



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

FOUR HUNDRED TWENTY ONE

The four hundred and twenty-first meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, November 19, 2009.

1. CALL TO ORDER

Chair Barbara Harison called the meeting of the Personnel Commission to order at 7:05 p.m.

2. ROLL CALL

Commissioners Barbara Harison, David Gonzales, and Jim King 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 October 22, 2009 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report

Dan Casey, SEIU Chief Steward, commented on recent layoffs and concern regarding the distribution and organization of work after layoffs and the possibility/opportunity for furloughs if necessary. Mr. Casey indicated SEIU met with Patricia Parham and Sue Johnson to discuss these issues. Future meetings have been planned to discuss these matters.

B. Mr. Arnoldus shared highlights of the November 3, 2009 Board of Trustees meeting, including a video presentation of the Ventura College Promise documentary and an overview of Moorpark College's Educational Master Plan.

C. Mr. Arnoldus reviewed the monthly *Current Recruitments Report*, with 5 open recruitments and 8 closed recruitments. The *Positions Filled and Pending Report* reflects 1 position filled and 4 pending selection.

Mr. Arnoldus presented the Professional Expert Report for the period January 1, 2009 to June 30, 2009, and answered Commissioner's questions.

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

None

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. APPROVAL OF PERSONNEL COMMISSION RULE

Personnel Commission Rule 292.5
Initial Appointment – Executive Assistant to the Chancellor

Mr. Arnoldus presented the recommendation to establish Personnel Commission Rule 292.5 that allows for initial salary placement anywhere on the salary range dependent on experience for the classification of Executive Assistant to the Chancellor. Mr. Arnoldus explained that the flexibility provided by the rule will improve the District's ability to recruit qualified candidates as there has been two unsuccessful recruitments and the third recruitment is currently open. Commissioner King asked questions of Mr. Arnoldus regarding whether the examination process could have been the reason for the inability to hire a qualified candidate. Commissioner King also questioned whether the recommendation to establish Personnel Commission Rule 292.5 was distributed to the Classified Senates and SEIU for review. Mr.



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Arnoldus indicated this was not distributed for review. A discussion between the Commissioners, Mr. Arnoldus, and Ms. Patricia Parham followed with regard to the process for vetting proposed rules.

Commissioner Gonzales questioned the appropriateness of excluding internal (promotional) candidates from the provisions of the proposed rule. After further discussion, on a motion by Commissioner Gonzales, seconded by Commissioner King, the Personnel Commission unanimously approved striking the last paragraph of Personnel Commission Rule 292.5, as presented.

On a motion by Commissioner Gonzales, seconded by Chair Harison, the Personnel Commission approved Personnel Commission Rule 292.5 – (Initial Appointment) Executive Assistant to the Chancellor, as amended, on a vote of 2-1 with Commissioner King voting no.

Personnel Commission Rule 292.5 Executive Assistant to the Chancellor is approved as follows:

292.5 Executive Assistant to the Chancellor

New employees hired in the classification of Executive Assistant to the Chancellor shall be placed on the first step of the appropriate salary range. A new employee may request placement above the first step, and such request shall be considered by the Director of Employment Services/Personnel Commission upon receiving notice from the Chancellor indicating support for the advanced step placement. The employee may be placed on any step of the salary range dependent upon direct related experience as determined by the Director of Employment Services/Personnel Commission. Placement above the first step shall be in increments of one (1) step for each additional year of direct related experience above that listed in the minimum qualifications.

17-18. LISTED AS APPROPRIATE

None

19. OTHER

- A. Oath of Office: Mr. Arnoldus administered the Oath of Office to Commission Gonzales.
- B. Election of Commission Chair for 2010 was tabled until the December Personnel Commission meeting.
- C. Schedule of 2010 Personnel Commission Meetings was presented for initial review. The schedule will be presented at the December Personnel Commission meeting for final approval.

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, December 17, 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.



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22. RECESS TO CLOSED SESSION

There were no closed session items.

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 8:05 p.m. by Chair Harison.