

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
September 18, 2008  
MINUTES**

**FOUR HUNDRED AND  
EIGHTH MEETING**

The four hundred and eighth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, September 18, 2008, 2008.

**1. CALL TO ORDER**

Chairman David Gonzales called the meeting of the Personnel Commission to order at 7:04 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 July 17, 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

Mr. Arnoldus shared highlights of the last meeting of the Board of Trustees, including Patricia Parham's presentation on the online requisition and processing system, a review of the District In-Service Day on August 14, and a presentation on the self evaluation of the trustees.

C. Director's Report

Mr. Arnoldus reviewed the monthly *Current Recruitments Report*, with one open recruitment and three closed recruitments. The *Positions Filled and Pending Report* reflects fourteen positions filled and twelve pending selection.

Mr. Arnoldus reported on the classified staff development program which is being presented to all classified staff throughout the district, and he shared the learning objectives presented. He reported that feedback has been very positive.

D. Commissioners' Report

Commissioner King advised that he has applied for reappointment to a seat on the Commission.

The commissioners thanked Patricia Olson, Executive Assistant, for her years of service to the Commission and wished her well in her retirement.

**7. OLD BUSINESS**

None

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

None

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

None

**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**

Mr. Gonzales welcomed new employee Matthew Escobedo, Human Resources Analyst II, and Mr. Escobedo expressed his pleasure at being with the district and his appreciation of the environment here.

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

The next regular meeting of the Personnel Commission is scheduled for Thursday,

October 16, 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 Evaluation  
Evaluation of Director of Employment/Personnel Commission

The meeting was adjourned to closed session at 7:46 p.m. by Commissioner Gonzales.

**23. RECONVENE IN OPEN SESSION**

The open session reconvened at 8:25 p.m. Mr. Gonzales reported that the commissioners discussed the process they would use for evaluation of the director and there was no action taken.

**24. ADJOURNMENT**

On motion by Commissioner King, seconded by Commissioner Harrison, the meeting of the Personnel Commission was adjourned at 8:26 p.m. by Commissioner Gonzales.