



**VENTURA COUNTY COMMUNITY COLLEGE  
DISTRICT  
PERSONNEL COMMISSION**

**PERSONNEL COMMISSION MEETING MINUTES  
FOR FEBRUARY 16, 2011**

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

**FOUR HUNDRED AND  
THIRTY-THREE**

The four hundred and thirty-third meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, February 16, 2011, at 7:00 p.m.

**1. CALL TO ORDER**

Commissioner Gonzales called the meeting to order at 7:00 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.

**3. PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

**4. MINUTES**

On motion by Commissioner King and seconded by Commissioner Harison, the minutes of the December 16, 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 January 2011. Ms. Cogert was not in attendance. Commissioner King noted that the Ventura College Classified Senate Newsletter mentioned that the Personnel Commission was interested in the activities of the Classified Senate.



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Mr. Arnoldus stated that he spoke with Ms. Connie Owens, Classified Senate President of Oxnard College, and invited her to attend future Personnel Commission meetings or submit a written report.

#### B. Board of Trustees Meeting Report

Mr. Arnoldus stated that two Board meetings had taken place since the last Personnel Commission meeting held on December 16, 2010. Mr. Arnoldus provided highlights from the February 8, 2011 meeting that included agenda items pertaining to faculty tenure recommendations at each college. Additionally, Mr. Arnoldus indicated that the college presidents provided presentations to the Board pertaining to the 2010 ARCC reports for each college.

Commissioner King asked if the accreditation report had been released prior to the Board meeting in January. Mr. Arnoldus introduced Ms. Clare Geisen, Director of Administrative Relations, and requested that Ms. Geisen address Commissioner King's question. Ms. Geisen stated that the reports had been released January 31, 2011, and she said the reports will be accepted in March.

#### C. Director's Report

Mr. Arnoldus reviewed the monthly *Current Recruitments Report* that included two open recruitments and seven closed recruitments. The *Positions Filled and Pending Report* reflected eight positions filled and seven pending selection.

Commissioner Harison requested clarification pertaining to the two positions listed as "on hold" on the report, and Mr. Arnoldus provided an explanation regarding each position's hold status.

#### D. Commissioners' Reports

Commissioner King stated he would like to encourage the Personnel Commission to meet with the Board of Trustees since this was not possible in 2010 during his tenure as Chair of the Personnel Commission. Chair David Gonzales said he would make his best efforts to accomplish this goal in 2011.

Commissioner King asked if it was appropriate to request Ms. Sue Johnson, Vice Chancellor of Business and Administrative Services, to address the Personnel Commission concerning the state's budget and its impact on the District. Mr. Arnoldus said he will speak with Ms. Johnson regarding this issue.

Mr. Arnoldus informed the Commission of a meeting held in January with the two new members of the Board of Trustees and District management. Mr. Arnoldus said that he discussed his responsibilities and the role of the Commission with the new trustees. Ms. Geisen stated that Chancellor Meznek extended an invitation to the new trustees to attend a Personnel



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Commission meeting in order to familiarize themselves with the functions of the Commission. Commissioner Gonzales asked if the Board of Trustees receives copies of the Personnel Commission agendas and minutes. Ms. Geisen confirmed that the Board does receive copies of the meeting agendas and minutes.

### 7. OLD BUSINESS

None

### 8. REVISION OF CLASSIFICATION SPECIFICATION

#### Technical Data Specialist

Mr. Matthew Escobedo, Human Resources Analyst II, provided a brief historical overview of the classification and discussed the recommended changes to the classification specification. Mr. Arnoldus provided further clarification regarding the proposed changes to the classification specification. Commissioner King stated his concern with regard to narrowly defining the functional areas in which incumbents in the classification could work, and he suggested that the classification concept be broadened to encompass current and potential areas in which positions may be established to perform the stated duties. Commissioner King also requested that the distinguishing characteristics section in the specification be placed under the basic functions section. After further discussion pertaining to Commissioner King's concerns, on motion from Commissioner King and seconded by Commissioner Harison, the Commissioners unanimously agreed to approve the revised classification specification for Technical Data Specialist as presented to the Commission. Mr. Arnoldus agreed to broaden the language in the classification specification as suggested by Commissioner King should the specification be brought forward to the Commission for a subsequent revision at a later date.

### 9. ESTABLISHMENT OF A NEW CLASSIFICATION AND PROPOSED SALARY RANGE

#### Administrative Assistant, Chancellor's Office (Confidential)

Classified Confidential Employees Salary Schedule #260 (\$50,196-\$69,264)

Mr. Arnoldus discussed the basis for establishing the proposed classification, and he provided an overview of the representative duties. Mr. Arnoldus also discussed the basis for the salary recommendation. Commissioner Gonzales asked if there might be confusion regarding the reporting relationships. Mr. Arnoldus clarified that the position will receive supervision directly from the Chancellor or from the Chancellor's administrative designee.

Chair Gonzales asked if Ms. Geisen had any comments to add. Ms. Geisen stated that she and Ms. Patti Blair, Executive Assistant to the Chancellor, were present to answer any questions for the Commissioners, and she expressed her appreciation to the Commission for considering the proposed classification. On motion from Commissioner Harison and seconded by Commissioner King, the Commissioners unanimously agreed to approve the new classification of Administrative Assistant, Chancellor's Office (Confidential) as presented to the Commission.



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**10. ABOLISHMENT OF UNUSED CLASSIFICATIONS**

Administrative Assistant III/Confidential  
Administrative Assistant IV/Confidential  
Clerical Assistant II/Confidential  
Director of Maintenance and Operations  
Lifeguard

Mr. Escobedo stated there are no positions assigned to these classifications and that there was no foreseeable need for these classifications in the future. Consequently, the classifications were recommended for abolishment. On motion from Commissioner King and seconded by Commissioner Harison, the Commissioners unanimously agreed to approve the abolishment of the unused classifications.

**11. AMENDMENT OF PERSONNEL COMMISSION RULES**

A. Amendment of Personnel Commission Rule 211, Position Classifications (first reading)

Mr. Arnoldus presented the amendment to Personnel Commission Rule 211. The recommended changes defined confidential classifications as being distinct classifications within the classification system. Further, the revised language provided reference to the Board policy that defined the conditions under which positions may be designated as confidential. After discussion between the Commissioners and Mr. Arnoldus concerning the reference to the Board policy, on motion from Commissioner Harison and seconded by Commissioner King, the Commissioners unanimously agreed to approve the amendment of Personnel Commission Rule 211. The Commission did not take action with regard to the proposed rule revision.

B. Amendment of Personnel Commission Rule 125, Veteran's Preference (first reading)

Mr. Arnoldus discussed the need to amend Personnel Commission Rule 125 to better define the conditions under which veterans shall be provided additional examination credit. The revised language also included a definition of an "entrance examination," and it expanded the list of qualifying events. The dates listed for the Korean Conflict were revised to be consistent with common practice at other merit districts. Mr. Arnoldus also recommended the inclusion of Overseas Contingency Operations that officially began on September 11, 2001 as qualifying events. Commissioner King stated that the Commission should consider whether any veteran who served honorably should be provided with the same opportunities regardless of whether they served during times of war. Further discussion ensued between the Commissioners and Mr. Arnoldus regarding the issue. The Commission asked Mr. Arnoldus to survey other merit districts to determine if other districts had expanded the definition of a qualifying veteran. The Commission did not take action with regard to the proposed rule revision.

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



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None.

**13. RECESS TO CLOSED SESSION**

There were no closed session items.

**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, March 17, 2011, 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 Harison moved to adjourn the meeting and the motion was seconded by Commissioner King. The meeting adjourned at 8:49 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  
Ventura County Community College District  
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(805) 652-5521