

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

**FOUR HUNDRED AND THIRD
MEETING**

The four hundred and third meeting of the Ventura County Community College District Personnel Commission was held on Thursday, March 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, Barbara Harison, and James King were in attendance. 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 February 20, 2008 meeting of the Personnel Commission, with Mr. King abstaining from the vote.

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. Mr. Arnoldus advised that, in the future, Patricia Parham, Associate Vice Chancellor of Human Resources, will prepare a report whenever the Director of Administrative Relations has not done so.

C. Director's Report

Mr. Arnoldus reviewed the monthly *Current Recruitments Report*, with ten open and four closed recruitments. He also reviewed the *Positions Filled and Pending Report*, which reflects sixteen positions filled and twenty-seven positions pending selection as of March 19, 2008.

Mr. Arnoldus gave a brief history and overview of the ORAP system and advised it has reduced the amount of paper being processed. He discussed current recruitment time in comparison with the old system. He also compared the screening process times. He said he will provide more specific cycle time and demographic data at the next meeting. The commissioners encouraged Mr. Arnoldus to find out how other colleges address the issue of demographics. Mr. King expressed concern that the system may present barriers to some applicants. The commissioners stressed that they want to be knowledgeable when presenting information regarding cycle times.

Mr. Arnoldus reported that the classified employee termination appeal hearing has been scheduled for May 6, 2008 and will be heard by Mr. David Hart. He said the District has notified the appellant and SEIU of the scheduled hearing but has had no response to date.

D. Commissioners' Reports

Mr. Gonzales reported on his attendance at the CSPCA annual conference in Millbrae last month. He said it was interesting and well attended and the level of presentations was very high. He brought back material from the workshops and asked Patricia Olson to duplicate it and distribute copies to the other commissioners.

7. OLD BUSINESS

None

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

Director of Institutional Research (8-159)

Mr. Arnoldus explained this position was initially established in the academic service and is now being presented to the Commission for approval to establish it in the classified service. There was a discussion of the justification for changing the position from academic, following which Mr. King made a motion to approve the proposed classification specification at the Classified Management Salary range of #165. Ms. Harison seconded the motion, and the new classification specification and range were unanimously approved.

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

None

10. RECLASSIFICATION

None

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

Amendment to Personnel Commission Rule 215 (First Review)
In compliance with Education Code §88104

Mr. Arnoldus advised this item is a first review of a revision to Personnel Commission Rule 215, and would allow incumbents to be considered for reclassification after having been in their positions for two years rather than three.

There was a lengthy discussion of the revision, following which the commissioners asked Mr. Arnoldus to request an opinion from the Commission's legal counsel. They also agreed they should seek input from district management and include classified representatives and management in any discussions, as a rule change should be well thought out.

Mr. Arnoldus asked how the commissioners would like future proposed rule changes. They agreed they would like such recommendations to be presented in a written report with the history and justification of the change to the rules.

Following the discussion, Mr. Arnoldus said he would provide the requested information regarding the revision to Personnel Commission Rule 215 at the next Commission meeting.

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, April 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. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. King, the meeting of the Personnel Commission was adjourned at 7:59 p.m.