



**VENTURA COUNTY COMMUNITY COLLEGE
DISTRICT
PERSONNEL COMMISSION**

**PERSONNEL COMMISSION MEETING MINUTES
FOR NOVEMBER 18, 2010**

**Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA93001**

**FOUR HUNDRED
THIRTY ONE**

The four hundred and thirty first meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, November 18, 2010 at 7:00 p.m.

1. CALL TO ORDER

Commissioner King called the meeting to order at 7:00 pm.

2. ROLL CALL

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

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. MINUTES

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the minutes of the October 28, 2010 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employees Representative's Report

Barbara Cogert, Classified Senate President of Ventura College, provided a written report summarizing the college's Classified employee activities for the month of November 2010. Ms. Cogert was not in attendance.



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B. Board of Trustees Meeting Report

Director Arnoldus provided a summary of the Board of Trustees' meeting held at Moorpark College on November 9, 2010, which included a synopsis of current vacancies on the Board of Trustees and presentations provided by the colleges' foundations.

C. Director's Report

Mr. Arnoldus reviewed the monthly *Current Recruitments Report* that included 4 open recruitment and 3 closed recruitments. The *Positions Filled and Pending Report* reflected 5 positions filled and 3 pending selection.

The classified employees' current appointment to the Personnel Commission expired on November 30, 2010. Mr. Arnoldus stated that the Chancellor's office received a letter from the Service Employees International Union, Local 99, AFL-CIO, dated November 8, 2010 and addressed to the Board of Trustees, informing the Board of the intent to reappoint Commissioner Barbara Harison for an additional term. This item will be agendized for approval at the Board of Trustees' meeting scheduled for December 14, 2010.

Mr. Arnoldus presented the revised Personnel Commission Annual Report 2009-2010 and verified the accuracy of the data provided regarding the employee count reflected on the report. Mr. Arnoldus indicated that the provisional/limited term appointment figures were revised to reflect the actual number of appointments after revised assignments were eliminated from the total count.

D. Commissioners' Reports

Commissioner King addressed the cancellation of the joint meeting with the Board of Trustees and the Personnel Commission that was originally scheduled for November 9, 2010. Commissioner King expressed his desire that the Commission maintain interest in meeting with the Board of Trustees during the next calendar year.

7. OLD BUSINESS

None

8. ESTABLISHMENT OF A NEW CLASSIFICATION AND PROPOSED SALARY RANGE

Internal Auditor

Classified Employees Salary Schedule # 330 (\$69,540-\$95,988)

Matthew Escobedo, Human Resources Analyst II, provided an overview of the proposed



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classification. Commissioner King stated his concerns regarding the possible need for support staff for this position and whether it is a confidential classification. After discussion between the Commissioners and Mr. Arnoldus, on motion from Commissioner Harison and seconded by Commissioner Gonzales, the Commissioners unanimously agreed to approve the classification of Internal Auditor at Classified Employees Salary Schedule #330.

9. **AMENDMENT OF A PERSONNEL COMMISSION RULE**

Director Arnoldus presented the proposed amendment of Personnel Commission Rule 211. The amended rule addresses the abolishment of classifications in the classified service and the criteria by which a classification may be reestablished subject to ratification by the Personnel Commission. Discussion ensued regarding the types of changes that may be made to classification specifications by the Director subject to ratification by the Commission. Commissioner Gonzales motioned to approve the amendment with a change to strike the reference to Rule 295.2 in the report, Commissioner Harison seconded the motion, and the Commissioners unanimously agreed to approve the amendment of Personnel Commission Rule 211.

10. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

None

11. **RECESS TO CLOSED SESSION**

The Personnel Commission recessed to closed session at 7:44 p.m.

12. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to California Government Code section 54954.5

Title: Director of Employment Services/Personnel Commission

13. **RECONVENE IN OPEN SESSION**

The Personnel Commission reconvened in open session at 8:57 p.m. Commissioner King stated that there was nothing to report from the closed session.

14. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, December 16, 2010, at 7:00 p.m. The meeting will take place in the Multipurpose Room at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

15. **ADJOURNMENT**

Commissioner Gonzales moved to adjourn the meeting and the motion was seconded by Commissioner Harison. The meeting adjourned at 8:59 p.m.



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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
Ventura County Community College District
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Ventura, CA 93001
(805) 652-5521