

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
June 19, 2003
MINUTES**

**THREE HUNDRED AND
FIFTY-SIXTH MEETING**

The three hundred and fifty-sixth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, June 19, 2003.

1. CALL TO ORDER

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:03 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

Mr. Pizarro made a motion to approve the minutes of the May 15, 2003 meeting of the Personnel Commission subject to changing the date in Item 21 from June 17 to June 19. Mr. King seconded the motion and the minutes of the May 15, 2003 meeting were unanimously approved subject to that change. (4-76)

5. CORRESPONDENCE

Ms. Parham reported that approval of the Annual Budget was received from the Ventura County Superintendent of Schools Office. She advised the budget adopted contained the most current information as of the date it was mailed. It was based upon estimated staff salary and benefits costs and will be modified to reflect the actual costs of salary and benefits of the staff positions that report to the Commission.

For the record, the line item regarding OASDI, and questioned previously by Mr. King, was corrected prior to submission of the budget.

6. REPORTS

- a. Classified Employee Representative(s) Report
None
- b. Board of Trustees Meeting – Bill Studt
None
- c. Director’s Report – Patricia Parham

Ms. Parham reviewed the Positions Filled and Pending Report and the Current Recruitments Report and reported on the vacancies filled and those remaining to be filled. She updated the commissioners on the status of the employee disciplinary appeal hearing. The hearing has been scheduled for August 4-8, 2003, with Mr. Jan Stiglitz as the hearing officer, Ms. Parham then reported on the layoff/reduction process and its effect on current staff. Of the first group of 19 classified positions originally eliminated, only six individuals were actually laid off; the rest retired or were placed in other positions. Ms. Parham extended an invitation to the commissioners to attend the June 25 DSC potluck and barbecue being held to honor those leaving employment with the district.

- d. Commissioners’ Reports

Ms. Harison recognized Connie Vidana who is retiring on June 30 after 15 years of service to the district and to the Personnel Commission. Ms. Harison presented Connie’s plaque to Ms. Parham and asked her to extend the Commission’s good wishes and congratulations. Ms. Harison also recognized Dave Thomas and congratulated him on his retirement after 27 years with the district and thanked him for his regular attendance at Commission meetings.

Ms. Harison put forth the need to begin to develop a schedule and a process for filling the vacancy which will be created when Mr. King’s term ends at the end of November. For the first time, the two seated commissioners, as outlined in new guidelines, will select the new commissioner. It was agreed to place that item on the agenda next month.

7. OLD BUSINESS

Professional Experts

Twelve individuals have been added to the report of Professional Experts since the last report. Ms. Parham said the report will start anew next month, with the new fiscal year.

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) Patricia Kistler (19-159)
From Director, Governmental & Public Affairs (CMS #150)
To Placement Project Specialist (#230)
- 2) Barbara McGinley (19-160)
From Administrative Assistant IV (#260)
To Administrative Assistant II (#230)
- 3) David Donaldson (19-161)
From Programmer Analyst (#335)
To Special Projects Assistant (#190)

Ms. Parham explained these individuals are voluntarily demoting in lieu of layoff and will remain on a reemployment list for the next five years. After discussion, and on motion by Mr. Pizarro, seconded by Mr. King, the Commission unanimously approved the voluntary demotions.

- b. Request for Extension of Expiration Date of Eligibility List (19-162)
Accounting Technician II/Payroll

Ms. Parham provided justification for extending the expiration date of the eligibility list for Accounting Technician II/Payroll rather than initiating a new recruitment. She discussed the heavy workload in the Payroll Department and the short period of time to hire a replacement for an employee who has resigned. This action would allow three remaining candidates to be considered for the position, and is authorized under Rule 132 of the Personnel Commission Rules. Following discussion, Mr. King made a motion to extend to July 31, 2003 the expiration date of the eligibility list. Mr. Pizarro seconded the motion and the Commission unanimously approved the action.

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, July 17, 2003, at 7:00 p.m. Ms. Parham advised the next agenda will include a reading of the new revised Personnel Commission Rules.

22. ADJOURNMENT

On motion by Mr. King, seconded by Mr. Pizarro, the meeting was adjourned at 7:30 p.m. by Ms. Harison.