

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
April 17, 2008
MINUTES**

FOUR HUNDRED AND FOURTH MEETING The four hundred and fourth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, April 17, 2008.

1. CALL TO ORDER

Chairman David Gonzales called the meeting of the Personnel Commission to order at 7:01 p.m.

2. ROLL CALL

Commissioners David Gonzales, Barbara Harison, and James King were in attendance, as was Michael Arnoldus, Director of Employment/Personnel Commission and Secretary of the Personnel Commission. Also attending was Patricia Parham, Associate Vice Chancellor of Human Resources.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Mr. King, seconded by Ms. Harison, the commissioners unanimously approved the minutes of the March 20, 2008 meeting of the Personnel Commission.

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report

None

B. Board of Trustees Meeting

In addition to providing a written report of the past meeting, Mr. Arnoldus reported on the presentation of a proposal to acknowledge those students who have successfully completed the requirements to transfer to an institution of higher education.

C. Director's Report

Mr. Arnoldus reviewed the monthly *Current Recruitments Report*, with two open and ten closed recruitments. He also reviewed the *Positions Filled and Pending Report*, which reflects twenty positions filled and eighteen positions pending selection as of April 16, 2008.

Mr. Arnoldus provided statistical data regarding ORAP and compared pre and post ORAP recruitments. The commissioners were pleased with the information provided and with the knowledge that ORAP has not adversely affected the protected classes. They thanked the staff for their time and effort in preparing the reports, and they said they would like to see this information updated and presented periodically.

D. Commissioners' Report

Mr. Gonzales thanked Patricia Olson for providing copies to the commissioners of materials brought back from the February CSPCA conference.

7. OLD BUSINESS
None

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

Associate Vice Chancellor, Information Technology (8-160)

Mr. Arnoldus advised this classification had been in the academic service but is more appropriate in the classified service. Consequently, management had requested it be changed. He said the salary is being maintained and is consistent with the existing market. He further advised that the district will recruit and will establish an eligibility list following the screening process and interviews. Ms. Parham said this is a concerted effort to analyze and reconfigure positions, and they are being changed as vacancies occur.

Following the discussion, Ms. Harison made a motion to approve the new classification specification at the proposed Management Salary Range of #195. Mr. King seconded the motion and the specification and salary range were unanimously approved as presented.

9. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGES AND RECLASSIFICATION OF EXISTING POSITIONS TO NEW CLASSIFICATION SPECIFICATIONS/SALARY RANGES

A. Director of General Services (9-131)

Mr. Arnoldus advised that the Vice Chancellor, Business and Administrative Services had requested the establishment of the proposed classification to reflect the duties and responsibilities assigned to the Business Services Supervisor position. In addition, Mr. Arnoldus recommended the reclassification of the Business Services Supervisor position occupied by Terry Cobos to the proposed classification. The commissioners said they would like, in the future, to see a better description of the rationale for the reclassification and the reclassification study process.

In response to questions about the duties of the proposed classification, Ms. Parham provided an explanation relative to the division of duties following the

revision of the Chief of Police/Risk Management position. Mr. Gonzales again emphasized his request that the report clearly indicate the gradual accretion of duties and the findings.

On motion by Mr. King, seconded by Ms. Harison, the Commission unanimously approved the new classification specification at the Management Salary Range of #150, subject to the correction of one typographical error on Page 3. The last sentence in *Education and Experience* should read "*Experience in a community college...*"

B. Lead Human Resources Technician (Confidential)

The Associate Vice Chancellor, Human Resources had requested the establishment of the proposed classification to reflect the duties and responsibilities assigned to the Supervisor of Human Resources position. It was also recommended that the Supervisor of Human Resources position occupied by Marie Soo Hoo be reclassified to the new classification.

Mr. King made a motion to approve the new classification at a Classified Confidential Salary Range of #260, as amended by removing the word "*typewriter*" from the second representative duty at the top of Page 2. The motion was seconded by Ms. Harison and unanimously approved.

10. REESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS

Lead Custodian (10-94)

District administration requested the reestablishment of the Lead Custodian classification in recognition of the need for work direction to be provided to custodial staff in the absence of the Custodial Supervisor. After discussion, the commissioners agreed to delete the third representative duty, to delete the word "*proper*" from the sixth representative duty, and to delete the words "*weighing 25 pounds or more*" from the first physical ability. Subject to those three amendments, the classification was unanimously approved on motion by Ms. Harison, seconded by Mr. King.

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

None

12. RECLASSIFICATION

None

13. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

Amendment to Personnel Commission Rule 215 in compliance with Education Code §88104 – Second Review

Mr. Arnoldus advised he had obtained the opinion of legal counsel, who agrees there is no issue opposing this amendment to Personnel Commission Rule 215, allowing incumbents to be considered for reclassification after having been in their positions for two years

rather than three. In addition, Mr. Arnoldus contacted SEIU regarding the amendment and did not receive any opposition.

There was a discussion of whether or not the union or management should be noticed of a rule change. The commissioners expressed the belief that there should be a process to engage the District staff, and Mr. Arnoldus recommended this be looked at on a rule by rule basis, as each rule is unique. The commissioners agreed this is a technical correction in compliance with the Education Code, with no far-reaching implications necessitating further involvement of District staff.

Ms. Harison moved for approval of the amendment to Personnel Commission Rule 215. Mr. King seconded the motion, and the vote was unanimous.

14. ABOLISHMENT OF CLASSIFICATIONS

None

15. INTERPRETATION OF MINIMUM QUALIFICATIONS

None

16. APPROVAL OF PROPOSED SALARY RANGE

None

17-18. LISTED AS APPROPRIATE

None

19. OTHER

- A. Personnel Commission Budget for FY 2008-2009
Preliminary Budget

Mr. Arnoldus presented the preliminary commission budget for the upcoming fiscal year. He advised that the District will be on a tight budget during the next fiscal year and the commission budget he is presenting takes into consideration the budgetary concerns while still providing necessary services. The commissioners questioned Mr. Arnoldus' allocation to the Personnel Commission and Mr. Arnoldus said he feels comfortable with it, given that a majority of his time is spent in support of the classified service.

- B. Establishment of Date for Public Hearing of FY 2008-2009 Budget (19-209)

On motion by Mr. King, seconded by Ms. Harison, the commissioners unanimously established May 15, 2008 as the date for the public hearing of the FY 2008-2009 Personnel Commission budget.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

A. May 2008 Meeting

The next regular meeting of the Personnel Commission will be Thursday, May 15, 2008 at 7:00 p.m. It will be held in the Multipurpose Room at the District Administrative Center, 255 West Stanley Avenue, Suite 150, in Ventura.

B. June 2008 Meeting

After discussion, and in order to avoid a conflict with the rescheduled meeting of the Board of Trustees, the commissioners agreed to reschedule their June meeting to June 12, 2008, at 7:00 p.m.

22. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. King, the meeting of the Personnel Commission was adjourned at 8:22 p.m.