



**VENTURA COUNTY COMMUNITY COLLEGE  
DISTRICT  
PERSONNEL COMMISSION**

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**PERSONNEL COMMISSION MEETING MINUTES  
FOR OCTOBER 28, 2010**

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

**FOUR HUNDRED  
THIRTIETH**

The four hundred and thirtieth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, October 28, 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 James King, Barbara Harison, 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 Gonzales and seconded by Commissioner Harison, the minutes of the October 7, 2010 meeting of the Personnel Commission were unanimously approved.

**5. CORRESPONDENCE**

None

**6. REPORTS**

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

None

**B. Board of Trustees Meeting Report**

Director Arnoldus provided a summary of the Board of Trustees' Meeting of October 12, 2010, which included highlights of the budget presented to the Board by Sue Johnson, Vice Chancellor of Business and Administrative Services.



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

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### C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included 4 open recruitment and 2 closed recruitments. The *Positions Filled and Pending Report* reflected 1 positions filled and 5 pending selection.

Director Arnoldus provided an update regarding the SEIU appointee to the Personnel Commission. Director Arnoldus indicated he had not received any correspondence from SEIU regarding their appointee. Director Arnoldus provided information to the Commissioners regarding the appointee selection process.

### D. Commissioners' Reports

None

### 7. OLD BUSINESS

None

### 8. APPROVAL OF A NEW CLASSIFICATION AND PROPOSED SALARY RANGE

#### College Nurse

*Classified Employees Salary Schedule #310 (\$62,460 - \$86,232/annual)*

Matthew Escobedo, Human Resources Analyst II, provided an overview of the proposed classification. After discussion regarding the basis for the proposed salary and minor revisions to the language of the classification specification, on motion from Commissioner Gonzales and seconded by Commissioner Harison, the Commissioners unanimously agreed to approve the classification of College Nurse at Classified Employees Salary Schedule #310.

### 9. APPROVAL OF PERSONNEL COMMISSION ANNUAL REPORT

Director Arnoldus presented the 2009-2010 Personnel Commission Annual Report, including an explanation of the changes made from last year's annual report. Discussion ensued regarding the data provided in the report. Director Arnoldus said he would ask his staff to verify the accuracy of the data provided, and he would report to the Commission if there were any inaccuracies in the data. On motion from Commissioner Harison and seconded by Commissioner Gonzales, subject to a final verification of the employee data, the Commissioners unanimously approved the 2009-2010 Personnel Commission Annual Report.

### 10. DISCUSSION REGARDING JOINT PERSONNEL COMMISSION/BOARD OF TRUSTEES MEETING

There is a joint meeting between the Board of Trustees and the Personnel Commission scheduled for November 9<sup>th</sup>, 2010, prior to the Board of Trustees' meeting and closed session, pending confirmation from the Chancellor, Dr. James Meznik. Discussion ensued regarding the content,



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order, and each Commissioner's role in the presentation to the Board.

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

None

**12. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

A joint Personnel Commission/Board of Trustees meeting is scheduled for November 9, 2010. The meeting will take place in the Multipurpose Room at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, November 18, 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.

**13. RECESS TO CLOSED SESSION**

None

**14. RECONVENE IN OPEN SESSION**

**15. ADJOURNMENT**

Commissioner Gonzales moved to adjourn the meeting and the motion was seconded by Commissioner Harison. The meeting adjourned at 8:03 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