



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

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## **FOUR HUNDRED AND EIGHTEEN**

The four hundred and eighteenth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, September 17, 2009.

### **1. CALL TO ORDER**

Chair Barbara Harison called the meeting of the Personnel Commission to order at 6:00 p.m.

### **2. ROLL CALL**

Commissioners Jim King, David Gonzales, and Barbara Harison were in attendance. Also attending were Michael Arnoldus, Director of Employment Services/Personnel Commission and Secretary of the Personnel Commission; Dave Fuhrmann, Associate Vice Chancellor, Information Technology; Patricia Parham, Vice Chancellor, Human Resources; Sue Johnson, Vice Chancellor, Business Services; and Matthew Escobedo, Human Resources Analyst II.

### **3. PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

### **4. MINUTES**

The minutes of the Thursday, August 13, 2009 Personnel Commission meeting were discussed. The Commissioners indicated there were typographical errors in the document and requested they be fixed. Additionally, Commissioner Gonzales requested more detail with regard to the discussion that took place pertaining to the recommendation to reclassify the Job Developer-Disabled Students position occupied by Ivana Gjurasic. The Commissioners requested that the Mr. Arnoldus make the requested changes and bring the document back for approval at the next Commission meeting. Commissioner King made a motion to table the approval of the minutes until the next Commission meeting. The motion was seconded by Commissioner Gonzales and was unanimously approved. (4-138)

### **5. CORRESPONDENCE**

None

### **6. REPORTS**

A. Classified Employees Representative's Report  
None

B. Board of Trustees Meeting Report  
Mr. Arnoldus shared highlights of the September 8, 2009 Board of Trustees meeting. Mr.



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Arnoldus indicated there was a large audience of SEIU members who addressed the Board of Trustees regarding the recent layoffs. Additionally, there was discussion concerning various action and consent items, including the process for selecting District legal counsel. Sue Johnson, Vice Chancellor, Business Services presented on the status of the District's budget.

C. Director's Report

Mr. Arnoldus reviewed the monthly *Recruitment Report* indicating there were two current classified recruitments. For the period of August 13 through September 15, 2009, one classified position was filled and three positions were pending action.

Budget Update – Sue Johnson, Vice Chancellor, Business Services

Sue Johnson discussed the current fiscal environment of the State and its impact on the District. Ms. Johnson also provided a general overview of the current budget and projections for the future. A handout entitled *Budget Report to the Personnel Commission - 2009-2010 Budget* was presented to the Commissioners along with a copy of the 2009-2010 Tentative Budget. Ms. Johnson concluded with a synopsis of the actions being taken by the District as a result of the current fiscal environment, and she answered questions from the Commissioners.

D. Commissioners' Reports

None

**7. RECESS TO CLOSED SESSION**

The meeting was recessed to closed session at 6:45 p.m. for the Evaluation of Performance – Director of Employment Services/Personnel Commission. The Commissioners and Mr. Arnoldus were joined by Patricia Parham, Vice Chancellor, Human Resources. (22-12)

**8. RECONVENE IN OPEN SESSION**

The meeting was reconvened to open session at 7:45 p.m. No action was taken in closed session.

**9. OLD BUSINESS**

None

**10. APPROVAL OF PROPOSED NEW CLASSIFICATION SPECIFICATIONS/SALARY RANGES**

Director of Technology Support Services

Management Salary Schedule #140 (\$7,653.33-\$10,255.92/month)

Dave Fuhrmann, Associate Vice Chancellor, Information Technology was present at the meeting and gave a brief presentation concerning the proposed reorganization of IT services within the District. Following the presentation by Mr. Fuhrmann, Matthew Escobedo discussed the proposed



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classification and salary range. The Commissioners suggested that the seventh duty in the class specification be revised to change “college” to the plural form “colleges.”

On motion by Commissioner Gonzales, seconded by Commissioner King, the Commission unanimously approved the establishment of the classification of Director of Technology Support Services with proposed changes at Management Salary Schedule #140. (8-173)

**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. APPROVAL OF PROPOSED TITLE CHANGE AND CLASS DESCRIPTION REVISION**

Campus Technology Services Supervisor

Title change to: Technology Support Services Supervisor

Mr. Escobedo discussed the basis for the proposed title change and explained how the revised classification specification better describes the responsibilities associated with the classification.

Commissioner King asked why the classification was not abolished and a new classification established given the significant amount of changes to the classification specification. Mr.

Arnoldus explained that the classification concept was the same even though there were major revisions to the classification specification. Mr. Arnoldus further explained that the status and seniority of incumbents in the class remains unchanged when only the title is changed.

Commissioner King moved to approve the title change of the classification of Campus Technology Services Supervisor to Technology Support Services Supervisor with the recommended revisions to the classification specification. The motion was seconded by Commission Gonzales and was unanimously approved. (17-1)

**18. APPROVAL OF REESTABLISHMENT OF CLASSIFICATION AND CLASS DESCRIPTION REVISION**



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### Web Developer

Classified Employees Salary Schedule #270 (\$4,203 - \$5,795/month)

Mr. Escobedo discussed the basis for the proposed reestablishment of the Web Developer classification. Commissioner King inquired as to what “appealing flow of uniformity” meant. Mr. Fuhrmann responded saying that the intent of the language was to ensure all colleges have similar website structures to make it convenient to users looking for similar information on each of the three colleges’ websites. Commission King suggested changing the wording to “maintaining consistency.” Commissioner King questioned whether duty #9 is an essential function, and Mr. Fuhrmann responded saying that it is performed infrequently. Mr. King also questioned whether the minimum qualifications were set too low. Mr. Fuhrmann and Mr. Arnoldus responded indicating it is not uncommon for individuals in the field to have acquired the knowledge and skills necessary to perform the functions of the job via experience as opposed to acquiring the skill set in a college or university setting where there were few courses offered in the field until recently. Commissioner King moved to approve the reestablishment of classification of Web Developer with revisions to the classification specification at Classified Salary Schedule #270. The motion was seconded by Commissioner Gonzales and was unanimously approved. (18-1)

## 19. OTHER

### A. REAPPOINTMENT OF PERSONNEL COMMISSIONER

David Gonzales, 2010 – 2012

Commissioner King made a motion to reappoint Commissioner David Gonzales to the jointly appointed Personnel Commission seat for a three year term (2010-2012). Chair Harison seconded the motion, and the motion was approved by Commission King and Chair Harison with Commissioner Gonzales abstaining from the vote. Commissioner Gonzales thanked the Personnel Commission and said he appreciated their confidence in him serving another term as a member of the Personnel Commission. (19-221)

### B. APPROVAL OF EXCEPTION TO PERSONNEL COMMISSION RULE

#### Personnel Commission Rule 292.4 – Limited Term and Provisional Classified Employees

Provisional Employee – Audren Morris

Classification – Financial Aid Officer

Salary Placement – Classified Supervisors Salary Schedule #320, Step 3 (\$6,153/month)

Mr. Arnoldus discussed the need for an exception to Personnel Commission Rule 292.4 which states that provisional employees shall be placed on the first step of the salary range. The Financial Aid Office at Ventura College had an urgent need for temporary assistance in the capacity of a Financial Aid Officer. A candidate was identified who could assist the college, but it was not financially feasible for the candidate to accept the assignment at step 1 of the salary range. Because District administration was not aware of any other options for filling the position on such short notice, the administration requested the candidate be placed at step 3 of



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the range. Commissioner King moved to approve the exception to Personnel Commission Rule 292.4 – Limited Term and Provision Classified Employees allowing the placement of Audren Morris on step 3 of the Classified Supervisors Salary Schedule #320. Chair Harison seconded the motion, and it was unanimously approved. (19-222)

### 20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

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

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, October 1, 2009 at 7:00 p.m. The meeting will be held in the Multipurpose Room at the District Administrative Center at 255 West Stanley Avenue, Suite 150, Ventura, CA. There will be no other meeting scheduled in October. The next scheduled meeting will be November 19, 2009 at 7:00 p.m.

### 22. ADJOURNMENT

On motion by Commissioner King, seconded by Commissioner Gonzales, the meeting of the Personnel Commission was adjourned at 8:50 p.m. by Commissioner Harison.

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting, and that are public record not otherwise exempt from disclosure, will be available for inspection at:

District Administrative Center  
255 West Stanley Avenue, Suite 150  
or at the Personnel Commission Meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of

Michael Arnoldus, Director of Employment Services/Personnel Commission  
Ventura County Community College District  
255 West Stanley Avenue, Suite 150  
Ventura, CA 93001  
(805) 652-5521