

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
December 20, 2007  
MINUTES**

**FOUR HUNDREDTH MEETING**      The four hundredth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, December 20, 2007.

**1.      CALL TO ORDER**

Chairman James King called the meeting of the Personnel Commission to order at 7:00 p.m.

**2.      ROLL CALL**

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

**3.      PUBLIC COMMENTS REGARDING AGENDIZED ITEMS**

None

**4.      APPROVAL OF MINUTES**

On motion by Mr. Gonzales, seconded by Ms. Harison, the commissioners unanimously approved the minutes of the November 15, 2007 meeting of the Personnel Commission. (4-120)

**5.      CORRESPONDENCE**

None

**6.      REPORTS**

A.      Classified Employee Representative(s) Report  
None

B.      Board of Trustees Meeting

Ms. Parham reported on the December board meeting, wherein the trustees approved the goals of the Chancellor and the District for the coming year. She advised that the Staff Development Program is a function of the Human Resources Department. The trustees also approved their monthly board meeting schedule for the 2008 calendar year, and they reappointed Trustee Larry Miller as Chair for a second term. Robert Huber was designated as the Vice Chair of the Board of Trustees.

Additionally, Ms. Parham advised that she presented to the board the District's organizational plan for the future, with organization charts for this year and projected for the next two years. Following a discussion of staff development, the commissioners requested periodic updates on the staff development program. Ms. Parham said she would provide additional information to the commissioners.

C. Director's Report

Mr. Arnoldus reviewed the monthly *Current Recruitments Report*, reflecting eleven open recruitments and eight closed recruitments. He also reviewed the *Positions Filled and Pending Report*, with nine positions filled and twenty-four positions pending selection. Mr. King expressed concern about the large volume of work being done in the department and the staff's ability to remain current.

Ms. Parham advised that Kenneth Robinson, the newly-hired Director of Human Resources, will start work on January 7, and she explained the organization of the management in the Human Resources Department.

D. Commissioners' Reports  
None

**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 (9-128)

Mr. Arnoldus advised this item was being pulled from the agenda.

**10. RECLASSIFICATION**

A. Barbara Cogert – Ventura College (10-92)  
From Clerical Assistant III to Administrative Assistant II

B. Patty Mazuka – Ventura College (10-93)  
From Student Services Assistant II to Admissions & Records Technician

Mr. Arnoldus advised that both of these reclassifications were presented to the Classification Review Committee and both met the criteria to be reclassified. He said Ms. Cogert will take a keyboarding examination to ensure she meets the required speed. There was a discussion of the propriety of approving the reclassification prior to administration of the keyboarding examination, but Ms. Parham said approval is subject to Ms. Cogert passing the examination. There was further discussion of the make-up of the Classification Review Committee and the individuals present at the meeting in which these two reclassifications were approved. Ms. Parham described the entire process and the commissioners expressed their concern that all representatives should be present at the meetings. Ms. Parham advised there will be HR training in January and the importance of the Classification Review Committee meetings will be stressed. It was agreed a full contingent is necessary when a reclassification is being contested. The Commission took notice that this issue is a concern.

On motion by Mr. Gonzales, seconded by Ms. Harison, the Commission unanimously approved the reclassification of Barbara Cogert from Clerical Assistant III to Administrative Assistant II, subject to the successful completion of a keyboarding skills examination.

On motion by Ms. Harison, seconded by Mr. Gonzales, the Commission unanimously approved the reclassification of Patty Mazuka from Student Services Assistant II to Admissions & Records Technician.

**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. Listed as appropriate.**

None

**19. OTHER**

A. Schedule of 2008 Personnel Commission meetings

Mr. Arnoldus proposed changing the date of the February Commission meeting due to the CSPCA Conference being held at the same time. After discussion, it was agreed to reschedule the February meeting of the Personnel Commission to Wednesday, February 20, 2008. On motion by Ms. Harison, seconded by Mr. Gonzales, the Commission unanimously approved the revised meeting schedule.

B. Election of Commission Chair for 2008 (19-208)

Ms. Harison nominated David Gonzales as Chair of the Personnel Commission for the year 2008. Mr. King seconded the nomination and, with Mr. Gonzales abstaining from the vote, he was elected to serve as the new Chair of the Personnel Commission.

C. Patricia Parham asked to address the Commission. She thanked them for their years of support and said they are now in the good hands of Michael Arnoldus.

**20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

None

**21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next regular 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, 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

The meeting adjourned to closed session at approximately 7:30 p.m. and Ms. Parham asked to be allowed to participate.

**23. RECONVENE IN OPEN SESSION**

The meeting reconvened in open session at 7:59 p.m. Mr. King announced the Commission took action during closed session and voted unanimously to accept the decision of the hearing officer.

**24. ADJOURNMENT**

On motion by Ms. Harison, seconded by Mr. Gonzales, Mr. King adjourned the meeting of the Personnel Commission at 8:00 p.m.