



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### MEETING AGENDA FOR JANUARY 19, 2012

6:00 p.m.

Ventura County Community College District  
255 West Stanley Avenue, Suite 150  
Ventura, CA 93001

#### ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

4. MINUTES

Personnel Commission Meeting of Thursday, November 17, 2011

5. OATH OF OFFICE – JAMES KING

6. ELECTION OF PERSONNEL COMMISSION CHAIR FOR 2012

7. CORRESPONDENCE

None

8. REPORTS

A. Classified Employees Representative's Report

B. Board of Trustees Meeting Report

C. Director's Report

- Current Recruitments Report
- Positions Filled & Pending Report

D. Commissioners' Reports

9. OLD BUSINESS

None

10. AMENDMENT AND ESTABLISHMENT OF PERSONNEL COMMISSION RULES

A. Amendment of Personnel Commission Rule 192 – Permanent Employees (second reading)

B. Amendment of Personnel Commission Rule 193 – Rating Performance (second reading)

- C. Establishment of Personnel Commission Rule 195 – Performance Evaluation Record (second reading)

**11. TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION**

From: Theater Technician  
To: Performing Arts Center Technician

**12. ABOLISHMENT OF UNUSED CLASSIFICATIONS**

Painter  
Welder

**13. RECLASSIFICATION OF POSITIONS**

- A. Reclassification of a Matriculation Specialist I position occupied by Stephen Manriquez in the Matriculation and Assessment office at Ventura College
- B. Reclassification of a Clerical Assistant II position occupied by Angeles Rodriguez in the Matriculation and Assessment Office at Ventura College

**14. SCHEDULE OF 2012 PERSONNEL COMMISSION MEETINGS**

**15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

**16. CHANGE OF DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

Personnel Commission meeting scheduled for Thursday, February 16, 2012, at 6:00 p.m. needs to be rescheduled. The rescheduled meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

**17. ADJOURNMENT**

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