

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
December 16, 2004
MINUTES**

**THREE HUNDRED AND
SEVENTY-FIRST MEETING**

The three hundred and seventy-first meeting of the Ventura County Community College District Personnel Commission was held on Thursday, December 16, 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, Associate 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 Ms. Harison, the minutes of the October 21, 2004 meeting of the Personnel Commission were unanimously approved. (4-90)

5. CORRESPONDENCE

None

6. REPORTS

a. Classified Employee Representative(s) Report

None

b. Board of Trustees Meeting – Patricia Parham

Ms. Parham reported the Board of Trustees had accepted the nomination of Barbara Harison to serve another term on the Personnel Commission. They also said good-bye to two outgoing board members and swore in two new members: Bob Huber and Larry Miller. The board also took action to cap the district's benefit contribution for managers, supervisors, and confidential employees, and eliminated retiree medical benefits for employees in those groups hired after July 1, 2005.

- c. Director's Report – Patricia Parham

Ms. Parham reviewed the *Report of Current Recruitments*, reflecting seven vacancies, and the *Positions Filled & Pending Report*, reflecting eight positions filled and seven positions pending selection.

- d. Commissioners' Reports
None

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the December *Report of Professional Experts*, with forty-six additions since the October report.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

None

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

Accounting Clerk III (9-101)

Ms. Parham advised this classification has not been active for the past three years. Alicia Thier explained the justification for reinstating the classification and reviewed the changes being made. She said prior incumbents were in Payroll, but the intent now is for the specification to be less specific to Payroll because these employees will be at the colleges. Mr. Gonzales observed there seems to be little reference to the use of a computer in the specification. On motion by Ms. Harison, seconded by Mr. Gonzales, the proposed revisions to the specification were unanimously approved.

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

Election of Chair (19-179)

Ms. Harison made a motion that David Gonzales serve as Chair of the Personnel Commission during the year 2005. Mr. Pizarro seconded the motion and Mr. Gonzales was elected to serve.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

Because Mr. Gonzales will be out of town on the date of the next regularly scheduled meeting of the Personnel Commission, the commissioners discussed other dates. Mr. Pizarro will contact Patricia Olson next week to confirm the date of January 27, 2005.

22. RECESS TO CLOSED SESSION

Public Employee Evaluation – Associate Vice Chancellor, Human Resources/Personnel

23. RECONVENE IN OPEN SESSION

Mr. Pizarro reported the commissioners had completed their annual evaluation of Ms. Parham and she had been provided a copy.

24. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Ms. Harison, the meeting of the Personnel Commission was adjourned at 8:26 p.m. by Mr. Pizarro.