



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**MEETING AGENDA FOR NOVEMBER 17, 2011  
6:00 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 of Thursday, October 27, 2011

**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



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

### 8. AMENDMENT AND ESTABLISHMENT OF PERSONNEL COMMISSION RULES

- A. Amendment of Personnel Commission Rule 192 – Permanent Employees (first reading)
- B. Amendment of Personnel Commission Rule 193 – Rating Performance (first reading)
- C. Establishment of Personnel Commission Rule 195 – Performance Evaluation Record (first reading)

### 9. POSITION RECLASSIFICATION

- A. Reclassification of an Information Technology Support Specialist I position occupied by Guy Campbell located in the Information Technology Department.
- B. Reclassification of an Information Technology Support Specialist I position occupied by Reuben Asahan located in the Information Technology Department.

### 10. APPROVAL OF PERSONNEL COMMISSION ANNUAL REPORT

2010 - 2011 Personnel Commission Report

### 11. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

### 12. RECESS TO CLOSED SESSION

None

### 13. RECONVENE IN OPEN SESSION

### 14. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is Wednesday, December 21, 2011, at 6:00 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.

### 15. 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:

District Administrative Center  
255 West Stanley Avenue, Suite 150  
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