



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR FEBRUARY 21, 2012

Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001

FOUR HUNDRED AND FORTY-THREE

The four hundred and forty third meeting of the Personnel Commission of the Ventura County Community College District was held on Tuesday, February 21, 2012, at 6:00 p.m.

1. CALL TO ORDER

Commissioner Harison called the meeting to order at 6:03 p.m.

2. ROLL CALL

In attendance were Commissioners David Gonzales, Barbara Harison, and James King. Michael Arnoldus, Director of Employment Services/Personnel Commission and Secretary to the Personnel Commission, was also present.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

Ginnette Waterman, Accountant (Confidential) in the Business and Administrative Services Division was present to provide comment on agenda item 10B. Commissioner Harison inquired as to whether her preference was to speak at this point or during discussion of agenda item 10B. Ms. Waterman replied that her preference was for the latter.

4. MINUTES

On motion by Commissioner King and seconded by Commissioner Gonzales, the minutes of the Thursday, January 19, 2012 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

There was no correspondence to present; however, Mr. Arnoldus indicated a letter requesting a disciplinary appeal hearing was received on February 21, 2012. This item will be agendized for the Personnel Commission meeting on March 15, 2012.

6. REPORTS

A. Classified Employees Representative's Report

Peder Nielsen, Classified Senate President for Ventura College, provided a written report summarizing the college's classified employee activities for the month of February 2012. Mr. Nielsen was not in attendance. Commissioner King noted that he was glad to receive a report. Commissioner Gonzales noted that Barbara Cogert is Vice President and expressed that he felt good she is still active on the Classified Senate.

B. Board of Trustees Meeting Report

Mr. Arnoldus indicated that there was public comment concerning the recent change to our accreditation status as all three colleges were moved to probation status for the reasons cited in the letter from the accrediting commission. Mr. Arnoldus also said that the Academic Senate Presidents from all three colleges spoke to the issue. Sue Johnson, Vice Chancellor, Business and Administrative Services, provided a budget update report. There was also study session to review the Accountability Reporting for the California Community Colleges (ARCCC) reports for all three colleges. Commissioner King inquired about another meeting scheduled in February. Mr. Arnoldus stated that a special meeting was scheduled for Wednesday, February 22, 2012.

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included two open recruitments and four closed recruitments. The *Positions Filled and Pending Report* reflected one position filled and four pending selection. Commissioner King inquired about the length of time it takes to conduct a background check, in reference to the Community College Police Officer I examination on the report. Mr. Arnoldus replied that the background check is extensive and time consuming. He noted that a candidate cannot be placed on the eligibility list until they have passed the background check. He also stated there are currently two vacancies and that this was the second recruitment conducted for the purpose of establishing an eligibility list. A discussion ensued concerning the details of the second recruitment.

D. Commissioners' Reports

Commissioner King expressed his gratitude to Mr. Arnoldus for providing information from the State Chancellor's website regarding the Student Success Task Force initiative. He noted that it was very informative.

7. OLD BUSINESS

None

8. ABOLISHMENT OF UNUSED CLASSIFICATIONS

Campus Payroll/Personnel Assistant

Matthew Escobedo, Human Resources Analyst II, stated that the classification of Campus Payroll/Personnel Assistant currently does not have any positions assigned to it and there are no plans to utilize this classification in the future.

On motion by Commissioner King and seconded by Commissioner Gonzales, the abolishment of the classification specification for Campus Payroll/Personnel Assistant was unanimously approved.

9. DESIGNATION OF CONTINUOUS EXAMINATIONS

Custodian

Food Services Worker

Clerical Assistant II

Mr. Arnoldus stated that the Education Code provides for examinations to be designated as continuous for the purpose of conducting examinations and merging lists when a current list is not exhausted or expired. Mr. Arnoldus stated that by making this designation in advance of conducting an examination, the Personnel Commission is providing public notice of its intent to administer examinations on a continual basis and to merge lists, when applicable, to ensure there is always a list of eligible

candidates ready and willing to accept employment. Mr. Arnoldus stated that he intends to conduct exams every three to six months for these classifications to ensure lists are available to fill temporary and regular assignments.

Commissioner King expressed his surprise that this action was not taken sooner, and he inquired as to whether the three classifications encompassed the need. A discussion ensued regarding the criteria for determining which examinations should be designated as continuous. Commissioner King stated for the record that these continuous recruitments will increase workload for the Human Resources Department. Director Arnoldus replied in the affirmative.

On motion by Commissioner Gonzales and seconded by Commissioner King, the designation of continuous examinations for Custodian, Food Services Worker, and Clerical Assistant II were unanimously approved.

10. RECLASSIFICATION OF POSITIONS

- A. Reclassification of an Administrative Assistant II (Confidential) position occupied by Rita McKinney in the Police Department.

Mr. Escobedo discussed the basis for the proposed recommendation, including a definition of a confidential position. He recommended the position be reclassified to the classification of Administrative Assistant II given that the position was not assigned duties of a confidential nature. A discussion ensued regarding the criteria for the confidential designation and other positions in the District with this designation.

On motion by Commissioner King and seconded by Commissioner Gonzales, the reclassification of Rita McKinney from Administrative Assistant II (Confidential) to the classification of Administrative Assistant II was unanimously approved.

- B. Reclassification of an Accountant (Confidential) position occupied by Ginnette Waterman in the Business and Administrative Services Division.

Ms. Waterman addressed the Personnel Commission and thanked them for their service. She indicated that the reclassification of her position has provided her with the opportunity to retire from the District, and she expressed appreciation for her time working at the District. A discussion ensued between the Commissioners and Ms. Waterman concerning her thoughts about the proposed action and its impact on her decision to retire.

Mr. Escobedo discussed the basis for the recommendation to reclassify the position. Mr. Escobedo indicated that the position was not assigned duties associated with the confidential designation. The proposed salary recommendation was based on retaining current internal alignment at the salary range of 265 on the non-confidential salary schedule for represented classified employees.

Commissioner Gonzales inquired about the establishment of Accountant classification, confirming one did not already exist. Mr. Escobedo replied in the affirmative. Mr. Arnoldus elaborated that the previous Accountant classification was retitled to Senior Accountant and that the proposed classification represented a distinctly separate classification concept. Further discussion ensued between the Commissioners and staff regarding reporting relationships, minimum qualifications, and representative duties.

On motion by Commissioner Gonzales and seconded by Commissioner King, the reclassification of

Ginnette Waterman from Accountant (Confidential) to the new classification of Accountant was unanimously approved.

11. REVISION OF CLASSIFICATION SPECIFICATIONS

Lead Custodian
Financial Aid Technician

Sophia Spiteri, Human Resources Analyst I, stated that one of colleges requested the minimum qualifications for Lead Custodian be revised, and she discussed the basis for the proposed changes. A brief discussion ensued regarding formal training for the position.

On motion by Commissioner Gonzales and seconded by Commissioner King, the revision of the classification specification for Lead Custodian was unanimously approved.

Ms. Spiteri stated that the Financial Aid Technician classification specification was revised to remove the typing requirement and to improve existing language. She noted that all three colleges were in support of the proposed changes.

On motion by Commissioner King and seconded by Commissioner Gonzales, the revision of classification specification for Financial Aid Technician was unanimously approved.

12. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

13. SCHEDULING OF AN ADDITIONAL PERSONNEL COMMISSION MEETING

Mr. Arnoldus stated that there is a need to schedule an additional Personnel Commission meeting in March and suggested the date of March 29, 2012.

On motion by Commissioner King and seconded by Commissioner Gonzales, the addition of a Personnel Commission meeting at 6:00 p.m. on Thursday, March 29th was unanimously approved.

14. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is March 15, 2012, at 6:00 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

15. ADJOURNMENT

On motion by Commissioner Gonzales and seconded by Commissioner King, the meeting of the Personnel Commission adjourned at 6:49 p.m.

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting, and that are public record not otherwise exempt from disclosure, will be available for inspection at:
District Administrative Center
255 West Stanley Avenue, Suite 150
or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act,
if you require any special accommodation or assistance to attend or participate in the meeting,
please direct your written request, as far in advance of the meeting as possible, to the office of
Michael Arnoldus, Director of Employment Services/Personnel Commission

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