

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

**THREE HUNDRED AND
SIXTY-EIGHTH MEETING**

The three hundred and sixty-eighth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, August 19, 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, David Gonzales, and Barbara Harison 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 Mr. Gonzales, seconded by Mr. Pizarro, the minutes of the June 17, 2004 meeting of the Personnel Commission were approved. Ms. Harison was not present at the June meeting and abstained from voting. (4-87)

5. CORRESPONDENCE

None

6. REPORTS

a. Classified Employee Representative(s) Report
None

b. Board of Trustees Meeting – Patricia Parham
Ms. Parham advised the August 10 board meeting was the last she will be officially attending as Interim Vice Chancellor of Human Resources. She reported that representatives from the State Chancellor's Office were present at the study session to discuss capital construction and funding. There were a lot of reports and much discussion at the regular meeting. The board approved a final recalculation of the cuts taken last year by classified employees and an adjustment of 1.62% of earnings last year will be made in a one-time payment to classified employees. Faculty members were awarded a salary increase for next year based on contractual obligations.

c. Director's Report – Patricia Parham

Ms. Parham reviewed the report of Current Recruitments and the Positions Filled & Pending Report. Nine positions were filled between June 18 and August 18, and seven positions are certified pending selection. Mr. Pizarro questioned the status of the SEIU situation and Ms. Parham advised ballots will be mailed the end of August by PERB and election notices have been posted throughout the district.

d. Commissioners' Reports

There was a discussion of the next annual CSPCA Conference and it was agreed that Mr. Gonzales will attend.

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the August report of Professional Experts, as well as the July report. A total of 23 names were added and 93 removed in July, and 11 names were added in August.

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

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. Voluntary Demotion – Laura Brower (19-176)
From Executive Asst. to the Deputy Chancellor/Conf. (#285 - \$4,066-\$5,610/mo)
to Executive Asst. to the Vice Chancellor of Human Resources/Conf.
(#275 - \$3,852-\$5,318/mo)

Ms. Parham explained the reasons for the request. Ms. Harison made a motion to approve the request for voluntary demotion. Mr. Gonzales seconded the motion and the request was unanimously approved.

- b. Request for Extension of Expiration Date of Custodian Eligibility List (19-177)
From August 25, 2004 to November 25, 2004.

Ms. Alicia Winchester, Supervisor of Employment and Personnel, reviewed the justification for the request to extend the expiration date, and quoted the Personnel Commission rule allowing such an extension. On motion by Mr. Gonzales, seconded by Ms. Harison, the commissioners unanimously approved the extension of the expiration date of the eligibility list for Custodian.

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, September 16, at 7:00 p.m.

22. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. Gonzales, the meeting of the Personnel Commission was adjourned at 7:24 p.m. by Mr. Pizarro.