



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR AUGUST 19, 2010

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

FOUR HUNDRED
TWENTY EIGHTH

The four hundred and twenty-eighth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, July 15, 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 Barbara Harison, James King, 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 July 15, 2010 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employees Representative's Report

A written report was provided by Barbara Cogert, Classified Senate President at Ventura College. Director Arnoldus informed the Commission that he contacted Connie Owens, the new Classified Senate President at Oxnard College, and invited her to attend future Personnel Commission meetings. Mr. Arnoldus indicated that Ms. Owens expressed an interest in



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

attending.

B. Board of Trustees Meeting Report

Director Arnoldus provided highlights of the Board of Trustees Meeting held on August 10, 2010.

C. Director's Report

- Current Recruitments Report; Positions Filled and Pending Report
Director Arnoldus reviewed the monthly *Current Recruitments Report* that included 4 open recruitments and 5 closed recruitments. The *Positions Filled and Pending Report* reflected 3 positions filled and 6 pending selection.
- Update on Personnel Commissioner Selection Process
Director Arnoldus informed the Commission that he contacted Dan Casey, SEIU Chief Steward, a discussed the need for SEIU to appoint a representative to the Personnel Commission effective December 2010.

D. Commissioners' Reports

Commissioner King indicated that he had another discussion with Bob Huber, Board of Trustees Chair, regarding a joint meeting with the Board of Trustees and the Personnel Commission during the fall semester. Commissioner King suggested that it would be appropriate to share with the Board the work that has been completed by staff with regard to integrating competency modeling into the classified selection process. Additionally, Commissioner Harison proposed outreach as a topic for the meeting. The Commissioners agreed that classified staff participation at Personnel Commission meetings has improved over the past year, and that involvement should continue to be encouraged.

7. OLD BUSINESS

None

8. APPROVAL OF NEW CLASSIFICATIONS AND PROPOSED SALARY RANGES

Online Services Support Assistant (Seasonal)

Classified Employees Salary Schedule #195 (\$2,803.00 - \$3,879.00/monthly)

Matthew Escobedo, Human Resources Analyst II, discussed the proposed classification and salary recommendation. Commissioner King asked questions pertaining to rationale for salary placement and minimum qualifications. Following discussion between the Commissioners and Director Arnoldus, Commissioner Harison made a motion for approval of the new classification of Online Services Support Assistant (Seasonal) at Classified Employees Salary Schedule # 190. Commissioner Gonzalez seconded the motion, and the motion was unanimously approved.



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

9. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

10. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The Commission took action to change the date of September 16, 2010 Personnel Commission meeting to September 9, 2010. An additional meeting was scheduled for October 7, 2010.

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, September 9, 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.

11. RECESS TO CLOSED SESSION

None

12. ADJOURNMENT

Commissioner Gonzales moved to adjourn the meeting, and the motion was seconded by Commissioner Harison. The meeting adjourned at 7:44 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
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
(805) 652-5521