



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

FOUR HUNDRED AND FOURTEEN

The four hundred and fourteenth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, May 21, 2009.

1. CALL TO ORDER

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:02 p.m.

2. ROLL CALL

Commissioners Jim King, David Gonzales, and Barbara Harison were in attendance. Also attending was Michael Arnoldus, Director of Employment Services/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 Gonzales, the minutes of the April 23, 2009 meeting of the Personnel Commission were unanimously approved. (4-133)

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. Highlights included an acknowledgement to the outgoing student trustee, a presentation on GASB 45, a retiree health benefits presentation, and a discussion of the current budget.

C. Director's Report

Mr. Arnoldus reviewed the monthly *Current Recruitments Report*, with 2 open recruitment and 1 closed recruitments. The *Positions Filled and Pending Report* reflects 1 positions filled and 5 pending selection.

Commissioner King inquired about employment lists being created then becoming obsolete or unused because of a hiring stoppage. Mr. Arnoldus stated that employment lists are not created until the position has been approved. Mr. Arnoldus also proposed the possibility of establishing a six month eligibility list.



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- D. Commissioners' Report
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**

Executive Assistant to the Chancellor. (9-134)

Mr. Arnoldus discussed Education Code §88091 that provides for the Executive Assistant to the Chancellor to be exempted from the provisions of 88091(a).

Commissioner Gonzales made a motion to approve the proposed revision of the classification specification for Executive Assistant to the Chancellor with the condition that the final statement on page three of the Executive Assistant to the Chancellor class specification regarding exempt executive secretarial status be removed pending review by the Board. The motion was also made on the condition that the Director of Employment Services/Personnel Commission ascertain whether the position performs the financial duties as described under Representative Duties, paragraph 8, and the statement be revised accordingly. Commissioner King seconded the motion and the motion was unanimously approved.

Commissioner King made a motion to hold in abeyance the exemption of the Executive Assistant to the Chancellor pending receipt of notification by the Board of Trustees of a majority action to make the request. Commissioner Gonzales seconded the motion and the motion was unanimously approved.

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. **APPROVAL OF PROPOSED TITLE CHANGES**



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None

16-18. LISTED AS APPROPRIATE

None

19. OTHER

- A. A public hearing was held relative to Personnel Commission budget for FY 2009-2010 (19-217)
- B. Commission King made a motion to approve the Personnel Commission budget for FY 2009 – 2010 with revisions. The budget was revised to decrease operating funds in recognition of the current fiscal climate. Commissioner Gonzales seconded the motion and the motion was unanimously approved. (19-218)

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

Commissioner King made a motion to change the next regularly schedule meeting of the Personnel Commission from Thursday, June 18, 2009 to Thursday, June 25, 2009. The motion was seconded by Commissioner Gonzales and unanimously approved.

Commissioner Gonzales made a motion to change the the meeting from Thursday, August 20, 2009 to Thursday, August 13, 2009. The motion was seconded by Commisisoner King and unanimously approved.

Monthly meetings are held in the Multipurpose Room at the District Administrative Center, 255 West Stanley Avenue, Suite 150, in Ventura.

22. RECESS TO CLOSED SESSION

None

23. RECONVENE IN OPEN SESSION

N/A

24. ADJOURNMENT

On motion by Commissioner Gonzales, seconded by Commissioner King, the meeting of the Personnel Commission was adjourned at 8:28 p.m. by Commissioner Harison.