



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

### PERSONNEL COMMISSION MEETING MINUTES FOR JULY 21, 2011

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

#### **FOUR HUNDRED AND THIRTY-SEVEN**

The four hundred and thirty-seventh meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, July 21, 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 Harison and seconded by Commissioner King, the minutes of the Thursday, May 19, 2011 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 June 2011. Ms. Cogert was not in attendance. Connie Owens, Classified Senate President of Oxnard College and Kim Watters, Classified Senate President of Moorpark College did not submit a report.

##### **B. Board of Trustees Meeting Report**

Director Arnoldus noted two Board meetings had taken place since the last Personnel



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Commission meeting held on May 19, 2011. He stated the June 21, 2011 Board of Trustees Meeting did not include anything of particular interest to the Personnel Commission.

A brief discussion ensued regarding abolished/layoff actions (from April Board Meeting) and the question was posed if they had gone into effect. Director Arnoldus reported in the affirmative and commented that the effective dates may vary depending upon the funding for some positions.

### C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included two open recruitments and four closed recruitments. The *Positions Filled and Pending Report* reflected six positions filled and six pending selection. The report reflects numerous "TBD" entries due to a variety of reasons: we have a new analyst, Sophia Spiteri, she is learning so the process is taking a little longer, some positions have recently opened, and we have experienced some difficulty scheduling rooms.

### D. Commissioners' Reports

None

## 7. OLD BUSINESS

### Disciplinary Action Appeal Hearing for Employee #900381741

Director Arnoldus stated the disciplinary appeal hearing scheduled for August 9, 2011, has been cancelled. Since the last Personnel Commission Meeting, the former employee rescinded his appeal of termination. The cancellation notice was received in sufficient time so as to not incur cancellation charges.

## 8. TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION

From: Instructional Lab Technician I/Hotel and Restaurant Management  
To: Instructional Lab Technician I – Culinary Arts and Restaurant Management

Director Arnoldus discussed the proposed title change for the classification of Instructional Lab Technician I/Hotel and Restaurant Management to Instructional Lab Technician I – Culinary Arts and Restaurant Management and the revision of the classification specification. Director Arnoldus noted this classification has been in need of revision for quite some time. The Culinary Arts and Restaurant Management Program at Oxnard College was changed in 2007-2008 when the hotel management piece was removed from the curriculum and the culinary arts piece was added. Director Arnoldus stated the title change is needed in order to be consistent with the revised program. The determination was made to retitle the existing classification as opposed to re-classify the current incumbent into a new classification given that the class concept was not significantly changed. Director Arnoldus discussed the proposed changes to the classification specification, including changes to the minimum qualifications.



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Commissioner King noted the position is a lab technician and inquired if there is also an instructor for the lab. Director Arnoldus replied in the affirmative and clarified that the supervision for this classification is provided by the Dean of Career and Technical Education. Work direction is provided by the instructor. A discussion ensued regarding the transition of the cafeteria into a lab for the Culinary Arts program and its effect on the former classified employees whose jobs were based in the cafeteria. Director Arnoldus will gather this information and report back to the Personnel Commission via email.

On motion from Commissioner King and seconded by Commissioner Harison, the Commissioners unanimously agreed to approve the title change and revision of the classification specification.

### **9. ABOLISHMENT OF UNUSED CLASSIFICATIONS**

Publications/Bookstore Assistant  
Braille Specialist  
E-Text Specialist  
Production Assistant - Alternate Text Production Center  
Alternate Text Production Center Tech Support Specialist  
Director, Alternate Text Production Center  
Performance Improvement Specialist

Director Arnoldus stated there are no positions assigned to these classifications, and there is no foreseeable need for these classifications in the future. Consequently, the classifications were recommended for abolishment. Commissioner Gonzales noted the relation between the classifications and the former Alternate Text Program at Ventura College. On motion from Commissioner Harison and seconded by Commissioner King, the Commissioners unanimously agreed to approve the abolishment of the seven unused classifications.

### **10. AMENDMENT OF THE PERSONNEL COMMISSION RULE**

Amendment of Personnel Commission Rule 123 – Disqualification of Applicants (second reading and approval)

Director Arnoldus stated this is the second reading of the proposed rule revision as initially presented at the March 17, 2011 Personnel Commission meeting. He indicated there are no changes to the proposed language, and the rule is being presented for a second reading and possible approval. Director Arnoldus stated that he did not received any feedback from staff or the public regarding the proposed revision.

On motion from Commissioner King and seconded by Commissioner Harison, the Commissioners unanimously agreed to adopt the amended language (adding paragraph J) for Personnel Commission Rule 123, Disqualification of Applications.



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

None

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

Public Employee Performance Evaluation (Pursuant to California Government Code section 54954.5)

Title: Director of Employment Services/Personnel Commission

Closed session convened at 7:32 p.m.

### **13. RECONVENE IN OPEN SESSION**

Commissioner Gonzales stated there was no action taken in closed session.

Open session reconvened at 8:00 p.m.

### **14. CHANGE OF DATE FOR SEPTEMBER 2011 PERSONNEL COMMISSION MEETING**

Director Arnoldus is unable to attend the Personnel Commission Meeting scheduled for September 15, 2011. He proposed rescheduling the meeting to September 29, 2011. The change of date was tentatively approved for September 29, 2011, and it will be reviewed again at the August 18, 2011 meeting.

A discussion ensued regarding changing the time for all upcoming meetings from 7pm to an earlier time but no earlier than 5pm. Director Arnoldus will investigate any room conflicts and gather feedback from others. This proposal will be discussed at the next meeting August 18, 2011.

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

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, August 18, 2011, at 7:00 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom 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 8:11 p.m.



## **VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION**

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