

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

April 21, 2005

MINUTES

THREE HUNDRED AND SEVENTY-FOURTH MEETING The three hundred and seventy-fourth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, April 21, 2005.

1. CALL TO ORDER

Chairman David Gonzales called the meeting of the Personnel Commission to order at 7:14 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

Ms. Parham requested that the order of the agenda be changed so that Alicia Thier, Supervisor of Employment and Personnel, could leave the meeting early enough to make a flight out of LAX. The commissioners agreed to hear Item 19.c. prior to Items 19.a. and 19.b.

4. APPROVAL OF MINUTES

On motion by Ms. Harison, seconded by Mr. Gonzales, the minutes of the March 17, 2005 meeting of the Personnel Commission were approved. (4-93)

5. CORRESPONDENCE

None

6. REPORTS

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

Ms. Parham said there had been many issues concerning the budget on the agenda and so there was a large attendance at the meeting. She reported the trustees had approved the Agreement between VCCCD and SEIU, and the commissioners then discussed the economic provisions in the Agreement.

c. Director's Report – Patricia Parham

Ms. Parham reviewed the *Current Recruitments Report*, reflecting four positions, and advised that staff is holding open a lot of positions so current employees can be moved rather than laid off. She also reviewed the *Positions Filled & Pending Report*, which reflects three positions filled last month and six positions pending selection.

d. Commissioners' Reports

There was a discussion of Limited Term positions and a recent article in the CSPCA newsletter regarding same. In response to questioning, Ms. Parham advised the district is very careful about the length of service in those positions.

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the April *Report of Professional Experts*, with eight names added since the March report.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

None

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

Plumber (9-106)

Ms. Thier explained the justification for the change in the requirement for a backflow certificate. After discussion, and on motion by Ms. Harison, seconded by Mr. Pizarro, the commissioners unanimously approved the revision to the Plumber classification specification at the existing classified salary range of #260.

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

c. Approval of Personnel Commission Annual Report *(19-184)*

Ms. Thier reviewed the revisions to the Annual Report. On motion by Mr. Pizarro, seconded by Ms. Harison, the Commission unanimously approved the Annual Report for 2003-04, which will now be printed and distributed.

a. Personnel Commission Budget for FY 2005-2006 *(19-182)*

Ms. Parham presented the proposed budget and answered questions from the commissioners. She explained the line item for retiree health liability, which has not been previously included in the budget, and also asked for any changes or suggestions for the budget.

b. Establishment of Date for Public Hearing of FY 2005-2006 Budget *(19-183)*

On motion by Ms. Harison, seconded by Mr. Pizarro, it was unanimously agreed to hold the public hearing of the FY 2005-06 Budget at 7:00 p.m. on May 19, 2005.

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, May 19, 2005, at 7:00 p.m.

22. ADJOURNMENT

Mr. Gonzales adjourned the meeting of the Personnel Commission at 8:00 p.m.