

**COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
April 22, 2004
MINUTES**

**THREE HUNDRED AND
SIXTY-FIFTH MEETING**

The three hundred and sixty-fifth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, April 22, 2004.

1. CALL TO ORDER

Chairman Ray Pizarro called the meeting of the Personnel Commission to order at 7:00 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 March 18, 2004 meeting of the Personnel Commission were approved, subject to changing the date shown for the next meeting to April 22, 2004. (4-83)

On motion by Mr. Gonzales, seconded by Ms. Harison, the minutes of the April 13, 2004 Joint Meeting of the Personnel Commission and the Board of Trustees were unanimously approved. (4-84)

5. CORRESPONDENCE

None

6. REPORTS

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

Ms. Parham reported the trustees had discussed dates for interviews for the position of Chancellor. The issue of legal polling places for the student trustee election was also addressed by the student representatives.

c. Director's Report – Patricia Parham

Ms. Parham reported the entire Human Resources Department has been busy with the full-time faculty recruitment, having received just short of 3,000 applications. Classified hiring has been minimal. She discussed staffing changes as a result of the new building at VC. In response to questions from the commissioners, Ms. Parham discussed the decertification process. She reported that, until the issue is settled, SEIU and the district have agreed to delay bargaining. She expects the process will take several months.

d. Commissioners' Reports
None

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the updated report of Professional Experts, which reflects twenty new Professional Experts.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

None

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

None

10. RECLASSIFICATION

Victory Kitamura-District Service Center
From Graphic Artist/Multimedia Specialist to Network/Internet Administrator

Ms. Parham reviewed the request for reclassification as well as Mr. Kitamura's background, and also reviewed the process for a reclassification. After discussion, and on motion by Mr. Gonzales, seconded by Ms. Harison, the reclassification was unanimously approved by the commission.

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. Personnel Commission Budget for FY 2004-2005 (19-170)
Preliminary Budget

Ms. Parham reviewed last year's budget and the proposed budget for FY 2004-05. Mr. Pizarro questioned the dramatic increase for SUI and asked her to determine the rate and justification for the increase. The line items were reviewed and discussed, and Ms. Parham advised she would check further on several to ensure they would not require additional monies.

There was a discussion of the training to take place on the new Classified Employee Handbook, who will be doing the training, and any funds which may be needed for that purpose. Ms. Parham advised she would like to delay training until the HR Department is fully staffed. Mr. Gonzales asked if the commissioners would be involved in the training, and Ms. Parham agreed to consider that.

Ms. Parham advised the final budget will be brought back next month for approval, and asked the commissioners to let her know prior to then if there is anything they feel should be added. On motion by Ms. Harison, seconded by Mr. Gonzales, the commission unanimously approved the proposed budget, subject to any changes in those line items Ms. Parham is researching further.

- b. Establishment of Date for Public Hearing of 2004-2005 Budget (19-171)

On motion by Ms. Harison, seconded by Mr. Gonzales, the commissioners unanimously established May 20, 2004, as the date for the Public Hearing of the 2004-2005 Personnel Commission budget.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

There was a brief discussion of the effect on Ms. Harison's term if SEIU is replaced following the decertification process. Mr. Gonzales asked about the commission's representation of classified employees and Ms. Parham explained the commission has exclusive jurisdiction for classified employees.

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, May 20, 2004, at 7:00 p.m.

22. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Ms. Harison, the meeting was adjourned at 8:02 p.m. by Mr. Pizarro.