



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

FOUR HUNDRED AND TWELFTH MEETING

The four hundred and twelfth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, March 19, 2009.

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners Barbara Harison, James King, and David Gonzales were in attendance. Also attending was Michael Arnoldus, Director of Employment Services/Personnel Commission and Secretary of the Personnel Commission.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Commissioner King, seconded by Commissioner Gonzales, the minutes of the January 8, 2009 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report
None

B. Board of Trustees Meeting
Mr. Arnoldus shared highlights of the last meeting of the Board of Trustees, including a solar energy presentation by Handel Evans, budget presentation, and a discussion about administrative procedures.

C. Director's Report
Mr. Arnoldus reviewed the *Current Recruitments Report* with 1 open recruitment and 1 closed recruitment. The *Positions Filled and Pending Report* reflects 14 positions filled and 7 pending selection.

Mr. Arnoldus discussed the introduction of *HR Tools* to managers and administrators. He also discussed the significance of having one online location for management to access policies, procedures, and forms, as well as a binder for desk reference.



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- D. Commissioners' Report
Commissioner Harison presented an update from her attendance at the CSPCA Conference in San Diego, February 5-6, 2009.
7. **OLD BUSINESS**
None
8. **APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE**
None
9. **APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS/SALARY RANGE**
None
10. **RECLASSIFICATION**
- | | | |
|----|----------------------------------|-------|
| A. | Laura Hilton - Ventura College | 10-97 |
| | From: Administrative Assistant I | |
| | To: EOPS/CARE Technician | |
| B. | Linda Callaway - Oxnard College | 10-98 |
| | From: Administrative Assistant I | |
| | To: EOPS/CARE Technician | |
| C. | Zenaida Pena - Oxnard College | 10-99 |
| | From: Clerical Assistant I | |
| | To: EOPS/CARE Technician | |
- Mr. Arnoldus and Mr. Escobedo, Human Resources Analyst II, presented the recommendation to reclassify Ms. Hilton, Ms. Callaway, and Ms. Pena to the proposed classification of EOPS/CARE Technician.
- On motion by Commissioner Gonzales, seconded by Commissioner King, the Commission unanimously approved the reclassifications of Ms. Hilton, Ms. Callaway, and Ms. Pena to the new class of EOPS/CARE Technician.
11. **APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES**
None
12. **ABOLISHMENT OF CLASSIFICATIONS**
13. **INTERPRETATION OF MINIMUM QUALIFICATIONS**
None
14. **APPROVAL OF PROPOSED SALARY RANGE**
None



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15-18. LISTED AS APPROPRIATE

None

19. OTHER

Commissioner Gonzales requested that the Commission be a part of the goal setting process for the Director of Employment Services/Personnel Commission.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Thursday, April 16, 2009 at 7:00 p.m. It will be held in the Multipurpose Room at the District Administrative Center, 255 West Stanley Avenue, Suite 150, in Ventura.

22. RECESS TO CLOSED SESSION

None

23. RECONVENE IN OPEN SESSION

None

24. ADJOURNMENT

On motion by Commissioner King, seconded by Commissioner Gonzales, the meeting of the Personnel Commission was adjourned at 7:56 p.m. by Commissioner Harison.