

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

**FOUR HUNDRED AND SEVENTH MEETING**

The four hundred and seventh meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, July 17, 2008.

**1. CALL TO ORDER**

Chairman David Gonzales called the meeting of the Personnel Commission to order at 7:03 p.m.

**2. ROLL CALL**

Commissioners David Gonzales, Barbara Harison, and James King were in attendance. Also attending 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 Commissioner King, seconded by Commissioner Harison, the minutes of the June 12, 2008 meeting of the Personnel Commission were unanimously approved.

**5. CORRESPONDENCE**

None

**6. REPORTS**

A. Classified Employee Representative(s) Report  
None

B. Board of Trustees Meeting

The commissioners received written reports summarizing the highlights of the June 19 and July 8 board meetings. In addition, Mr. Arnoldus briefly discussed several items that were discussed at the July meeting, including the new board documents program and management training. Mr. Arnoldus said the goal is to have a full-time trainer in Human Resources.

C. Director's Report

Mr. Arnoldus reviewed the monthly *Current Recruitments Report*, with one open recruitment and six closed recruitments. The *Positions Filled and Pending Report* reflects sixteen positions filled and ten pending.

He advised the Board of Trustees has delegated authority to the chancellor to approve new hires and they will no longer be presented to the board for approval.

Mr. Arnoldus reported that Andrew Escobedo has been hired as the new HR Analyst II. His focus will be classification, compensation, and selection, and Mr. Arnoldus believes he will be a tremendous asset to the department. The commissioners expressed hope that Mr. Escobedo will come to a commission meeting so they will have the opportunity to meet him.

- D. Commissioners' Report  
None

**7. OLD BUSINESS**  
None

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

- A. Evening and Weekend Activities Attendant (8-165)

Mr. Arnoldus advised that the individual in this position will be available evenings and weekends to supervise facilities and activity operations and to provide customer service. After discussion, Commissioner King made a motion to approve the proposed classification specification at a classified salary range of #210. Commissioner Harison seconded the motion and the specification and range were unanimously approved.

- B. Training and Development Specialist (8-166)

The district is increasing its efforts to provide staff development opportunities for classified and academic employees and Mr. Arnoldus advised that this position will provide for an individual to be responsible for executing staff development initiatives as directed by the Associate Vice Chancellor. The commissioners agreed they have long felt the need for a program to train staff and they favor such a position. The commissioners discussed the duties and expressed concern about the workload and the need for the position to be strategically focused. The commissioners agreed to amend the specification to include "e-learning" in the fifth *Ability To*, and "presentation software" in the eighth *Ability To*.

After a lengthy discussion of concerns and the potential for this position, Commissioner Harison moved for approval of the classification specification, subject to the two changes indicated, at the classified salary range of #310. Commissioner King seconded the motion and the proposed specification was unanimously approved.

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

- Computer/Communications Technician (9-133)

The Information Technology Department has requested the proposed revisions to the specification, as the duties and requirements of the position have changed. The commissioners agreed to amend the fourth *Knowledge* to read, "Computer hardware, **telephone instruments**, and software..." They further agreed to amend the fifth *Knowledge* to read, "Principles and practices of data **and voice** communication..." On motion by Commissioner King, seconded by Commissioner Harison, the Commission unanimously approved the proposed revisions in the classification specification.

**10. REESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS**

None

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

None

**12. RECLASSIFICATION**

None

**13. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES**

None

**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**

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 on Thursday, August 21, 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. ADJOURNMENT**

On motion by Commissioner Harison, seconded by Commissioner King, the meeting of the Personnel Commission was adjourned at 7:56 p.m. by Commissioner Gonzales.