

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
April 17, 2003
MINUTES**

**THREE HUNDRED AND
FIFTY-FOURTH MEETING**

The three hundred and fifty-fourth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, April 17, 2003.

1. CALL TO ORDER

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:00 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. Pizarro, seconded by Mr. King, the minutes of the February 20, 2003 meeting were unanimously approved. (4-74)

5. CORRESPONDENCE

None

6. REPORTS

a. Classified Employee Representative(s) Report
None

b. Board of Trustees Meeting – Bill Studt

Because Mr. Studt was unable to attend tonight's meeting, Ms. Parham reported on the most recent meeting of the Board of Trustees, wherein the proposed layoffs and reductions of classified employees were voted down. This proposal will be on the agenda of the next meeting. Ms. Parham assured commissioners the board members are concerned and are wrestling with the budget crisis.

c. Director's Report – Patricia Parham

Ms. Parham reported on current recruitments and the district's effort to place classified employees in open positions, rather than terminate them due to layoffs and bumping. The commissioners discussed internal recruitments and open recruitments as they relate to compliance with the Education Code. Ms. Parham reported that Connie Vidana, Classified Personnel Specialist, is retiring as of July 1, 2003.

d. Commissioners' Reports

Mr. King asked about the status of the effort to revise the Classified Rules. Ms. Parham said the project has not been forgotten, but is not her first priority at this time. She further stated the committee is close to finishing the first run-through and she plans to reconvene the committee soon.

7. OLD BUSINESS

Professional Experts

There was a discussion of the cause for overlapping service dates for Professional Experts. Mr. King expressed concern that people not be inadvertently appointed to a position they are already holding. Ms. Parham explained possible causes for the duplication.

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 Demotions

- 1) Elena Nielsen (19-152)
From Tutorial Services Specialist (#250)
to Accounting Technician I/Accounts Payable (#220)
- 2) Joseph Reznak (19-153)
From ILT-II/Information Systems (#260)
To ILT-I/Office Technology (#230)

Ms. Parham explained these are individuals who were affected by the layoff/reduction and they are being voluntarily placed in open positions in lieu of bumping other employees. Mr. Pizarro asked about the salary ranges and Ms. Parham advised an employee taking a voluntary demotion moves from his current step to the same step in the new salary range. Ms. Parham explained the process of bumping and demoting and an employee's right to reinstatement. She reported she had met earlier with all employees on the three campuses who would be affected by the layoff/reduction. On motion by Mr. King, seconded by Mr. Pizarro, the commissioners unanimously approved the voluntary demotions of Elena Nielsen and Joseph Reznak.

b. Preliminary Personnel Commission Budget for FY 2003-2004

Ms. Parham reviewed the preliminary budget and the assumptions upon which it is based. In response to questioning from commissioners, she gave a history of PERS and the basis for the rate increase. Mr. King questioned the reduction in salary and corresponding increase in social security and Ms. Parham said she would look into that and advise the commissioners. She also suggested that overtime should be set as a line item, which has not been done in the past. A discussion ensued regarding the steps that could be taken should the current district budget scenario change substantially after approval of the budget.

- c. Establishment of Date for Public hearing of FY 2003-2004 Budget (19-155)

On motion by Mr. King, seconded by Mr. Pizarro, the commissioners unanimously agreed to schedule the Public Hearing of the FY 2003-2004 Personnel Commission Budget on Thursday, May 15, 2003.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next meeting of the Personnel Commission meeting is Thursday, May 15, 2003, at 7:00 p.m.

22. CLOSED SESSION

Public Employee Discipline/Dismissal/Release (22-3)

The meeting recessed to closed session at 7:45 p.m.

23. RECONVENE IN OPEN SESSION

The general meeting reconvened at 8:08 p.m. Ms. Harison announced there was no report from the closed session.

24. ADJOURNMENT

On motion by Mr. Pizarro, seconded by Mr. King, the meeting was adjourned at 8:09 p.m. by Ms. Harison.