



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

FOUR HUNDRED AND FIFTEEN

The four hundred and fifteenth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, June 25, 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 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 Gonzales, seconded by Commissioner King, the minutes of the May 21, 2009 meeting of the Personnel Commission were unanimously approved. (4-134)

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. Highlights included an update of the current budget.

C. Director's Report

Mr. Arnoldus reviewed the monthly *Current Recruitments Report*, with 4 open recruitments and 1 closed recruitment. The *Positions Filled and Pending Report* reflects 1 positions filled and 8 pending selection.

D. Commissioners' Report
None



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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

Robert Forest – Ventura College (*10-100*)

From: Director of Maintenance & Operations
Schedule 120, \$83,303 - \$111,624/year

To: Director of Facilities, Maintenance, & Operations
Schedule 140, \$91,839 - \$123,071/year

Mr. Arnoldus and Mr. Escobedo, Human Resources Analyst II, presented the recommendation to reclassify Mr. Forest. Commissioner King expressed concern relative to the assignment of out-of-class responsibilities that were not assigned by the previous manager. Commissioner King was also concerned the Commission was not informed of the assignment of out-of-class responsibilities at the time of assignment, resulting in the incumbent working out-of-class.

On motion by Commissioner King, seconded by Commissioner Gonzales, the Commission unanimously approved the reclassification Mr. Forest.

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

None

16-18. LISTED AS APPROPRIATE

None



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19. OTHER

On motion by Commissioner King, seconded by Commissioner Gonzales, the Commission unanimously approved the designation of the Executive Assistant to the Chancellor to "executive secretarial" under Education Code §88091(b)(1), (19-219), and unanimously approved the establishment of a six month eligibility list for Executive Assistant to the Chancellor (19-220).

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, July 16, 2009. 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

N/A

24. ADJOURNMENT

On motion by Commissioner King, seconded by Commissioner Gonzales, the meeting of the Personnel Commission was adjourned at 7:45 p.m. by Commissioner Harison.