

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
District Service Center – 255 West Stanley Avenue, Ventura
PERSONNEL COMMISSION MEETING AGENDA
Thursday, December 20, 2007 – 7:00 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

ITEM NO.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

4. MINUTES

Personnel Commission Meeting of Thursday, November 15, 2007

4-120

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employees Representative's Report

B. Board of Trustees Meeting Report

C. Director's Report

- Current Recruitments Report

- Positions Filled & Pending Report

D. Commissioners' Reports

7. OLD BUSINESS

None

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

None

9. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION
SPECIFICATIONS/SALARY RANGE

Database Specialist - Alternate Text Production Center

No change in Classified Salary Range

Proposed revised Classification Specification attached

9-128

10. RECLASSIFICATION

A. Barbara Cogert – Ventura College 10-92
From Clerical Assistant III (Classified Salary Schedule #210 - \$2,866-\$3,965/mo)
To Administrative Assistant I (Classified Salary Schedule #220 - \$3,028-4,179/mo)

B. Patty Mazuka – Ventura College 10-93
From Student Services Assistant II (Classified Salary Schedule #210 - \$2,866-\$3,965/mo)
To Admissions & Records Technician (Classified Salary Schedule #230 - \$3,194-\$4,416/mo)

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

15-18. Will be listed as appropriate.

19. OTHER

A. Schedule of 2008 Personnel Commission meetings

B. Election of Commission Chair for 2008 19-208

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, January 17, 2008, at 7:00 p.m. It will be held in the Multipurpose Room at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura.

22. RECESS TO CLOSED SESSION

Disciplinary Action Appeal – Employee #900425478 22-8
Consideration of Hearing Officer’s Report

23. RECONVENE IN OPEN SESSION

24. ADJOURNMENT

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 the Director of Employment/Personnel Commission, Michael Arnoldus, VCCCD, 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 - 805/652-5521