

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
January 16, 2003
MINUTES**

**THREE HUNDRED AND
FIFTY-SECOND MEETING**

The three hundred and fifty-second meeting of the Ventura County Community College District Personnel Commission was held on Thursday, January 16, 2003.

1. CALL TO ORDER

Chairman Barbara Harison called the meeting to order at 7:02 p.m.

2. ROLL CALL

Commissioners Barbara Harison, James King, and Ray Pizarro were present. Also present was Patricia Parham, Director of Personnel and Secretary of the Personnel Commission.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Mr. King, seconded by Mr. Pizarro, the minutes of the December 19, 2002 meeting were unanimously approved. (4-72)

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 Recruitment Report and the Positions Filled Report and said there has not been a lot of activity the past month.

c. Commissioners' Report

The commissioners asked about the impact of state budget cuts on the district. Ms. Parham advised the board will be discussing options and alternatives on the 24th, and within thirty days there should be some definitive decisions.

Mr. King asked about the possibility of receiving meeting packets by email and the other commissioners agreed that would be beneficial. Ms. Parham said the department doesn't have a scanner, but she will investigate the feasibility of email.

Ms. Harison reported that she will be attending the annual CSPCA conference in San Diego on January 30-February 2. She also announced that Elena Nua may be attending future commission meetings as a representative of SEIU.

7. OLD BUSINESS

The commissioners reviewed and discussed the report of Professional Experts, expressing their concern that the merit system not be circumvented.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

None

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

None

10. RECLASSIFICATION

Maiya Rodriguez – Ventura College (10-75)
From Clerical Assistant I (#190)
To existing classification of Student Services Assistant II (#210)

Ms. Parham explained the makeup and purpose of the Classification Review Committee for Mr. Pizarro. After review and discussion, and on motion by Mr. King, seconded by Mr. Pizarro, the reclassification was unanimously approved.

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

Discussion of Personnel Commission Rule 123.1

There was a lengthy discussion of the Personnel Commission rule regarding the examination policy, with Ms. Parham raising the issue of limiting the applicant pool, for a limited period of time, to internal rather than external. Considering the current budgetary restraints and the district's desire to save jobs for current employees, they are considering and researching the possibility of limiting the recruitments to promotional only. The commissioners agreed they would consider the subject during the month and return with ideas and suggestions. It was agreed to leave this item on the agenda for discussion.

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, February 20, 2003, at 7:00 p.m. Ms. Harison advised that she has a meeting conflict in March.

22. ADJOURNMENT

On motion by Mr. Pizarro, seconded by Mr. King, the meeting was adjourned by Ms. Harison.