



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING MINUTES FOR THE SPECIAL MEETING OF THE PERSONNEL COMMISSION HELD ON OCTOBER 30, 2013

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

FOUR HUNDRED AND SIXTY-FIRST

The four hundred and sixty-first meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, October 30, 2013, at 7:00 p.m.

1. CALL TO ORDER

Commissioner King called the meeting to order at 7:00 p.m.

2. ROLL CALL

In attendance were Commissioners David Gonzales, Barbara Harison, and James King. Others present included: Michael Arnoldus, Director of Employment Services/Personnel Commission; Lynette Young, Administrative Assistant; Jamillah Moore, Chancellor; Michael Shanahan, Vice Chancellor, Human Resources; Matthew Escobedo, Human Resources Analyst II; and Sophia Spiteri, Human Resources Analyst I.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. CORRESPONDENCE

None

5. EXAMINATION APPEAL HEARING

Vice Chancellor, Business and Administrative Services (one appeal)

The Commission conducted an appeal hearing concerning the disqualification of an applicant who applied for Vice Chancellor, Business and Administrative Services and was disqualified for not meeting the minimum qualifications requirement. Following Director Arnoldus' remarks, the applicant explained to the Commission why she believed she met minimum qualifications. Following the remarks from Mr. Arnoldus and the applicant, Commissioner King closed the meeting to further testimony and confined the remarks to the Commission. The Commission deliberated on the item.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the Commission sustained the appeal by a vote of two to one. Commissioner King voted not to support the decision.

6. TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION

Human Resources/Personnel Assistant

Mr. Arnoldus discussed the basis for the proposed title change of the subject classification to the new title of Human Resources Assistant. Mr. Arnoldus also discussed the proposed changes to the minimum qualifications and other language in the specification. On motion by Commissioner Harison to approve the title change and revision and seconded by Commissioner Gonzales, the

title change and revision of the classification specification of Human Resources/Personnel Assistant was unanimously approved.

7. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

8. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regularly scheduled meeting of the Personnel Commission will take place on November 21, 2013, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center of the Ventura County Community College District, 255 West Stanley Avenue, Suite 150, Ventura, California.

9. ADJOURNMENT

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the meeting of the Personnel Commission adjourned at 7:45 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 are public record not otherwise exempt from disclosure, will be available for inspection at the Ventura County Community College District, District Administrative Center, 255 West Stanley Avenue, Suite 150, Ventura, California 93001, 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