



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR SEPTEMBER 5, 2013

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

FOUR HUNDRED AND FIFTY-NINE

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

1. **CALL TO ORDER:** Commissioner King called the meeting to order at 5:29 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 to the Vice Chancellor, Human Resources; Dr. Jamillah Moore, Chancellor; Anita Morris, Interim Vice Chancellor, Human Resources; and Matthew Escobedo, Human Resources Analyst.
3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS:** David Keebler provided public comment concerning Agenda Item 10-A.
4. **MINUTES:**
 - A. On motion by Commissioner Harison and seconded by Commissioner Gonzales, the minutes of the Personnel Commission Special Meeting of Monday, June 24, 2013, were unanimously approved.
 - B. On motion by Commissioner Gonzales and seconded by Commissioner King, the minutes of the Personnel Commission Special Meeting of Wednesday, July 17, 2013, were unanimously approved. Commissioner Harison abstained from this action as she was not in attendance.
5. **CORRESPONDENCE:** None.
6. **OLD BUSINESS:** None.
7. **REPORTS:**
 - A. Classified Employees Representative's Report: None.
 - B. Board of Trustees Meeting Report: None.
 - C. Director's Report:
 - Current Recruitments Report: Director Arnoldus gave a report regarding the current classified recruitments.
 - Positions Filled & Pending Report: Director Arnoldus gave a report regarding recently filled positions and those that are pending being filled.
 - Chair King noted that Olivia Long will be sorely missed (as Executive Assistant to the

Personnel Commission) as she has moved on to a position at Ventura College. The Commissioners and Director Arnoldus discussed current and projected recruitment activity.

D. Commissioners' Reports: None.

8. **RECESS TO CLOSED SESSION:** (Public Employee Performance Evaluation: Gov. Code, § 54954.5), Title: Director of Employment Services/Personnel Commission at 5:37 p.m.

9. **RECONVENE IN OPEN SESSION.** At 5:57 p.m. Nothing to report out of closed session. The Commission took no action.

10. **REVISION OF CLASSIFICATION SPECIFICATIONS:**

A. Vice Chancellor, Business and Administrative Services

The Commissioners, Chancellor Moore, Vice Chancellor Morris, and Director Arnoldus discussed the proposed revisions to the minimum qualifications for the classification. On motion by Commissioner Gonzales and seconded by Commissioner Harison, the revision of the classification specification for Vice Chancellor, Business and Administrative Services was unanimously approved.

B. Instructional Lab Technician I – Emergency Medical Technician (EMT)

The Commissioners and Director Arnoldus discussed the proposed changes to the specification, including changes to the minimum qualification. On motion by Commissioner Harison and seconded by Commissioner Gonzales, the revision of the classification specification for Instructional Lab Technician I – Emergency Medical Technician (EMT) was unanimously approved.

11. **TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION:**

Executive Assistant/Confidential Office of the Personnel Commission

Mr. Escobedo presented the proposed changes to the classification specification, and a brief discussion ensued between the Commissioners and Director Arnoldus pertaining to the nature of confidential positions. On motion by Commissioner Gonzales and seconded by Commissioner Harison, the title change and revision of the classification specification for Executive Assistant/Confidential Office of the Personnel Commission was unanimously approved.

12. **ABOLISHMENT OF UNUSED CLASSIFICATIONS:**

A. Student Services Specialist/Re-entry and Women's Center

B. Lead Accounts Payable Technician

C. Lead Student Health Center Assistant

Mr. Escobedo discussed the basis for abolishing the subject classifications. On motion by Commissioner Harison and seconded by Commissioner Gonzales, the abolishment of the unused classifications of A) Student Services Specialist/Re-entry and Women's Center; B) Lead Accounts Payable Technician; and C) Lead Student Health Center Assistant was unanimously approved.

13. **2012-2013 PERSONNEL COMMISSION ANNUAL REPORT:** Director Arnoldus presented the proposed 2012-2013 Personnel Commission Annual Report. Director Arnoldus noted that the report was relatively similar to those in the past with a couple of changes, one of which was the inclusion of the number of revised classification specifications. Also included was an additional fiscal year, for a total of two previous years, for comparison purposes. Director Arnoldus discussed

the apparent increase in hiring activity, and he indicated that should the trend continue while current reemployment lists become exhausted or expired, there will be an increase in workload for the department. A discussion ensued between the Commissioners and Director Arnoldus pertaining to other information presented in the report including the description of the Merit System. Mr. Arnoldus indicated that he will check with CSPCA to see if there is more current language or he will consider incorporating current Board-approved EEO language. On motion by Commissioner Gonzales and seconded by Commissioner Harison to approve the annual report with the understanding that staff will check the merit system paragraph, the 2012-2013 Personnel Commission Annual Report was unanimously approved.

14. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS.

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING: The next regularly scheduled meeting of the Personnel Commission will take place on October 17, 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.

16. ADJOURNMENT: On motion by Commissioner Gonzales and seconded by Commissioner Harison, the meeting of the Personnel Commission adjourned at 7:04 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