



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR MAY 19, 2011 (REVISED) 7:00 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, April 21, 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
 - E. Budget Update – Sue Johnson, Vice Chancellor, Business and Administrative Services
7. OLD BUSINESS
Disciplinary Action Appeal Hearing for Employee #900381741
8. PUBLIC HEARING OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2011-2012
9. ADOPTION OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2011-2012



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

10. AMENDMENT OF PERSONNEL COMMISSION RULES

Amendment of Personnel Commission Rule 123 – Disqualification of Applicants (first reading)

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 Thursday, June 16, 2011, at 7:00 p.m. The meeting will take place in the Multipurpose Room 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

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2011-2012**

		2010-2011 Adopted (dollars only)	2010-2011 Projected Actual (dollars only)	2011-2012 Budget (dollars only)
2000 CLASSIFIED SALARIES⁺ ¹				
2000	Managers	97,353	97,353	97,353
2100	Classified	211,246	208,951	199,905
2322	Overtime	1,500	1,811	0
2600	Supervision	0	0	0
2700	Confidential	50,606	42,130	43,410
2722	Confidential Overtime	2,000	1,055	0
2810	Commission Members	1,800	1,800	1,800
2900	Other Salary Offset	0	0	0
Subtotal		364,505	353,100	342,468
3000 EMPLOYEE BENEFITS⁺				
3200	PERS	36,639	36,383	38,155
3300	OASDI & Medicare	26,592	25,765	24,798
3400	Health & Welfare Benefits ²	121,945	155,196	164,832
3500	SUI	2,611	2,610	3,202
3600	Workers' Compensation	6,415	5,873	5,582
	Other Benefits Offset (Budget Hold)	0	0	0
Subtotal		194,202	225,827	236,569
4000 SUPPLIES				
4200	Office Supplies	1,000	480	400
4800	Other Supplies	1,000	1,291	1,500
Subtotal		2,000	1,771	1,900
5000 SERVICES & OTHER OPERATING EXPENSES				
5110	Consultants	0	0	0
5211	Conferences/Staff Travel	3,000	2,650	2,000
5220	Mileage (local)	3,000	2,108	2,000
5300	Dues & Membership	1,618	1,118	1,118
5500	Utilities and Housekeeping Services	0	0	0
5600	Rentals, Leases & Repairs			
	5611 Rent/Lease - Buildings	0	0	0
	5612 Rent/Lease – Equipment	0	0	0
	5622 Maintenance/Repair – Equipment	0	0	0
	5649 Other Contracted Services	3,400	2,923	3,000

+ 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 Group medical benefits cannot be provided to former personnel commission members.

	5700 Legal Expenses	2,500	0	2,500
5800	Other Services & Operating Expenses			
	5810 Advertising	0	0	0
	5870 Printing and Forms	1,000	0	0
	5890 Other Expense and Services	0	0	0
	Subtotal	14,518	8,799	10,618
6000 EQUIPMENT				
6400	New Equipment			
	6451 Equipment – Non Inst. Computers	0	0	0
	6453 Equipment – Non Inst. Equipment	0	0	0
	Subtotal	0	0	0
FUND BALANCE DESIGNATED FOR PERSONNEL COMMISSION		575,225	589,497	591,555

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

**FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION**

**SUBJECT: AMENDMENT OF PERSONNEL COMMISSION RULE 123 –
DISQUALIFICATION OF APPLICANTS**

EXPLANATION:

The following rule is being amended to add a condition under which applicants may be disqualified.

AMENDMENT:

Personnel Commission Rule 123 is to be amended as follows:

133 DISQUALIFICATION OF APPLICANTS

The Personnel Commission or designee may disqualify an applicant, remove a candidate's name from the eligibility list, or refuse to certify any candidate as being eligible, for any of the following reasons:

- A. Failure to meet minimum requirements or qualifications for the classification
- B. Failure to submit application correctly or within the prescribed time limit
- C. Conviction of a felony or misdemeanor involving moral turpitude
- D. False statement or failure to list material facts on application
- E. Dismissal from any position for cause
- F. Using or attempting to use political pressure or bribery to secure advantage in examination or appointment
- G. Securing unauthorized information regarding the examination
- H. Taking part in the administration, correction or compilation of results of the examination
- I. Known membership in any political party or special interest group that advocates the overthrow of the government by violent means or physical revolution (Ed. Code, § 88122 & Gov. Code, § 1028)
- J. Negative job-related information received from current or previous employers during the reference check process