

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
October 17, 2002
MINUTES**

**THREE HUNDRED AND
FORTY-NINTH MEETING**

The three hundred and forty-ninth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, October 17, 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, as was Patricia Parham, Director of Personnel and Secretary of the Personnel Commission.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

Mr. Grey made a motion for approval of the September 12, 2002 minutes of the Personnel Commission subject to deletion of the word "to" in the last sentence under "Public Comments." Ms. Harison seconded the motion and the minutes were unanimously approved subject to that correction. (4-69)

5. CORRESPONDENCE

None

6. REPORTS

a. Board of Trustees Meeting – Bill Studt

Ms. Parham reported that Mr. Studt was unable to attend tonight's meeting.

b. Director's Report – Patricia Parham

Ms. Parham reviewed the Positions Filled Report and the Recruitment Report, noting they are shorter than in the past, and reflect seven positions pending and eight positions having been filled since the last report. She reported the hiring freeze has been lifted and positions are being approved by the individual colleges, which are accountable for maintaining their budgets.

Ms. Parham reported she had attended four of the interviews for Personnel Commissioner and had been asked to provide an overview of the commission.

The Quarterly Budget Report was distributed to the commissioners, who reviewed the line items. There was a discussion of the advertising budget and Ms. Harison asked about sharing advertising costs with the Human Resources Department. Ms. Parham said she would again discuss the issue with Mr. Studt.

Ms. Parham reported the outcome of the disciplinary hearing. She said she had received a copy of the District's letter responding to the issues that were outlined in the arbitrator's decision, and that sensitivity training for the appellant is the only outstanding issue.

c. **Commissioners' Report**

Ms. Harison said she was interested in attending the California School Personnel Commissioners Association Conference in January. Ms. Parham said it had been budgeted for and the department will submit a travel request for her.

Mr. King asked about the Director's annual evaluation. After discussion, it was agreed to have a closed session in November to discuss her evaluation.

7. OLD BUSINESS

Ms. Parham reported the process for review of the requests for Professional Experts has been working well and the volume of requests has decreased. She advised she had returned some of the requests without approving them. There was a discussion of what should be reflected in the monthly report. After discussion, it was agreed the report will reflect all individuals hired since July 1, 2002. Those hired since October, when the commission began reviewing the requests, will be in italics.

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

The commissioners discussed the revisions that have occurred in the Personnel Commission rules since the document was first issued. Mr. Grey asked whether the Education Code references are being verified and Ms. Parham advised they are. The commissioners went through the sections revised thus far by the Classified Rules Committee and there was a lengthy discussion of areas of concern. Mr. King noted the “phenomenal job” being done by the committee.

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 and Reinstatement – Marian Schneider (19-149)

Ms. Parham explained that Ms. Schneider is being reinstated to a lower level position than she held when she left the District in August 2002. On motion by Ms. Harison, seconded by Mr. Grey, the demotion and reinstatement was unanimously approved.

- b. Approval of Annual Report

The commissioners agreed they would like additional time to review the report and then forward comments to Ms. Parham. After discussion, it was agreed they will email any comments or suggested changes by Friday, October 25. On motion by Mr. Grey, seconded by Ms. Harison, the commissioners unanimously approved the Annual Report in concept, subject to any changes reflected in their email comments.

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, November 21, 2002, at 7:00 p.m.

24. ADJOURNMENT

On motion by Mr. Grey, seconded by Ms. Harison, the meeting was adjourned at 9:36 p.m.