchester advised the Student Business Office and the Fiscal Services Office at Ventura College have merged, creating this new classification, which will supervise both areas. After discussion and questions, the classification was approved on a motion by Mr. Gonzales, seconded by Mr. Pizarro.

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

None

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, July 15, 2004, at 7:00 p.m.

22. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Mr. Pizarro, the meeting of the Personnel Commission was adjourned at 7:30 p.m. by Mr. Pizarro.