



## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

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### FOUR HUNDRED AND SEVENTEEN

The four hundred and seventeenth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, August 13, 2009.

#### 1. CALL TO ORDER

Chair Barbara Harison called the meeting of the Personnel Commission to order at 7:00 p.m.

#### 2. ROLL CALL

Commissioners Jim King, David Gonzales, and Barbara Harison were in attendance. Also attending were Michael Arnoldus, Director of Employment Services/Personnel Commission and Secretary of the Personnel Commission; Patricia Parham, Vice Chancellor, Human Resources; Clare Geisen, Director of Administrative Relations; and Romelle Renner, Human Resources Analyst I.

#### 3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

Chair Barbara Harison acknowledged a request made by a public speaker who wanted to comment on Item 10 when it was reviewed later in the agenda.

#### 4. MINUTES

With a change to Item 21 to reflect the correct date of the Personnel Commission meeting as being August 13, 2009 instead of September 17, 2009, on motion by Commissioner King, seconded by Commissioner Gonzales, the minutes of the July 16, 2009 meeting of the Personnel Commission were unanimously approved. (4-136)

#### 5. CORRESPONDENCE

None

#### 6. REPORTS

A. Classified Employees Representative's Report  
None

B. Board of Trustees Meeting Report  
Mr. Arnoldus shared highlights of the last meeting of the Board of Trustees. Highlights included an update of the current layoffs and discussion from the Board of Trustees and public attendees. Additionally, Mr. Arnoldus indicated that an update of the budget was presented by Sue Johnson.

C. Director's Report  
Mr. Arnoldus reviewed the monthly *Recruitment Report* indicating there were two current



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classified recruitments; one recruitment was open and the other closed. For the period of July 16, 2009 through August 12, 2009, one classified position was filled and seven positions were pending action. Commissioner Gonzales asked how many positions were recently abolished. Ms. Parham indicated 40 positions were recently abolished, of which only 29 positions had incumbents in the positions. Commissioner Gonzales asked if any academic or faculty positions were concurrently eliminated, and Ms. Parham answered no.

D. Commissioners' Reports

The commissioners expressed interest in having Sue Johnson attend a future meeting to provide an overview of the District's budget.

7. **OLD BUSINESS**

None

8. **APPROVAL OF PROPOSED NEW CLASSIFICATION SPECIFICATION/SALARY RANGE**

Marketing Specialist (8-172)

Classified Employees Salary Schedule #260 (\$47,772-\$65,892/annual)

Mr. Arnoldus discussed the proposed classification and salary range. There was discussion relative to the classification's role in working with the public. Clare Geisen, Director of Administrative Relations, explained that the position would not be serving in a public relations capacity in which the incumbent in the class would have responsibility for directly disseminating information to the public as she is responsible for this function. On motion by Commissioner Gonzales, seconded by Commissioner King, the proposed classification was unanimously approved at the classified salary range of #260.

9. **APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS/SALARY RANGE**

None

10. **RECLASSIFICATION (10-101)**

Incumbent: Ivana Gjurasic

Location: Oxnard College

From: Job Placement Specialist (schedule 220, \$38,520 - \$53,160/annual)

To: Job Developer – Disabled Students (schedule 230, \$40,632 - \$56,172/annual)

Ivana Gjurasic spoke to the Commission regarding the proposed action to reclassify her position. She shared information relative to her current assigned responsibilities.

Romelle Renner, Human Resources Analyst I, discussed the background of the study and the basis for the recommendation to reclassify the position. There was a discussion regarding the length of time the incumbent was performing the duties of the Job Developer – Disabled Students, the differences and similarities between the two classifications, and the status of the incumbent.



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Commissioner Gonzales expressed concern with regard to requiring the incumbent to pass a qualifying exam when the incumbent had been performing the duties of the higher-level classification since the first day on the job. Mr. Arnoldus responded saying that the reclassification criteria are there to ensure the principles of merit are upheld with regard to reclassification. Mr. Gonzales asked Mr. Arnoldus whether the Personnel Commission had the right to make an exception to Personnel Commission rules pertaining to reclassifying an incumbent. Mr. Arnoldus stated that the Commission did not have the authority to make an exception with regard to this rule. Ms. Parham also commented saying that the Commission is allowed to make exceptions to the rules they have created that are not prescribed by the Education Code. Mr. Gonzales asked Mr. Arnoldus what options were available to the Commission relative to the status of the incumbent. Mr. Arnoldus explained that the candidate could qualify by either competitive or qualifying examination. After additional discussion with regard to what a qualifying examination would entail, the Commissioners voted on the issue. On motion by Commissioner Gonzales, seconded by Commissioner King, the Commission unanimously approved the reclassification of the subject position and that the incumbent in the position be placed in the new position after passing a qualifying examination.

**11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES**

None

**12. ABOLISHMENT OF CLASSIFICATIONS**

None

**13. INTERPRETATION OF MINIMUM QUALIFICATIONS**

None

**14. APPROVAL OF PROPOSED SALARY RANGE**

None

**15. APPROVAL OF PROPOSED TITLE CHANGES**

**16.-18.** Will be listed as appropriate.

**19. OTHER**

Discussion of Personnel Commissioner Selection Process

Chair Harison announced Commissioner Gonzales' appointment to the Commission will end December 2, 2009. Both Chair Harison and Commissioner King expressed their desire to reappoint Commissioner Gonzales to the jointly appointed Commission seat, and Commissioner Gonzales indicated his desire to serve another term. The item will be placed on the September 17, 2009 meeting agenda for action to reappoint Mr. Gonzales to the jointly appointed Personnel Commission seat.

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



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None

### 21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, September 17, 2009 at 7:00 p.m. Sue Johnson will be invited to give a budget overview to the Personnel Commission. The meeting will be held in the Multipurpose Room at the District Administrative Center at 255 West Stanley Avenue, Suite 150, Ventura, CA.

### 22. RECESS TO CLOSED SESSION

Evaluation of Performance - Director of Employment Services/Personnel Commission (22-11)  
The meeting was recessed to closed session at 8:24 p.m.

### 23. RECONVENE IN OPEN SESSION

The meeting was reconvened to open session at 9:15 p.m. No action was taken during closed session.

### 24. ADJOURNMENT

On motion by Commissioner King, seconded by Commissioner Gonzales, the meeting of the Personnel Commission was adjourned at 9:17 p.m. by Commissioner Harison.

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