

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
February 19, 2004
MINUTES**

**THREE HUNDRED AND
SIXTY-THIRD MEETING**

The three hundred and sixty-third meeting of the Ventura County Community College District Personnel Commission was held on Thursday, February 19, 2004.

1. CALL TO ORDER

Chairman Ray Pizarro called the meeting of the Personnel Commission to order at 7:03 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Ms. Harison, seconded by Mr. Gonzales, the minutes of the December 18, 2003 meeting of the Personnel Commission were approved. (4-82)

5. CORRESPONDENCE

There was a discussion of Form 700, Statement of Economic Interests, and the deadline for submission. It was agreed the commissioners will forward their completed forms to Patricia Olson, Executive Assistant to the Personnel Commission, who will then submit them to the proper agency.

6. REPORTS

- a. Classified Employee Representative(s) Report
None
- b. Board of Trustees Meeting – Patricia Parham

Ms. Parham reported on the last meeting of the Board of Trustees, which was a special session to review the anticipated budget. She advised the trustees now expect the shortfall to be less than originally anticipated.

At their prior meeting, the trustees approved the filling of 54 full-time faculty positions, which Ms. Parham said will be a huge undertaking for the Human Resources Department. She reported the budget was also the main topic of discussion at this meeting. Ms. Parham advised it is not yet known what impact the budget will have on the classified staff; at this point it is too early to tell.

c. Director's Report – Patricia Parham

Ms. Parham reviewed the report of current recruitments and the report of positions filled and pending. She pointed out that the Supervisor of Employment and Personnel has been hired and starts work on Monday. She reported the Annual Report is prepared but will be given out at the Joint Board Meeting in April. There was a discussion of the Chancellor search and VC President search processes and timelines, and Ms. Parham advised she is facilitating both committees.

d. Commissioners' Reports
None

7. OLD BUSINESS

a. Professional Experts

The commissioners reviewed the updated report of Professional Experts. Twenty-nine individuals have been added to the list, and thirty-six removed, since the last report was presented in December.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

None

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

None

10. RECLASSIFICATION

None

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

There was a discussion of the revised rules, which will be printed and presented to the trustees at the joint meeting. Ms. Parham explained the revision process to Mr. Gonzales and said it has been agreed that, once the new rules are printed, the union and HR staff will jointly train district staff.

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

The Commission will meet jointly with the Board of Trustees at 6:00 p.m. on April 13, 2004. There was a lengthy discussion in anticipation of the meeting, after which the commissioners identified the following as topics which should be presented and/or discussed at that time: the *Annual Report of the Personnel Commission*, the revised *Personnel Commission Rules and Regulations*, the organization of the Human Resources Department, and future budgetary issues. The commissioners agreed that they will each participate in the presentation of material to the trustees. They also agreed to finalize the agenda at their next regular meeting on March 18.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission will be Thursday, March 18, 2004, at 7:00 p.m.

22. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. Gonzales, the meeting was adjourned at 7:52 p.m. by Mr. Pizarro.