



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR SEPTEMBER 29, 2011

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

FOUR HUNDRED AND THIRTY-NINE

The four hundred and thirty-ninth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, September 29, 2011, at 6:00 p.m.

1. CALL TO ORDER

Commissioner Gonzales called the meeting to order at 6:00 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 Thursday, August 18, 2011 meeting of the Personnel Commission were unanimously approved with agreed upon amendments.

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 September 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 he was not present for the September 13th Board meeting. He did note there were public comments about program discontinuance at the colleges.

C. DIRECTOR'S REPORT

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included one open recruitment and four closed recruitments. The *Positions Filled and Pending Report* reflected four positions filled and eight pending selection.



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D. COMMISSIONERS' REPORTS

Commissioner King noted his assignment will conclude the end of November. He has applied for another term and his interview is next week. A name will be brought to the Board for approval in October.

Commissioner Gonzales shared that he sent an e-mail to the Chancellor regarding a joint meeting with the Personnel Commission and the Board of Trustees. The Chancellor requested that the joint meeting be scheduled at a later time as the Board is currently working on pressing matters. Commissioner King commented that his first assignment on the Personnel Commission was during a time of discord between the Commission and the Board. Since then, a lot of effort has been made toward maintaining a more amicable relationship. Commissioner King emphasized the importance of meeting face to face with the Board to maintain a favorable relationship and reiterate that the Personnel Commission and the Board is a team working together towards common goals. All Commissioners agreed with Commissioner King's comments, and Commissioner Gonzales stated he will reach out again toward the end of the year.

7. OLD BUSINESS

None

8. TITLE CHANGE, AMENDMENT, ABOLISHMENT, AND RENUMBERING OF PERSONNEL COMMISSION RULES

Director Arnoldus stated that the changes discussed at the last Personnel Commission meeting were made. He stated that he contacted the Vice President of Business Services at each college and they had no questions regarding the proposed changes to the rules.

Commissioner Gonzales questioned whether it would be advantageous to indicate somewhere that the exam process may consist of written tests because we are striking Personnel Commission Rule 134.2 Written Examination. Commissioner Gonzales said that the striking out of Personnel Commission Rule 134.2 could be perceived as a change in the way we conduct examinations. Director Arnoldus suggested that this language can be added to paragraph 3 of Personnel Commission Rule 134. Commissioner Harison proposed keeping existing language that was originally struck in the first sentence of the last paragraph in Personnel Commission Rule 134. It was agreed to put this sentence back in.

On motion by Commissioner Harison and seconded by Commissioner King, the title change, amendment, abolishment, and renumbering of the following Personnel Commission Rules were unanimously approved with the agreed upon amendments:

- A. AMENDMENT OF PERSONNEL COMMISSION RULE 131 – EXAMINATION ANNOUNCEMENTS (SECOND READING)
- B. PERSONNEL COMMISSION RULE 134 – SCOPE OF EXAMINATIONS (SECOND READING)
- C. ABOLISHMENT OF PERSONNEL COMMISSION RULE 134.2 – WRITTEN EXAMINATION (SECOND READING)
- D. AMENDMENT AND RENUMBERING OF PERSONNEL COMMISSION RULE 134.3 – ORAL EXAMINATION (SECOND READING)
- E. AMENDMENT AND TITLE CHANGE OF PERSONNEL COMMISSION RULE 135 – SCORING OF EXAMINATIONS (SECOND READING)



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9. ESTABLISHMENT OF A NEW CLASSIFICATION

Proctor

Classified Employees Salary Schedule #180 (\$31,068-\$42,852)

Director Arnoldus discussed the basis for establishing the proposed classification, and he provided an overview of the representative duties. He also discussed the basis for the salary recommendation. Commissioner King inquired if each campus has a tutoring center. Director Arnoldus replied that Moorpark and Ventura Colleges do have a tutoring center, but he was not sure about Oxnard. Director Arnoldus explained that the exams will occur in the LRC and will typically be make-up exams or exams requiring special accommodation. Commissioner Gonzales asked if it could be any kind of exam. Director Arnoldus replied in the affirmative. Commissioner Harison pointed out on page 2 under "Ability to:" the fourth line should read "Keyboard" and not "Type".

On motion by Commissioner Harison and seconded by Commissioner King, the establishment of Proctor was unanimously approved with the agreed upon change.

10. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

11. 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 6:38 p.m.

12. RECONVENE IN OPEN SESSION

Open session reconvened at 6:51 p.m.

Commissioner Gonzales stated that the Commission completed the evaluation of the Director of Employment Services/Personnel Commission.

13. CHANGE OF DATE FOR OCTOBER 2011 PERSONNEL COMMISSION MEETING

Director Arnoldus stated he will be unable to attend the meeting on October 20, 2011 and proposed moving the Personnel Commission meeting to October 27, 2011. The new date was unanimously approved.

Commissioner Harison stated she will be unable to attend the meeting on December 20, 2011 and proposed moving the Personnel Commission meeting to December 21, 2011. The new date was tentatively approved and will be reviewed at the next meeting.



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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, October 27, 2011, at 6:00 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

On motion by Commissioner King and seconded by Commissioner Harison, the meeting of the Personnel Commission adjourned at 6:58 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

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