

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
February 20, 2008
MINUTES**

FOUR HUNDRED AND SECOND MEETING The four hundred and second meeting of the Ventura County Community College District Personnel Commission was held on Wednesday, February 20, 2008.

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners David Gonzales and Barbara Harison were in attendance. Commissioner James King was ill and unable to attend the meeting. Also present was Michael Arnoldus, Director of Employment/Personnel Commission and Secretary of the Personnel Commission.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Ms. Harison, seconded by Mr. Gonzales, the commissioners approved the minutes of the January 17, 2008 meeting of the Personnel Commission.

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report
None

B. Board of Trustees Meeting

There was no written report of the last Board of Trustees meeting. The commissioners said they always appreciate receiving a written report, and Mr. Arnoldus said he would advise the chancellor's office of that fact.

C. Director's Report

Mr. Arnoldus reviewed the monthly *Current Recruitments Report*, with three open and five closed recruitments, and noted that the number of recruitments is tapering off somewhat. He also reviewed the *Positions Filled and Pending Report*, with thirteen positions filled and thirty positions pending selection as of February 19, 2008.

Mr. Arnoldus advised the recruitment was opened today for the Chief of Police position and it will remain open for 15 days.

Because Mr. King is ill, it was agreed to postpone the discussion of ORAP until the next meeting.

D. Commissioners' Reports

Mr. Gonzales advised he will leave tomorrow for the CSPCA conference in Milbrae, CA.

7. **OLD BUSINESS**

None

8. **APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE**

A. Director of Fiscal Services (8-157)

Mr. Arnoldus explained that the Business and Administrative Services Division is in the midst of a reorganization and this position is pivotal in that reorganization. The incumbent will direct the management and administration of the district's accounting and fiscal functions. There was a discussion of the salary placement, after which Ms. Harison made a motion to approve the new classification specification at the Management Salary Range of #170. Mr. Gonzales seconded the motion and the specification was approved.

B. Information Technology Support Assistant (8-158)

Mr. Arnoldus explained the justification for creating this position, which was requested by the Business and Administrative Services Division. He advised that the ability, "*train and provide work direction to others,*" has been deleted from the specification after discussion with Sue Johnson, Vice Chancellor of Business and Administrative Services. On motion by Ms. Harison, seconded by Mr. Gonzales, the new classification was approved at the Classified Salary Range of #250, subject to the aforementioned change to the *Ability To* section.

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

A. College Bookstore Manager (9-129)

Mr. Arnoldus advised this specification has been revised to change the minimum qualifications. Administration feels an individual should have a bachelor's degree in order to qualify for the position. Accordingly, the minimum qualifications are being changed to recommend a bachelor's degree and three years of experience, and the specification has been streamlined. On motion by Mr. Gonzales, seconded by Ms. Harison, the revised classification was approved.

B. Human Resources Analyst (9-130)

According to Mr. Arnoldus, this revised specification better reflects the requirements needed for the position. Changes were made to the minimum qualifications to provide additional flexibility in qualifying candidates. After

discussion, the commissioners agreed to change the word "type" to "keyboard" in the *Ability To* section. Subject to the one change, the revised specification was approved after a motion by Ms. Harison, seconded by Mr. Gonzales.

10. RECLASSIFICATION

None

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

None

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission will be Thursday, March 20, 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

Public Employee Discipline/Dismissal/Release – Employee #900419368
Review of Request for Appeal / Consideration of Hearing Officers

23. RECONVENE IN OPEN SESSION

The meeting reconvened at 8:00 p.m. Mr. Gonzales announced that, during the closed session, the commissioners had considered a list of hearing officers to hear the appeal. They selected three individuals: (1) David Hart; (2) Catherine Harris; (3) Robert Steinberg. Staff was directed to contact those individuals, in that order, to determine availability and schedule the hearing.

24. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. Gonzales, the meeting of the Personnel Commission was adjourned at 8:01 p.m.