



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR JULY 21, 2011 7:00 p.m.

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

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

4. MINUTES

Personnel Commission Meeting of Thursday, May 19, 2011

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employees Representative's Report

B. Board of Trustees Meeting Report

C. Director's Report

- Current Recruitments Report
- Positions Filled & Pending Report

D. Commissioners' Reports

7. OLD BUSINESS

Disciplinary Action Appeal Hearing for Employee #900381741

8. TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION

From: Instructional Lab Technician I/Hotel and Restaurant Management

To: Instructional Lab Technician I – Culinary Arts and Restaurant Management (*revised classification specification is attached*)



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9. ABOLISHMENT OF UNUSED CLASSIFICATIONS

Publications/Bookstore Assistant
Braille Specialist
E-Text Specialist
Production Assistant - Alternate Text Production Center
Alternate Text Production Center Tech Support Specialist
Director, Alternate Text Production Center
Performance Improvement Specialist

10. AMENDMENT OF PERSONNEL COMMISSION RULE

Amendment of Personnel Commission Rule 123 – Disqualification of Applicants (second reading and approval)

11. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

12. RECESS TO CLOSED SESSION

Public Employee Performance Evaluation (Pursuant to California Government Code section 54954.5)
Title: Director of Employment Services/Personnel Commission

13. RECONVENE IN OPEN SESSION

14. CHANGE OF DATE FOR SEPTEMBER 2011 PERSONNEL COMMISSION MEETING

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, August 18, 2011, 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.

15. ADJOURNMENT

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



**VENTURA COUNTY COMMUNITY COLLEGE
DISTRICT
PERSONNEL COMMISSION**

(805) 652-5521



**VENTURA COUNTY COMMUNITY COLLEGE
DISTRICT
PERSONNEL COMMISSION**

**PERSONNEL COMMISSION MEETING MINUTES
FOR MAY 19, 2011**

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

**FOUR HUNDRED AND
THIRTY-SIX**

The four hundred and thirty-sixth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, May 19, 2011, at 7:00 p.m.

1. CALL TO ORDER

Commissioner Gonzales called the meeting to order at 7:00 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 April 21, 2011 meeting of the Personnel Commission were unanimously approved.

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 April 2011. Ms. Cogert was not in attendance.

B. Board of Trustees Meeting Report



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Director Arnoldus provided a summary of the April 12, 2011 Board of Trustees Meeting which included a synopsis of several study sessions, accreditation updates from the Chancellor and colleges, and an overview of coring reports. Director Arnoldus stated there will be a Board Strategic Planning session on June 28, 2011.

C. Director's Report

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

D. Commissioners' Reports

None

E. Budget Update – Sue Johnson, Vice Chancellor, Business and Administrative Services

Ms. Johnson provided a presentation handout to the Commissioners that was used for her presentation to the Board in April. Ms. Johnson provided an overview of certain services that are changing due to new technology, such as the bookstore operations where electronic books have resulted in a decrease in sales. Ms. Johnson also stated that services have been reduced due to closure of the cafeterias and child development centers during the summer. She discussed the current budget conditions and expected shortfalls within our District budget. Ms. Johnson answered various questions from the Commissioners regarding how this affects the District's staff reductions, outside and specialized funding, and new proposals to the Board. The Commissioners thanked Ms. Johnson for her presentation.

7. OLD BUSINESS

Disciplinary Action Appeal Hearing for Employee #900381741

Director Arnoldus stated that the hearing is tentatively scheduled to start on August 9th, 2011.

8. PUBLIC HEARING OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2011-2012

There were no comments, suggestions, or questions from the public.

9. ADOPTION OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2011-2012

On motion from Commissioner King and seconded by Commissioner Harison, adoption of the Personnel Commission Budget for fiscal year 2011-2012 was unanimously approved.

10. AMENDMENT OF PERSONNEL COMMISSION RULES



**VENTURA COUNTY COMMUNITY COLLEGE
DISTRICT
PERSONNEL COMMISSION**

Amendment of Personnel Commission Rule 123 – Disqualification of Applicants (first reading)

Director Arnoldus provided an overview of the proposed amendment of Personnel Commission Rule 123 – Disqualification of Applicants. Commissioner King stated that the phrase “negative job information” is very broad language and discussion ensued regarding the practice at other merit districts. No action was taken as this was the first reading of the proposed rule amendment.

11. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

12. RECESS TO CLOSED SESSION

None

13. RECONVENE IN OPEN SESSION

14. The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, June 16, 2011, 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.

15. ADJOURNMENT

Commissioner Harison moved to adjourn the meeting and the motion was seconded by Commissioner King. The meeting adjourned at 8:14 p.m.

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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: TITLE CHANGE AND REVISION OF THE CLASSIFICATION SPECIFICATION FOR THE
CLASSIFICATION OF INSTRUCTIONAL LAB TECHNICIAN I/HOTEL AND
RESTAURANT MANAGEMENT

RECOMMENDATION:

It is recommended that effective July 21, 2011, the following classification be reclassified for the purpose of title change only and that the proposed changes to the classification specification be approved:

Current Title:

Instructional Lab Technician I/Hotel and Restaurant Management

Proposed Title:

Instructional Lab Technician I – Culinary Arts and Restaurant Management

BASES OF RECOMMENDATION:

Oxnard College modified the Hotel and Restaurant Management Program curriculum in 2008 resulting in the removal of hotel management curriculum and the addition of courses pertaining to culinary arts. The propose change in title reflects the current title and focus of the program.

A revised classification specification is submitted for approval in conjunction with the proposed title change.

STATUS OF INCUMBENTS:

The title change will not affect the seniority of current or previous incumbents in the classification.

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CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN I - ~~HOTEL AND RESTAURANT MANAGEMENT~~ CULINARY ARTS AND RESTAURANT MANAGEMENT

BASIC FUNCTION:

Under the ~~direction~~ general supervision of the Dean, Career and Technical Education Business/Technology, program, assist in the preparation of instructional materials and in laboratory demonstrations related to food services and restaurant/~~hotel property~~-management; operate and demonstrate specialized instruments and equipment; assist students in a working production laboratory; ~~assist others to provide smooth operation of the cafeteria and dining room.~~

REPRESENTATIVE DUTIES:

Review subject matter to be covered by the instructor; assemble and distribute appropriate demonstration materials to students. *E*

Assist and tutor individuals and small groups of students on the materials covered. *E*

Arrange and make demonstrations as set forth or approved by the instructor. *E*

Answer students' questions on the subjects covered and amplify or clarify lectures, tapes, or other demonstration materials used. *E*

Inform instructor about questions asked by the students and confer on difficult areas needing review. *E*

Check student workbooks for accuracy and completeness; score test papers and special assignments in accordance with specific instructions. *E*

Maintain routine records and files; compile and maintain lecture outlines; take attendance; compile grades. *E*

Issue and order supplies ~~as needed~~. *E*

Clean equipment and materials used. *E*

Provide off and on-campus promotion for the ~~HRM~~ Culinary Arts and Restaurant Management programs. *E*

Assist ~~others~~ in the ~~smooth~~-operation of the cafeteria and dining room for lab instruction purposes.

Perform related duties as assigned.

INSTRUCTIONAL LAB TECHNICIAN I - ~~HOTEL~~ CULINARY ARTS AND RESTAURANT MANAGEMENT (cont.)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The fundamentals, terminology, techniques, equipment, and materials used in the HRM Culinary Arts and Restaurant Management programs

Principles and techniques of instruction

Proper safety standards and procedures required for the operation of a food service facility

Methods of preparing and serving food in large quantities

Methods of cooking food in large quantities

~~A variety of~~ Common cooking utensils and tools

Basic record-keeping techniques

Basic math for baking and other cooking applications

ABILITY TO:

~~Instruct others and to perform experiments and demonstrations in the field of food services and restaurant/hotel property management~~

Provide instructional assistance to college students

~~Use and demonstrate~~ the specialized instruments and equipment of the HRM Culinary Arts and Restaurant Management programs

~~Maintain records~~

Work effectively and cooperatively with students and instructional staff

~~Work cooperatively with others~~

~~Communicate knowledge in an instructional manner and demonstrate an ability to establish a well-balanced rapport with students~~

~~Follow health and sanitation requirements~~

Prepare and serve food in accordance with health and sanitation regulations

Understand and follow oral and written directions

Communicate effectively with students and faculty

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Completion of an associate degree or comparable college/vocational school program in culinary arts and ~~or hotel/restaurant management~~

Experience: Two years of related work experience. Additional work experience may be substituted for up to one year of the educational requirement ~~on a year to year basis for up to a maximum of one year of the~~ provided the applicant has completed 30 semester units of coursework related to the area of culinary arts and restaurant management **OR** ~~completion of at least 18 semester units of a college or vocational school culinary arts or hotel/restaurant management program and five years of directly related work experience.~~

WORKING CONDITIONS:

ENVIRONMENT:

**INSTRUCTIONAL LAB TECHNICIAN I - ~~HOTEL~~ CULINARY ARTS AND RESTAURANT
MANAGEMENT (cont.)**

Instructional production kitchen environment
Heat from ovens

PHYSICAL ABILITIES:

Seeing to review, assemble, and distribute materials to students; and observe student performance
Hearing and speaking to communicate with students and faculty
Dexterity of hands and fingers to operate lab equipment and prepare demonstrations ~~to operate lab
equipment and to prepare demonstrations~~
Moderate lifting of supplies and equipment
Reaching to grasp and hold equipment and materials

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: ABOLISHMENT OF UNUSED CLASSES

RECOMMENDATION:

It is recommended that effective July 21, 2011, the following classes be abolished:

Publications/Bookstore Assistant
Braille Specialist
E-Text Specialist
Production Assistant - Alternate Text Production Center
Alternate Text Production Center Tech Support Specialist
Director, Alternate Text Production Center
Performance Improvement Specialist

BASIS OF RECOMMENDATION:

The positions in the classes listed above are vacant and the applicable departments have indicated that there is no foreseeable need for the classifications in the future. Therefore, they may be abolished.

MA/ME

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

**FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION**

**SUBJECT: AMENDMENT OF PERSONNEL COMMISSION RULE 123 –
DISQUALIFICATION OF APPLICANTS**

EXPLANATION:

The following rule is being amended to add a condition under which applicants may be disqualified.

AMENDMENT:

Personnel Commission Rule 123 is to be amended as follows:

123 DISQUALIFICATION OF APPLICANTS

The Personnel Commission or designee may disqualify an applicant, remove a candidate's name from the eligibility list, or refuse to certify any candidate as being eligible, for any of the following reasons:

- A. Failure to meet minimum requirements or qualifications for the classification
- B. Failure to submit application correctly or within the prescribed time limit
- C. Conviction of a felony or misdemeanor involving moral turpitude
- D. False statement or failure to list material facts on application
- E. Dismissal from any position for cause
- F. Using or attempting to use political pressure or bribery to secure advantage in examination or appointment
- G. Securing unauthorized information regarding the examination
- H. Taking part in the administration, correction or compilation of results of the examination
- I. Known membership in any political party or special interest group that advocates the overthrow of the government by violent means or physical revolution (Ed. Code, § 88122 & Gov. Code, § 1028)
- J. Negative job-related information received from current or previous employers during the reference check process

Ventura College

Report to the Personnel Commission

June 2011

- On June 8, the regularly scheduled Classified Senate meeting turned into a surprise reception for Barbara Cogert, the State Classified Employee of the year for 2011. She was surprised with flowers, lunch, cake and a lovely gift. Attendees included managers, Deans, faculty and of course her peers.
 - Another Lending Library was held on June 16th – Trustee Blum can tell you how beneficial to students this service is, Classified staff do an enormous amount of work for this event, first completing an inventory of the donations, then processing the books by tattle taping, stamping, and cataloguing- then placing the books on shelves in order - and finally the distribution. Over 400 books were checked-out by 3 classified employees. This, in addition to the man hours put in by additional staff handling the lines, checking ID's, and monitoring computers ('cause students do NOT come prepared with their schedules).
 - The Classified Leadership Institute opens on Thursday at the Crowne Plaza Hotel. Chancellor Meznik will welcome classified leaders from community colleges attending from all over the State. VC's own Luann Swanberg will be presenting "Leading Change from Where you Are" providing information, tools and resources for those in non-supervisory/management positions. She will repeat this interactive activity during our Flex week at Ventura College.
 - The new building dedication and tours will be held on Wednesday, June 29th
- The Health Science Center where I work, will offer a tour and demonstrate our Human Patient Simulator, an IV simulator for IV starts and offer EKG tests. Hope to see you there.
- And finally on Thursday, June 30th Managers and Supervisors will host a Classified Appreciation lunch for staff at VC.

Thank you!