



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR JUNE 19, 2014
5:30 p.m.

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

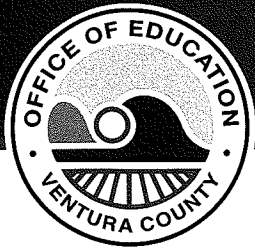
ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**
4. **MINUTES**
Personnel Commission Meeting – May 15, 2014
5. **CORRESPONDENCE**
None
6. **OLD BUSINESS**
Personnel Commission Budget for Fiscal Year 2015
7. **REPORTS**
 - A. Classified Employees Representative's Report
 - B. Board of Trustees Meeting Report
 - C. Director's Report
 - Current Recruitments Report
 - Positions Filled & Pending Report
 - Upcoming Recruitments Report
 - D. Commissioners' Reports
8. **DISCUSSION OF PERSONNEL COMMISSION RULE 295**
9. **RECESS TO CLOSED SESSION**
 - A. Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)
Title: Director of Employment Services/Personnel Commission
 - B. Public Employee Discipline/Dismissal/Release (Pursuant to Government Code section 54957)
Consideration of Disciplinary Action Appeal Hearing for Employee# 900056288

10. **RECONVENE IN OPEN SESSION**
11. **DETERMINATION/SELECTION OF HEARING OFFICER FOR DISCIPLINARY ACTION APPEAL HEARING**
Disciplinary Action Appeal Hearing for Employee # 900056288
12. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**
13. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**
The date and time of the next regularly scheduled meeting of the Personnel Commission is July 17, 2014, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.
14. **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 the District Administrative Center located at 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 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

**Administration**

5189 Verdugo Way
Camarillo, CA 93012
805-383-1902 • FAX: 805-383-1908
www.vcoe.org

VENTURA COUNTY OFFICE OF EDUCATION

Stanley C. Mantooth, County Superintendent of Schools

May 23, 2014

Michael D. Arnoldus
Director of Employment Services/
Personnel Commission
Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, California 93001

Subject: ***Approval of 2014-2015 Personnel Commission Budget
for Ventura County Community College District***

Dear Mr. Arnoldus:

Enclosed for your records is a copy of the approved Annual Budget of the Ventura County Community College District Personnel Commission for fiscal year 2014-2015. A copy is also being sent to the Chancellor's office.

The following revisions have been made to your District's 2014-2015 Personnel Commission Proposed Budget:

❖ Subtotal Classified Salaries	\$ 341,509
❖ Fund Balance Designated for Personnel Commission	\$ 619,263

It is our understanding that the budget was adopted based upon estimated staff salary and benefits costs and will be modified to reflect the actual costs of salary and benefits of the staff positions that report to the Commission. Please be advised that when the above-identified actual costs have been determined, we will require documentation of the modified costs prior to approval of an augmented budget.

Sincerely,

Stanley C. Mantooth
County Superintendent of Schools

Enclosure

cc: Dr. Jamillah Moore, Chancellor
Heather Kurpiewski, Director of Fiscal Oversight & Accountability, VCOE

"Commitment to Quality Education for All"

MAY 21 2014

**ANNUAL BUDGET OF PERSONNEL COMMISSION
FISCAL YEAR 2014-2015**

(Education Code Sections 45253 and 88073)

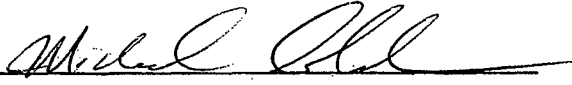
Ventura County Community College School District, Ventura County, California.

NOTICE OF PUBLIC HEARING BY THE PERSONNEL COMMISSION

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at (site) 255 West Stanley Avenue, Suite 150
Ventura, California, 93001 on May 15, 2014, at 5:30 pm (time)

You are invited to attend and present your views.


Signed: 
Chairperson or Director of Personnel Commission

ADOPTED ANNUAL BUDGET OF PERSONNEL COMMISSION

To: Stanley C. Mantooh, Ventura County Superintendent of Schools

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the District.

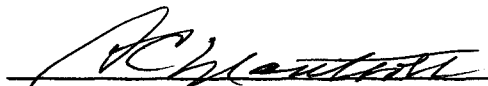
Date of Meeting: May 15, 2014

Signed: 
Chairperson or Director of Personnel Commission

APPROVAL OF ANNUAL BUDGET OF PERSONNEL COMMISSION

To the Governing Board and Personnel Commission:

This report has been examined and approved by Stanley C. Mantooh, Ventura County Superintendent of Schools.

By: 
Date: 5/22/14

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2014-2015**

		2013-2014 Adopted (dollars only)	2013-2014 Projected Actual (dollars only)	2014-2015 Budget (dollars only)
2000 CLASSIFIED SALARIES⁺ [1], [2]				
2000	Managers	97,353	98,813	98,813
2100	Classified	214,313	191,594	190,109
2322	Classified Overtime	0	702	5,000
2600	Supervision	0	0	0
2700	Confidential	32,206	26,541	39,787
2722	Confidential Overtime	0	0	6,000
2810	Commission Members ^[2]	1,800	1,800	1,800
2900	Other Salary Offset ^[3]	0	33,734	0
Subtotal		345,672	353,184	341,510 341,509
3000 EMPLOYEE BENEFITS⁺				
3200	PERS	40,989	36,416	38,416
3300	OASDI & Medicare	25,186	25,660	24,701
3400	Health & Welfare Benefits ^[4]	183,676	180,916	189,619
3500	SUI	172	170	169
3600	Workers' Compensation	6,499	6,326	5,949
	Other Benefits Offset (Budget Hold)	0	0	0
Subtotal		256,522	249,489 249,489	258,854
4000 SUPPLIES				
4200	Office Supplies	200	362	200
4800	Other Supplies	1,500	1,500	1,500
Subtotal		1,700	1,862	1,700
5000 SERVICES & OTHER OPERATING EXPENSES				
5110	Consultants	0	0	0
5211	Conferences/Staff Travel	2,000	986	2,000
5220	Mileage (local)	2,500	2,500	2,500
5300	Dues & Membership	1,200	1,158	1,200
5500	Utilities and Housekeeping Services	0	0	0
5600				
	5611 Rent/Lease - Buildings	0	0	0
	5612 Rent/Lease - Equipment	0	0	0

+ Budget adopted with the understanding that staff salary and benefit costs are estimated and necessary adjustments will be made for the actual salary and benefit costs of the staff positions that report to the Personnel Commission.

[1] Include only those expenditures directly attributable to the activities of the commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

[2] Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (Education Code Section 45250).

[3] Salaries for Provisional, Limited Term

[4] Group medical benefits cannot be provided to former personnel commission members.

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2014-2015**

		2013-2014 Adopted <i>(dollars only)</i>	2013-2014 Projected Actual <i>(dollars only)</i>	2014-2015 Budget <i>(dollars only)</i>
	5622 Maintenance/Repair–Equipment	0	0	0
	5641 Service Plan/Maintenance Fees/Licenses	5,000	0	7,000
	5649 Other Contracted Services	1,850	1,850	1,850
	5721 Legal Expenses	2,500	2,500	2,500
5800	Other Services & Operating Expenses			
	5810 Advertising	0	0	0
	5870 Printing and Forms	150	150	150
	5890 Other Expense and Services	0	0	0
	Subtotal	15,200	9,144	17,200
6000 EQUIPMENT				
6400	New Equipment			
	6423 Equipment – Non Inst. Equipment (\$200-\$999)	0	5,000	0
	6451 Equipment – Non Inst. Computers (\$1000+)	0	0	0
	6453 Equipment – Non Inst. Equipment (\$1000+)	0	0	0
	Subtotal	0	5,000	0
FUND BALANCE DESIGNATED FOR PERSONNEL COMMISSION		619,094	618,679	619,264
			618,678	619,263