



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR MARCH 21, 2013

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

FOUR HUNDRED AND FIFTY-FIVE

The four hundred and fifty fifth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, March 21, 2013, at 5:30 p.m.

1. CALL TO ORDER

Commissioner King called the meeting to order at 5:30 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. Annette Loria, Interim Vice Chancellor, Human Resources, was also present.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. MINUTES

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the minutes of the Thursday, February 21, 2013 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. OLD BUSINESS

None

7. REPORTS

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

Mr. Arnoldus stated that he was in and out of the March 12, 2013 Board of Trustees meeting and could provide no additional information that could not be gleaned from the minutes.

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included two open recruitments and one closed recruitment. The *Positions Filled and Pending Report* reflected

nine positions filled and five pending selection.

D. Commissioners' Reports

Commissioner Harison reported that she was presented with a "Distinguished Personnel Commissioner" award from the California School Personnel Commissioners Association (CSPCA) to recognize her fifteen years of service. The award was presented to her at the business luncheon of the CSPCA annual conference on February 23, 2013. Commissioner King and Commissioner Gonzales offered their congratulations.

8. **REVISION OF CLASSIFICATION SPECIFICATIONS**

A. College Fiscal Services Supervisor

Matthew Escobedo, Human Resources Analyst II, stated that the classification plan has two related classifications, College Fiscal Services Supervisor and Supervisor of Student Business Office/Fiscal Services, each with a single position, the former at Ventura College and the latter at Oxnard College. The person in the position at Oxnard College recently retired which resulted in a review of the classification specification by management. The decision was made to abolish the Supervisor of Student Business Office/Fiscal Services position and establish a College Fiscal Services Supervisor position at Oxnard College (an item to this effect will be presented to the Board of Trustees at their April meeting.) The classification specification has been revised at the request of management to clearly delineate the responsibility for oversight of the cashiering function supervised by the Bursar.

A discussion ensued regarding reporting relationships and levels of supervision.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the revised classification specification for College Fiscal Services Supervisor was unanimously approved.

B. Custodian

Sophia Spiteri, Human Resources Analyst I, stated the purpose in revising this classification specification was to strengthen the wording throughout, ensure the language is current and appropriate, specifically regarding the minimum qualifications. She noted that she did gather input from all three colleges and all are in agreement.

A brief discussion ensued regarding interpretation of the representative duty that referenced "minor non-technical repairs". The change of "Perform ~~related~~ other duties as assigned" was discussed.

Commissioner King inquired about the reference made to Material Safety Data Sheets under "Ability to." He asked who was responsible for updating the books and making sure containers are properly labeled. Ms. Spiteri replied that the responsibility would lie with the Custodial Supervisor.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the revised classification specification for Custodian was unanimously approved.

C. Instructional Lab Technician II – Physical and Applied Sciences

Ms. Spiteri stated that due to a vacancy at Moorpark, a request was made to revise the minimum qualifications to be more inclusive prior to conducting a recruitment. The rationale provided was that the previous wording may have caused applicants to self-select themselves out. The proposed revisions result in more inclusive parameters and provide specificity to the type of experience. She noted that she conferred with all three colleges and that they were all in agreement to the proposed changes.

A brief discussion regarding recruitment for this position ensued.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the revised classification specification for Instructional Lab Technician II – Physical and Applied Sciences was unanimously approved.

D. Vice President, Business Services

Mr. Escobedo stated that following the most recent exam for this classification he made a note to review the minimum qualifications. The primary reason for the revision being that the last recruitment resulted in a high occurrence of disqualified applicants who challenged the process. The point of contention centered on the public sector experience with non-profit being preferred. It was a bit confusing, and led some applicants to think they qualified when they did not. The re-wording of the minimum qualifications was worked on by Sue Johnson, Vice Chancellor, Business and Administrative Services. They were reviewed by each of the three college presidents. The new wording presented for approval would allow for a more flexible and varied background while maintaining the high standards required for this position.

Commissioner Gonzales inquired whether a candidate could get in the process without a master's degree. Mr. Escobedo replied in the negative, he stated that the subject matter experts were all in agreement that a high level position such as this one should require a master's degree. Director Arnoldus concurred with Mr. Escobedo and added that there is flexibility with the wording "any combination equivalent to" but that the typical candidate for a position of this very high level would have a master's degree.

A discussion ensued regarding various types of experience and candidate scenarios. The conclusion was made to elaborate on criteria A with the addition of "budget development, budget maintenance, and accounting."

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the revised classification specification for Vice President, Business Services with the change noted to section A of the experience requirement, was unanimously approved.

9. **TITLE CHANGE AND REVISION OF A CLASSIFICATION SPECIFICATION**

From: Accounting Technician I – Accounts Payable To: Accounts Payable Technician

Mr. Escobedo stated that the proposed title change and classification specification revision would distinguish this position from other accounting positions in the district. The proposed title more accurately reflects the duties being assigned, it is more narrow, and it is the industry standard. The classification specification contains many revisions, notably the new reporting relationship, various wording updates, the knowledge and abilities section has been updated to be more reflective of the duties assigned to the position and the minimum qualifications have been updated.

Commissioner King inquired about the fourth remaining representative duty reference to "tax problem." Mr. Escobedo replied that it relates to sales tax, researching where a transaction transpired and what the applicable sales tax would be. Commissioner King noted that he did not like the word problem and suggested "transactions such as appropriate sales tax charges."

A brief discussion ensued regarding the minimum qualifications.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the title change and revised classification specification for Accounts Payable Technician, with the tax change noted, was unanimously approved.

10. RESCISSION OF ACTION TO RECLASSIFY A POSITION

Action taken by the Personnel Commission on February 21, 2013

Employee: Susan Royer, College Bookstore Manager

Director Arnoldus noted at the last Personnel Commission meeting there was an action item to reclassify a position. It was realized later that this action was unnecessary because the position had already been reclassified by the Board of Trustees last year.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the rescission of action to reclassify the position College Bookstore and Cashiering Supervisor to College Bookstore Manager was unanimously approved.

11. ABOLISHMENT OF UNUSED CLASSIFICATIONS

College Bookstore and Cashiering Supervisor

Supervisor of Student Business Office/Fiscal Services

Director Arnoldus stated that the classification of College Bookstore and Cashiering Supervisor was related to agenda item ten, the position no longer exists in the district. The classification of Supervisor of Student Business Office/Fiscal Services is a pending item for the April Board of Trustees meeting, the item is to abolish the aforementioned position and establish a College Fiscal Services Supervisor position.

Commissioner King noted for the record that the Personnel Commission abolishes the classification and the Board of Trustees abolishes the position.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the abolishment of the positions College Bookstore and Cashiering Supervisor effective March 21, 2013 and Supervisor of Student Business Office/Fiscal Services effective April 10, 2013 contingent upon abolishment of position by Board of Trustees were unanimously approved.

12. REALLOCATION OF SALARY

College Fiscal Services Supervisor

Mr. Escobedo stated that an aggressive recruitment campaign was recently conducted for this classification and that there was difficulty in attracting strong candidates. A survey was conducted using similar multi-college districts and the conclusion was that we are not as competitive as we should be. The proposal was to reallocate the salary from level 290 to 300.

Director Arnoldus stated that the issue was discussed with Ms. Johnson and the three college presidents, all of whom are in support of the proposal. A discussion ensued regarding the survey data and internal alignment.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the reallocation of salary for College Fiscal Services Supervisor was unanimously approved.

13. RECESS TO CLOSED SESSION

Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)

Title: Director of Employment Services/Personnel Commission

Closed session convened at 6:29 p.m.

14. RECONVENE IN OPEN SESSION

Open session reconvened at 7:15 p.m.

Commissioner King stated that no action was taken in closed session.

15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is April 18, 2013, at 5:30 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.

17. ADJOURNMENT

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the meeting of the Personnel Commission adjourned at 7:16 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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