



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

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## PERSONNEL COMMISSION MEETING MINUTES FOR APRIL 15, 2010 7:00 p.m.

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

### 1. CALL TO ORDER

Chair James King called the Personnel Commission meeting to order at 7:01 p.m.

### 2. ROLL CALL

In attendance were Commissioners Barbara Harison, David Gonzales 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 Gonzales and seconded by Commissioner Harison, the minutes of the March 18, 2010 meeting of the Personnel Commission were unanimously approved.

### 5. CORRESPONDENCE

None

### 6. REPORTS

#### A. Classified Employees Representative's Report

There were no classified employee representatives in attendance at the meeting nor was there any written correspondence provided to the Commission by classified employee representatives. Director Arnoldus will send an email to the Classified Senate Presidents to encourage them to submit reports and attend future meetings.

#### B. Board of Trustees Meeting Report

Director Arnoldus provided a summary of the Board of Trustees' Meeting of April 13, 2010, including an overview of the discussion and action taken with regard to the reduction and abolishment of positions.

#### C. Director's Report



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Director Arnoldus reviewed the monthly *Current Recruitments Report* that included 2 open recruitments and 2 closed recruitments. The *Positions Filled and Pending Report* reflected 5 positions filled and 1 pending selection.

### D. Commissioners' Reports

Commissioner Harison provided a report on the Ventura College Foundation Harbor Cruise. Donors and executive staff from Ventura College were in attendance at the event. Chair King recognized the important work being performed by the Foundation.

### 7. OLD BUSINESS

None

### 8. APPROVAL OF PROPOSED NEW CLASSIFICATION SPECIFICATIONS/SALARY RANGES

#### A. College Fiscal Services Supervisor

Classified Employees Salary Schedule #290 (\$56,196-\$78,060/annual)

Matthew Escobedo, Human Resources Analyst II, discussed the proposed reorganization of the cashiering and fiscal services functions at Ventura College. Under the proposed reorganization, a College Fiscal Services Supervisor will be responsible for all fiscal services operations. Furthermore, responsibility for supervising the Student Business Office cashiering function and the college bookstore will be assigned to a College Bookstore and Cashiering Supervisor. Mr. Escobedo provided further clarification regarding the current responsibilities of the Supervisor of Student Business Office/Fiscal Services and the College Bookstore Manager. After discussion, on motion by Commissioner Gonzales and seconded by Commissioner Harison, the proposed classification of College Fiscal Services Supervisor was unanimously approved.

#### B. College Bookstore and Cashiering Supervisor

Classified Employees Salary Schedule #320 (\$66,168-\$91,812/annual)

Director Arnoldus provided a description of the responsibilities to be assigned to the proposed classification. After discussion, on motion from Commissioner Gonzalez and seconded by Commissioner Harison, the proposed classification of College Bookstore and Cashiering Supervisor was unanimously approved with minor changes to the classification specification.

### 9. PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2010-2011

Director Arnoldus presented the preliminary Personnel Commission Budget for Fiscal Year 2010-2011. There was a discussion regarding various components of the budget. Mr. Arnoldus indicated that the increase to the budget was primarily a result of increases in salaries as a result of salary step advancements and increases in the cost of benefits. The Commissioners expressed concern regarding the current fiscal climate.



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On motion by Commissioner Harison and seconded by Commissioner Gonzales, the proposed budget was calendared for public hearing and approval on May 20, 2010. The motion was unanimously approved.

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

None

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

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, May 20, 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.

### **12. RECESS TO CLOSED SESSION**

None

### **13. ADJOURNMENT**

Commissioner Gonzales moved to adjourn the meeting, and the motion was seconded by Commissioner Harison at 8:20 p.m.