



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR OCTOBER 17, 2013

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

FOUR HUNDRED AND SIXTY

The four hundred and sixtieth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, October 17, 2013, at 5:30 p.m.

1. CALL TO ORDER

Commissioner King called the meeting to order at 5:32 p.m.

2. ROLL CALL

In attendance were Commissioners David Gonzales, Barbara Harison, and James King. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; Jennifer Holst, Executive Assistant; Human Resources; Matthew Escobedo, Human Resources Analyst II; and Sophia Spiteri, Human Resources Analyst I.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. MINUTES

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the minutes of the Personnel Commission Meeting of Thursday, September 5, 2013, were unanimously approved.

5. CORRESPONDENCE

From: SEIU Local 99, Subject: Reappointment of Commissioner Barbara Harison.

SEIU sent the Commission correspondence indicating their intent to reappoint Commissioner Harison to the Commission. Commissioner Harison announced that she is pleased to continue to represent the classified employees. Director Arnoldus will research how this will be presented to the Board of Trustees and then Commissioner Harison will then be given the oath of office to begin her next term.

6. THE AGENDA WAS REORDERED WITH RECESS TO CLOSED SESSION MOVING TO BECOME ITEM 11

7. OLD BUSINESS

None

8. REPORTS

A. Classified Employees Representative's Report

None, other than the letter from SEIU discussed above.

B. Board of Trustees Meeting Report

None

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report and Positions Filled and Pending Report*.

D. Commissioners' Reports

None

9. REVISION OF CLASSIFICATION SPECIFICATIONS

Instructional Lab Technician II – Nursing

After Ms. Spiteri reported on this item and the Commission reviewed the proposed revisions, it was determined that further clarification is required before the Commission can take action. Director Arnoldus indicated that this item will be placed on the agenda for the next Commission meeting.

10. TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION

Technical Director/Theater Manager

Mr. Escobedo discussed the basis for the proposed title change to Performing Arts Center Technical Director as well as the changes to the classification specification. On motion by Commissioner Gonzales to approve the title change and revision, with the wording changes discussed by the Commission, and seconded by Commissioner Harison, the title change of the classification of Technical Director/Theater Manager to Performing Arts Center Technical Director and the revision of the associated classification specification, including the revisions discussed during the Commission meeting, were unanimously approved.

11. RECESS TO CLOSED SESSION

(Public Employee Performance Evaluation: Gov. Code, § 54954.5)

Title: Director of Employment Services/Personnel Commission at 6:15 p.m.

12. RECONVENE IN OPEN SESSION

Open session reconvened at 7:26 p.m. Nothing was reported out of closed session.

13. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

14. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regularly scheduled meeting of the Personnel Commission will take place on November 21, 2013, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center of the Ventura County Community College District, 255 West Stanley Avenue, Suite 150, Ventura, California.

15. ADJOURNMENT

On motion by Commissioner Harrison and seconded by Commissioner Gonzales, the meeting of the Personnel Commission adjourned at 7:27 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 are public record not otherwise exempt from disclosure, will be available for inspection at the Ventura County Community College District, District Administrative Center, 255 West Stanley Avenue, Suite 150, Ventura, California 93001, 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, Ventura County Community College District 255 West Stanley Avenue, Suite 150, Ventura, CA 93001, (805) 652-5521