

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
September 16, 2004
MINUTES**

**THREE HUNDRED AND
SIXTY-NINTH MEETING**

The three hundred and sixty-ninth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, September 16, 2004.

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

Mr. Pizarro reported that Item 9.a. was being pulled from tonight's agenda.

There were no public comments regarding the revised agenda.

4. APPROVAL OF MINUTES

On motion by Mr. Gonzales, seconded by Ms. Harison, the minutes of the August 19, 2004 meeting of the Personnel Commission were unanimously approved. (4-88)

5. CORRESPONDENCE

None

6. REPORTS

a. Classified Employee Representative(s) Report
None

b. Board of Trustees Meeting – Patricia Parham
Ms. Parham reported the Board of Trustees met earlier this week and approved a budget of \$118 million for 2004-05. It is a balanced budget with a 5% reserve. Ms. Parham discussed some of the challenges to be faced this year. She further reported this had been Dr. Meznek's first Board of Trustees meeting as the new Chancellor.

c. Director's Report – Patricia Parham

Ms. Parham reviewed the *Report of Current Recruitments*, reflecting nine positions in progress, and the *Positions Filled & Pending Report*, which reflects eight positions filled and three positions pending. There was a brief discussion of the source of the questions used during the recruitment/testing processes.

Ms. Parham reported on the SEIU decertification, advising the vote tally was held on September 14 and both Units A and B voted to retain SEIU.

d. Commissioners' Reports
None

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the September *Report of Professional Experts* and noted fewer names are appearing on the list than in past years. Ten individuals have been added and twelve removed from the report this month. Ms. Parham explained that she reviews each assignment for salary and correctness prior to signing and forwarding the request to the Chancellor.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

None

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

Community College Police Officer II-Sergeant (9-98)
At existing Classified Salary Schedule #270 (\$3,573-\$4,926/mo.)

Alicia Winchester, Supervisor of Employment and Personnel, distributed a matrix comparing levels and requirements of the district Police Officer positions. She explained that three years of service, rather than the five currently required, would be more appropriate in the line of progression and would make it easier to recruit candidates. On motion by Ms. Harison, seconded by Mr. Gonzales, the commission unanimously approved the change in the classification specification for Community College Police Officer II-Sergeant.

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, October 21, 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.