



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

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**FOUR HUNDRED  
TWENTY-THREE**

The four hundred and twenty-third meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, January 21, 2010.

**1. CALL TO ORDER**

Commissioner Barbara Harison called the Personnel Commission meeting to order at 7:00 p.m.

**2. ROLL CALL**

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

**3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS**

None.

**4. APPROVAL OF MINUTES**

On motion by Commissioner David Gonzales, and seconded by Commissioner Barbara Harison, the minutes of the December 17, 2009, meeting of the Personnel Commission were unanimously approved with minor changes.

**5. CORRESPONDENCE**

None.

**6. REPORTS**

**A. Classified Employee Representative(s) Report**

Dan Casey, Chief Steward for SEIU, indicated that SEIU's Initial Proposal was presented to the Ventura County Community College District and bargaining will begin in March. Chair Jim King acknowledged the Ventura College Classified Senate for their report and good work.

**B. Board of Trustees Meeting**

Mr. Arnoldus shared highlights from the Board of Trustees' meeting of January 20, 2010, including a budget report and a discussion of textbook costs, parking, and bookstore operations.

**C. Director's Report**

Mr. Arnoldus reviewed the monthly *Current Recruitments Report* that included 7 open recruitments and 2 closed recruitments. The *Positions Filled and Pending Report* reflected 9 positions filled and 6 pending selection.



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### D. Commissioners' Report

Chair Jim King requested that the Director provide a presentation on competency modeling at the next Personnel Commission meeting. Chair King also indicated that he would like to have a discussion at the next meeting pertaining to the format of the Personnel Commission agendas. Chair King discussed the importance of open communication between the Personnel Commission and the Board of Trustees, and he indicated that he would have a discussion with Board of Trustees Chair Robert Huber regarding the possibility of a future joint meeting.

### 7. **OLD BUSINESS**

None.

### 8. **APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE**

None.

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

Executive Assistant to the Vice Chancellor, Human Resources

After a brief discussion, on motion by Commissioner Barbara Harison and seconded by Commissioner David Gonzales, the proposed revisions of classification specifications for the Executive Assistant to the Vice Chancellor, Human Resources were unanimously approved.

### 10. **RECLASSIFICATION**

None.

### 11. **APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES**

Personnel Commission Rule 292.5, Initial Appointment – Executive Assistant to the Chancellor

After a brief discussion, on motion by Commissioner David Gonzales and seconded by Commissioner Barbara Harison, the changes to Personnel Commission Rule 292.5 were unanimously approved.

### 12. **ABOLISHMENT OF CLASSIFICATIONS**

None.

### 13. **INTERPRETATION OF MINIMUM QUALIFICATIONS**

None.

### 14. **APPROVAL OF PROPOSED SALARY RANGE**

None.

### 15. **APPROVAL OF PROPOSED TITLE CHANGES**

None.



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### **16. APPROVAL OF REESTABLISHMENT OF CLASSIFICATION AND PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATION**

#### Instructional Assistant/Job Coach

Upon motion by Commissioner Barbara Harison and seconded by Commissioner David Gonzales, the reestablishment of the classification and proposed revisions of the classification specification for Instructional Assistant/Job Coach were unanimously approved with minor changes.

### **17-18. WILL BE LISTED AS APPROPRIATE**

None.

### **19. OTHER**

On a motion by Commissioner Barbara Harison and seconded by Commissioner David Gonzales, the Personnel Commission Annual Report 2008-2009 was unanimously approved as presented.

### **20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

None.

### **21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The next regular meeting of the Personnel Commission is scheduled for Thursday, February 18, 2010, at 7:00 p.m. in the Multipurpose Room at the District Administrative Center, 255 West Stanley Avenue, Suite 150, Ventura, California.

### **22. RECESS TO CLOSED SESSION**

None.

### **23. RECONVENE IN OPEN SESSION**

None.

### **24. ADJOURNMENT**

On motion by Commissioner David Gonzales and seconded by Commissioner Barbara Harison, the meeting of the Personnel Commission was adjourned at 7:42 p.m. by Commissioner Barbara Harison.