

**COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
March 18, 2004
MINUTES**

**THREE HUNDRED AND
SIXTY-FOURTH MEETING**

The three hundred and sixty-fourth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, March 18, 2004.

1. CALL TO ORDER

Chairman Ray Pizarro called the meeting of the Personnel Commission to order at 7:04 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 February 19, 2004 meeting of the Personnel Commission were approved. (4-83)

5. CORRESPONDENCE

None

6. REPORTS

a. Classified Employee Representative(s) Report

None

b. Board of Trustees Meeting – Patricia Parham

Ms. Parham reported the meeting was held last Tuesday at Ventura College. Oxnard College gave a presentation about the Disabled Student Services Program.

c. Director's Report – Patricia Parham

Ms. Parham reviewed the report of positions filled and pending and the report of current recruitments. She explained the Human Resources Department is working to hire sixty full-time faculty, as well as a chancellor, a college president, and two

vice presidents. Because of this, the department's volume of calls and mail is unbelievable and much of the staff time is taken up with the recruitment process.

Ms. Parham reported that Alicia Winchester, the new Supervisor of Employment and Personnel, has started work and will attend a Commission meeting in the future so she can meet the commissioners.

There was a discussion of the Form 700 required of each commissioner. It was agreed each commissioner will submit his form to Patricia Olson and she will ensure they are forwarded to the proper entity. Ms. Parham advised she will report on the insurance re-enrollment when the process is completed.

- d. Commissioners' Reports
None

7. OLD BUSINESS

- a. Professional Experts

The commissioners reviewed the updated report of Professional Experts. Only three experts were added to the list since the last meeting.

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

Ms. Parham reported that the revised Classified Employee Handbooks are being sent tomorrow to the Oxnard College Print Shop and will be printed by the end of the week.

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. 2004-2005 Budget Discussion

There was a lengthy discussion of the budget and the timing for preparation and submission to the Office of the County Superintendent of Schools. Ms. Parham asked the commissioners to suggest things they would like included in the budget. She advised commissioners will have to meet next month to finalize the budget.

b. Agenda for Joint Meeting with the Board of Trustees

Ms. Parham reviewed the order of the agenda for the joint meeting. The commissioners agreed they will each participate in the presentation of the material to the trustees, with Mr. Pizarro presenting the Annual Report, Ms. Harison discussing the new organization of the Human Resources Department, and Mr. Gonzales presenting the revised rules and regulations of the Personnel Commission. There was a discussion of the new handbook, and commissioners asked that each receive a copy when it is printed.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

After discussion, it was agreed to change the date of the next meeting of the Personnel Commission to Thursday, April 22, 2004, at 7:00 p.m.

22. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Ms. Harison, the meeting was adjourned at 7:55 p.m. by Mr. Pizarro.