

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

**THREE HUNDRED AND  
FIFTY-SEVENTH MEETING**

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

**1. CALL TO ORDER**

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:01 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 June 19, 2003 meeting of the Personnel Commission were unanimously approved. (4-77)

**5. CORRESPONDENCE**

None

**6. REPORTS**

a. Classified Employee Representative(s) Report  
None

b. Board of Trustees Meeting – Bill Studt

Mr. Studt gave a brief overview of the ongoing budgetary concerns. He advised the District currently has a balanced budget, but is waiting for Sacramento to decide what they are doing. The District will not be receiving a state apportionment in July, and perhaps not in August. Management believes they will be able to make payroll for those months but is looking into short-term borrowing for any additional months.

Mr. Studt reported that a reorganization of the Human Resources Department and the Personnel Commission, bringing them back into one organization, is being contemplated. He advised he and Ms. Parham will at some point bring a proposal to the Commission.

Mr. Studt is the new Interim Chancellor, and he reported that his recently-vacated position of Vice Chancellor of Human Resources has been announced. He said applications will be accepted through July 25 for the interim position, and a name presented to the trustees at the August 12, 2003 meeting.

Mr. Studt reported that meetings held with the District's various bargaining units had been very productive and everyone worked together well. He advised the reductions put in place are for the current school year, though some of the negotiated cost-savings measures may have to be brought to the negotiating table in the spring and continued into the next fiscal year.

c. Director's Report – Patricia Parham

Ms. Parham reviewed the Recruitment Report, and the positions which remain after placing people following the most recent reduction in force. She reported that all but six people in the first round of layoffs were placed in other positions, and we have been working to place those affected by the second round. She reported that two outplacement workshops had been held, but few employees availed themselves of that resource.

d. Commissioners' Reports

Mr. King expressed appreciation to Mr. Studt for the work he has done and his willingness to take on the new change in his position. In addition, he asked Ms. Parham to express his appreciation to staff for putting together the outplacement program.

**7. OLD BUSINESS**

Professional Experts

The commissioners reviewed the new report, favorably noting its brevity.

**8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS**

Community College Administrative Lieutenant (8-120)

Ms. Parham introduced the classification and presented the specification. Chief Jim Botting was present and answered questions presented by the commissioners. Mr. King

asked about the required education and experience, which precipitated a lengthy discussion. Mr. Pizarro noted that essential duties had not been identified on the specification. Subject to that addition and a spelling correction of *seq.* in the third paragraph of page three, Mr. Pizarro made a motion to approve the new proposed specification for Community College Administrative Lieutenant. Mr. King seconded the motion and the specification was unanimously approved as corrected.

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

None

**10. RECLASSIFICATION**

None

**11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES**

First reading of revised Personnel Commission Rules Sections 101 to 166 and Definition of Terms

Ms. Parham presented the proposed sections and, further, reported the Classified Rules Committee has now revised through Section 260. Additional sections will be presented at the next Commission meeting. She advised that Greg Cross, SEIU Senior Field Representative, is a member of the committee and says the union agrees with the proposed changes, but will want to review any additional changes the Commission requests.

The commissioners reviewed the sections presented for their consideration. Ms. Parham said she will take any revisions requested by the Commission back to the committee for their input and will then bring them back to the Commission for a second reading. She said she hopes to have everything through the entire process by September.

**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) Richard Lapaglia (19-163)  
From Student Activities Specialist (#285)  
To Student Services Specialist/International Students (#250)
- 2) Michael Mariscal (19-164)  
From Grounds Maintenance Worker (#210)  
To Grounds Maintenance Worker/Custodian (#210-50%/#205-50%)

Ms. Parham advised both of these demotions are the result of individuals requesting a demotion in lieu of layoff. On motion by Mr. Pizarro, seconded by Mr. King, the commission unanimously approved the voluntary demotions.

b. Discussion of Process to Select New Personnel Commissioner

Ms. Parham presented a timeline and a proposed process for appointment to the Personnel Commission, and a discussion ensued. The meeting recessed at 8:55 p.m. so Ms. Parham could search for additional information in the Education Code. The meeting reconvened at 9:06 p.m. and, at that time, Mr. King was excused for the discussion.

Ms. Harison advised this is the first time the Commission has had the opportunity to select a commissioner. She and Mr. Pizarro discussed the expense and timing of a recruitment, as well as the feasibility of retaining Mr. King. It was agreed there should be a process, but commissioners wish to keep the costs down and believe one public notice in the newspaper will be sufficient. They further agreed it will be an open meeting, and both commissioners will serve on the panel. Mr. King rejoined the meeting at 9:15 p.m.

**20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

Mr. Dave Thomas, recently retired classified employee from Moorpark College, presented the Commission with a \$200 gift card for the use of Commission staff. Ms. Parham thanked Mr. Thomas and said staff will spend the donation well.

**21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next meeting of the Personnel Commission meeting is Thursday, August 21, 2003, at 7:00 p.m.

**22. ADJOURNMENT**

On motion by Mr. Pizarro, seconded by Mr. King, the meeting was adjourned at 9:22 p.m. by Ms. Harison.