

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
June 20, 2002
MINUTES**

**THREE HUNDRED AND
FORTY-FIFTH MEETING**

The three hundred and forty-fifth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, June 20, 2002.

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners James King, Tony Grey, and Barbara Harison were present at the meeting; Patricia Parham, Director of Personnel and Secretary of the Personnel Commission, was also present.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

Mr. Dave Thomas, employee at Moorpark College, spoke against the proposed increase in salary for the Chief of Police classification. He read excerpts from a newspaper article about the budget shortfall and distributed copies of that article, which Mr. King directed be entered in the record.

4. APPROVAL OF MINUTES

On motion by Ms. Harison, seconded by Mr. King, the minutes of the May 16, 2002 meeting of the Personnel Commission were approved, with Mr. Grey abstaining from the vote. (4-65)

5. CORRESPONDENCE

Ms. Parham advised she had received approval of the 2002-2003 Personnel Commission budget from Mr. Charles Weis, County Superintendent of Schools.

6. REPORTS

a. Board of Trustees Meeting

Ms. Parham introduced Mr. Bill Studt, the new Vice Chancellor of Human Resources. Mr. Studt said he was pleased to be involved with the district and is looking forward to working with Ms. Parham, and to establishing a positive, supportive relationship with the Personnel Commission. The commissioners all welcomed Mr. Studt.

b. Director's Report – Patricia Parham

Ms. Parham said she had reported to the board regarding the Personnel Commission budget and the commission's desire to be fiscally responsible and maintain the present year's advertising budget. She said she has spoken with Mr. Studt about the possibility of shared advertising with the Human Resources Department in an effort to reduce costs.

She reviewed the Current Recruitment Report, with only four positions in process, and the Positions Filled & Pending Report. Since the last report, seven vacancies have been filled and names certified for four positions. She reported the department has worked on eighteen reclassifications during the past several months and will bring those before the commission at the next meeting.

Ms. Parham advised the district has imposed a hiring freeze and said she thus anticipates little problem with keeping the advertising costs down.

c. Commissioners' Report

In response to questioning, Patricia Olson said she would process the annual mileage reimbursement for each commissioner.

Mr. King said he had attended the retirement party for Dr. Walker and it was a "wonderful event." He further reported he had met with Dr. Nagel several weeks ago and believes we will be able to reopen the discussion on professional experts. He advised Dr. Nagel will speak with the Chancellor and suggest a process of discussion. Mr. King said he prefers that no attorneys be present in the discussions.

7. OLD BUSINESS

a. Classified Rules Committee Update

Ms. Parham reported the committee met on June 18 and worked on a few more sections. The work is time-consuming but she believes they are working at a good pace. The next scheduled meeting will be July 10. There was a lengthy discussion of the commission's involvement in the revision process. It was agreed that Ms. Parham will present sections of the document every two months, with the next presentation at the August meeting.

b. Professional Experts

Commissioners reviewed an updated report, which reflected twenty-five new professional experts. There was a discussion of the issue, with Ms. Parham reporting she met previously with Mr. Studt and they are working together in an attempt to resolve on-going problems.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

None

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

Chief of Police (9-84)

Ms. Parham advised this request for an increase in salary had come from the Deputy Chancellor and was a result of review and comparison with other comparable community college districts. There was a lengthy discussion, following which Mr. Grey made a motion to reject the proposed salary increase. Mr. Grey's motion to deny the increase carried, with Ms. Harison voting in favor of the motion with Mr. Grey, and Mr. King opposing the motion.

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 next regular meeting of the Personnel Commission will be Thursday, July 18, 2002, at 7:00 p.m.

22. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. Grey, Mr. King adjourned the meeting at 8:05 p.m.