

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
August 21, 2003  
MINUTES**

**THREE HUNDRED AND  
FIFTY-EIGHTH MEETING**

The three hundred and fifty-eighth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, August 21, 2003.

**1. CALL TO ORDER**

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:05 p.m.

**2. ROLL CALL**

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

**3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS**

Ms. Harison proposed reordering the agenda and moving Item #19 to follow Item #6, and the commissioners unanimously agreed.

There was a request from Greg Cross, Representative of SEIU Local 535, to address the Commission when particular issues are discussed.

**4. APPROVAL OF MINUTES**

On motion by Mr. King, seconded by Mr. Pizarro, the minutes of the July 17, 2003 meeting of the Personnel Commission were unanimously approved. (4-78)

**5. CORRESPONDENCE**

None

**6. REPORTS**

a. Classified Employee Representative(s) Report

Mr. Cross spoke to the commissioners about the budget and said the district has renegotiated their agreement with SEIU and most cuts have been restored. The workweek has been restored to 40 hours, effective October 1, 2003 and step increases are also being restored. While employees have almost been made whole, Mr. Cross advised additional cuts are possible at mid-year.

b. Board of Trustees Meeting – Bill Studt

Mr. Studt discussed the negotiations with bargaining units and possible cuts at mid-year due to a property tax shortfall. He said the district anticipates a \$1.5 million deficit in mid January.

He reported the Board took action at their last meeting to appoint Patricia Parham as Interim Vice Chancellor of Human Resources.

In response to questioning, Mr. Studt said the district is having some difficulty with faculty shortages, especially in Math and Sciences.

c. Director's Report – Patricia Parham

Ms. Parham reviewed the current Recruitment Report and reported on the positions which have been eliminated. She said of the 37 people directly impacted by the reduction in force, ten were laid off.

She reported the Board had accepted Dave Thomas' generous donation to the Commission of a \$200 gift card at Staples.

Ms. Parham reported that the employee disciplinary hearing has ended and she anticipates a report will be ready for the Commission by the November meeting.

d. Commissioners' Reports

The commissioners congratulated Ms. Parham on her new appointment to Interim Vice Chancellor of Human Resources.

**7. OLD BUSINESS**

Professional Experts

The commissioners reviewed the new report, which reflects just two additions.

**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**

Mr. Cross said the process of revising the rules has been very collaborative. Because he has participated on the committee, and the classified union has been involved, he feels there will be no need for bargaining.

- a. Second reading and adoption of revised Personnel Commission Rules Sections 100 to 160 and Definition of Terms.

On motion by Mr. Pizarro, seconded by Mr. King, Personnel Commission Rules Sections 100 to 160 and the Definition of Terms were unanimously approved by the Commission.

- b. First reading of revised Personnel Commission Rules Sections 170 to 320

The commissioners reviewed the sections presented for their consideration. It was a very careful and time-consuming process, and the meeting was recessed for a break from 9:00 p.m. to 9:07 p.m. Ms. Parham advised she will make the changes and bring the sections back for a second reading and adoption at the next meeting.

**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. Status of Process to Select New Personnel Commissioner

Ms. Parham advised a public notice announcing the position had been placed twice in the Ventura County Star, she has requested representatives from each classified

unit to serve on a selection committee, and rating sheets and interview questions have been prepared. It was agreed to contact applicants and ask them to reserve the oral interview date in the event they are among the final applicants. There was a lengthy discussion of the timing and scheduling and it was unanimously agreed to screen the applications the week of September 3-10, to meet on September 10 at 3:00 p.m. to discuss the screening and select final applicants, and to conduct interviews on September 18 prior to the Personnel Commission meeting. Because both continuing commissioners are serving on the selection committee, the meetings will be noticed to the public.

b. Discussion of Department Organization

Mr. Studt talked about combining the Human Resources and Personnel Departments and shared conceptually what he and Ms. Parham envision. He said they plan to bring revised job descriptions and organization charts to the September Personnel Commission meeting. He said he and Ms. Parham see the recent changes in their responsibilities as an opportunity to expedite the process of reorganization. Mr. King expressed concern that there be a written understanding between trustees and the commissioners to avoid future misunderstanding, and Ms. Harison expressed concern with Patricia's "dual hat" role and any future disciplinary actions. Mr. Studt said he would handle any disciplinary action. The commissioners agreed they do not oppose the process of reorganization, but want it crafted carefully.

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

None

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

The date and time of the next regular meeting of the Personnel Commission meeting is Thursday, September 18, 2003, at 7:00 p.m.

Special meetings of the Committee to Select the Personnel Commissioner will be held on September 10, 2003, at 3:00 p.m., and at 2:30 p.m. on September 18, 2003.

**22. ADJOURNMENT**

On motion by Mr. Pizarro, seconded by Mr. King, the meeting was adjourned at 10:15 p.m. by Ms. Harison.