



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR APRIL 17, 2014

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

FOUR HUNDRED AND SIXTY-FIFTH

The four hundred and sixty fifth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, April 17, 2014, at 5:30 p.m.

1. CALL TO ORDER

Commissioner Gonzales called the meeting to order at 5:30 p.m.

2. ROLL CALL

In attendance were Commissioners David Gonzales, Barbara Harison, and James King. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; and Jillian Sturek, Executive Assistant, Human Resources.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. MINUTES

A. On motion by Commissioner King and seconded by Commissioner Harison, the minutes of the Thursday, December 19, 2013 meeting of the Personnel Commission were approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

B. On motion by Commissioner King and seconded by Commissioner Harison, the minutes of the Thursday, February 20, 2014 meeting of the Personnel Commission were approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

5. CORRESPONDENCE

None

6. OLD BUSINESS

Director Arnoldus confirmed that he discussed the administrative procedure pertaining to the hiring of classified Vice Chancellor positions with the Vice Chancellor of Human Resources and that they are moving forward with making the appropriate changes.

7. REPORTS:

A. Classified Employees Representative's Report

Peder Nielsen, Classified Senate President from Ventura College, reported that the half-day retreat for the college's classified employees went well and was well attended. Mr. Nielsen also reported on the upcoming Classified Appreciation Lunch that is to be held the first part of June.

B. Board of Trustees Meeting Report

None

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included four open recruitments and four closed recruitments. The *Positions Filled Report* reflected seven positions filled and three positions pending. The *Upcoming Recruitments Report* included one upcoming recruitment.

D. Commissioners' Reports:

Commissioner Harison confirmed that the workshop materials from the CSPCA conference were e-mailed to all the Commissioners.

Commissioner King reported he had the privilege of serving on the final selection committee for the President of Moorpark College.

8. DISCUSSION OF EXAMINATION APPEAL PROCESS

Director Arnoldus opened with an explanation of Personnel Commission Rule 137 - Appeal Review. A discussion ensued regarding the details of Rule 137. A decision was made to survey other local districts regarding their practices regarding examination appeals and to provide the results of the survey to the Commission for addition discussion on the topic.

9. REVISION OF A CLASSIFICATION SPECIFICATION

Foster Care Project Specialist

Michael Arnoldus, Director of Employment Services/Personnel Commission discussed the proposed revision of the classification specification for Foster Care Project Specialist. A discussion ensued between Director Arnoldus and the Commissioners regarding the details of the revised language. Commissioner Harison noted a typographical error in the document.

On motion by Commissioner Harison, and seconded by Commissioner King, the revision of the classification specification for Foster Care Specialist was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

10. RECLASSIFICATION OF A POSITION TO A NEW CLASSIFICATION

From: District Budget Officer

To: Budget Director (New Classification)

Michael Arnoldus, Director of Employment Services/Personnel Commission discussed the basis for the establishment of the proposed classification and the associated salary. Mr. Arnoldus also discussed the basis for the reclassification of the District Budget Officer position occupied by Deborah La Teer and the reclassification of the incumbent with the position. A discussion ensued between Director Arnoldus and the Commissioners regarding Mr. Arnoldus' recommendations.

On motion by Commissioner King and seconded by Commissioner Harison, the establishment of the new classification of Budget Director at Management Salary Schedule # 150 (\$97,880.04 - \$131,165.04/annual) with the addition of the *knowledge of the principles of financial aid processing* statement in the classification specification.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

On motion by Commissioner King and seconded by Commissioner Harison, the reclassification of the District Budget Officer position occupied by Deborah La Teer to the new classification of Budget Director and the reclassification of Ms. La Teer with the position was unanimously approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

11. PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2014-2015

A. Director Arnoldus presented the proposed Personnel Commission budget for fiscal year 2014-2015. Commissioner King shared his concern that the Commission has participated in the districtwide budget cuts over the past several years even though the Commission was not required to take a cut according to statute, and as a result of such cuts, the depletion of staff in the department impacted the ability of the Commission to provide service to the District and the classified employees of the district. Commissioner King stated that the District needs to know there are tradeoffs, and if the Commission does not get a budget that allows for the manpower the Commission needs to provide the services that the colleges have come to expect, then the colleges and managers need to be prepared to experience a lower level of service than they would get if the Commission had adequate staffing levels. The Commissioners indicated they would like to be involved in the conversation so that they can provide the level of service the District and classified employees have come to expect without burning out the employees in the department. Director Arnoldus confirmed he would share the Commissioners concerns with the Vice Chancellor of Human Resources.

B. May 15, 2014 was selected for the public hearing for the Personnel Commission budget for fiscal year 2014-2015.

On motion by Commissioner King and seconded by Commissioner Harison, the public hearing date of the Personnel Commission Budget for Fiscal Year 2014-2015 was set for May 15, 2014, at 5:30 pm.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

12. RECESS TO CLOSED SESSION

Public Employee Discipline/Dismissal/Release (Pursuant to Government Code section 54957)

Consideration of Disciplinary Action Appeal Hearing for Employee #900242350

13. RECONVENE IN OPEN SESSION

No action was taken in closed session and nothing was reported out.

14. DETERMINATION/SELECTION OF HEARING OFFICER FOR DISCIPLINARY ACTION APPEAL HEARING

The Commission decided to appoint a hearing officer for the disciplinary action hearing for employee #9002422350. The Commissioners discussed the selection of hearing officers from the list provided by Director Arnoldus and selected the following individuals to serve in order of priority: David Hart, Edward Lacey, and Kristine Kwong.

On motion by Commissioner Harison and seconded by Commissioner King, the motion to select a hearing officer in order of priority was approved.

Voted Yes: Commission Harison, Commissioner King, Commissioner Gonzales

15. PUBLIC COMMENTS REGARDING NON-AGENT ITEMS

Ms. Olivia Long, Curriculum Technician at Ventura College, addressed the Commission to request

an amendment of the Personnel Commission Rule 295 with a retroactive date of May 16, 2013. The Commissioners requested that Director Arnoldus place an item on the May 15, 2014 Personnel Commission meeting agenda for further discussion. No action was taken.

16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly-scheduled meeting of the Personnel Commission is May 15, 2014, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center, 255 West Stanley Avenue, Suite 150, in Ventura, California.

17. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Harison, the meeting adjourned at 7:03 p.m.

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: Ventura County Community College District Administrative Center, 255 West Stanley Avenue, Suite 150, Ventura, California 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, California 93001; (805) 652-5513.