

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
April 18, 2002  
MINUTES**

**THREE HUNDRED AND  
FORTY THIRD MEETING**

The three hundred and forty third meeting of the Ventura County Community College District Personnel Commission was held on Thursday, April 18, 2002.

**1. CALL TO ORDER**

Chairman James King called the meeting to order at 7:00 p.m.

**2. ROLL CALL**

Commissioners James King, Barbara Harison and Tony Grey were present at the meeting. Patricia Parham, Director of Personnel and Secretary of the Personnel Commission, and Stuart Rudnick, counsel for the Commission, were also present.

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously agreed to add Item 19d to the agenda.

Mr. King questioned who had requested a court reporter for the meeting. Darren Kameya, counsel for the District, stated he invited the court reporter.

On motion by Ms. Harison, seconded by Mr. Grey, the commissioners voted unanimously to recess to closed session at 7:29 p.m.

At 7:48 p.m. the Personnel Commission reconvened in open session and the Commission agreed the court reporter could remain, but the official record of the proceeding is the record on the tape recorder as transcribed by the Commission staff.

**3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS**

Mr. King noted that all four requests to speak were on Item 22. He admonished the four speakers to discuss public comments only, not to attempt to present their cases at this time.

Speaker 1 – Muna Busailah, Esq. Michael P. Stone Lawyers, counsel for the appellant, requested the Commission affirm the Hearing Officer's recommendation on Item 22.

Speaker 2 – Dr. Gerald Rosansky, psychiatrist, attempted to explain the effects of the drug Xanax in conjunction with memory loss.

Speaker 3 – Darren Kameya, Esq., Burke, Williams & Sorensen, general counsel for the District, requested to speak during closed session. He also proffered materials to Commissioners to substantiate reasoning for a Supplemental Hearing.

Speaker 4 – Mickey Wheatley, civil attorney for the appellant, requested the Commission affirm the Hearing Officer's recommendation.

**4. APPROVAL OF MINUTES**

On motion by Mr. Grey, seconded by Ms. Harison, the minutes of the February 21, 2002 meeting of the Personnel Commission were approved.

**5. CORRESPONDENCE**

None

**6. REPORTS**

a. Board of Trustees Meeting  
None.

b. Director's Report – Patricia Parham

Ms. Parham reviewed the Positions Filled & Pending Report and the Current Recruitments Report. She advised there are few current recruitments, but many positions are being filled, with thirteen pending and sixteen having been filled within the last month.

Ms. Parham advised the Classified Rules Committee is scheduled to meet May 2 and every two weeks, barring scheduling problems. She plans to present at least one section for review at the May Personnel Commission meeting.

Ms. Parham reported she had presented to the Board a demonstration of the classified online application. It was accepted very well.

c. Commissioners' Report

Mr. King shared material he received from the CSPCA conference he attended in San Jose in January. He said it was great reference material.

**7. OLD BUSINESS**

Professional Experts

Mr. Grey expressed concern over the need of more detailed information other than what appears on the web site. Ms. Harrison was concerned regarding repetitive hiring practices and little control of overlapping.

**8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS**

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**

a. Voluntary Demotion

Mr. Grey feels the commission should have the authority to review and approve voluntary demotions before the effective date instead of approving something after the fact. Mr. Grey prefers nothing becomes effective until after the action of the commission.

Ms. Parham offered two options. Ms. Harrison indicated this is not an agenda item, and we should not have further discussion at this time. Ms. Parham suggested it be discussed as a future item or considered during the revision of the rules.

On motion by Mr. Grey, seconded by Ms. Harrison, the commissioners unanimously approved to accept Barbara Lawrence's voluntary demotion.

b. Proposed 2002 – 2003 Budget

Ms. Parham presented the preliminary budget stating that it projected a 3% COLA and a 20% increase in medical rates.

Ms. Parham noted the slight increase in Office Supplies due to panel member lunches, and a zero in Postage. We have an increase in Advertising due to a rate increase. There is a decrease in Consultant Services because the online application project is complete.

Ms. Parham noted an overall increase of \$4,000 in the total budget.

Ms. Harrison expressed a concern that we were covering ourselves adequately with legal expenses. Ms. Parham offered it was her understanding that the Chancellor agreed that if we over-expense our budget amount, than the District will either supplement the budget in the legal area, or we will submit the fees directly to the District. Mr. Grey expressed his concern whether or not the District will continue to support us with our legal fees.

Mr. King stated that prior to a Public Hearing on the budget, he would like the staff to have a dialog with the District relative to a classification review. Mr. Grey asked how much a classification review would cost. Ms. Parham indicated the last one in 1995 cost approximately \$40,000 and it included 253 classifications. Mr. Grey asked if we could look at the estimated costs and then look and see how the District feels about it before we put it in the budget.

c. Public Hearing for 2002 – 2003 Budget.

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously agreed to schedule the Public Hearing for the 2002–2003 Budget on May 16, 2002 at the regular meeting.

d. Employment of Classified Employee

On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously agreed to appoint Matthew Bigelow, Clerical Assistant I – Seasonal, effective April 29, 2002 in the Office of the Personnel Commission.

**20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

Dr. Rosansky presented his expertise and opinion on the effects Xanax has on memory loss.

**21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The next regular meeting of the Personnel Commission will be Thursday, May 16, 2002, at 7:00 p.m.

**22. CLOSED SESSION**

The Personnel Commission recessed to closed session at 8:46 p.m.

**23. RECONVENE IN OPEN SESSION**

Time 9:56 p.m.

Mr. King stated the commission, by unanimous vote, is accepting the recommendations by the Hearing Officer and has directed staff to prepare a communication to the District.

**24. ADJOURNMENT**

Mr. King adjourned the meeting at 9:58 p.m.