



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR JANUARY 19, 2012

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

FOUR HUNDRED AND FORTY-TWO

The four hundred and forty second meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, January 19, 2012, at 6:00 p.m.

1. CALL TO ORDER

Commissioner Gonzales called the meeting to order at 6:06 p.m.

2. ROLL CALL

In attendance were Commissioners David Gonzales, Barbara Harison, and James King. Michael Arnoldus, Director of Employment Services/Personnel Commission and Secretary to the Personnel Commission, was also present.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. MINUTES

On motion by Commissioner King and seconded by Commissioner Harison, the minutes of the Thursday, November 17, 2011 meeting of the Personnel Commission were unanimously approved. A discussion ensued regarding the length of the minutes. An effort will be made toward conciseness.

5. OATH OF OFFICE – JAMES KING

Mr. Arnoldus administered the Oath of Office to Commissioner King for another three year term.

6. ELECTION OF PERSONNEL COMMISSION CHAIR FOR 2012

Commissioner King nominated Commissioner Harison as Personnel Commission Chair for 2012. Commissioner Gonzales seconded the motion and Commissioner King and Commissioner Gonzales were in favor. Commissioner Harison abstained.

7. CORRESPONDENCE

None

8. REPORTS

A. Classified Employees Representative's Report
None

B. Board of Trustees Meeting Report
Director Arnoldus noted that there have been three Board Meetings since the Personnel

Commission met last. A consistent topic at all meetings has been program discontinuance and the budget. There was a special meeting held on January 10, 2012 in which five firms were interviewed regarding the search for successor Chancellor. The Board took action at their January 17th meeting to select Community College Search Services (CCSS) as the chosen firm. Commissioner King recalled that James Walker, Ed.D. Managing Partner for CCSS, was the Interim Chancellor for the District and noted that he was glad to see his firm was the one selected.

Director Arnoldus stated that the Board took action at their January 17th meeting on discontinuance of programs. He noted that it was on the agenda as one item but that each program was voted on individually. He stated that the Broadcasting Technology (Television) program at Oxnard College was not discontinued and has been granted a one-year examination period.

A brief discussion ensued between the Personnel Commissioners and Director Arnoldus regarding the state of the budget.

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included two open recruitments and three closed recruitments. The *Positions Filled and Pending Report* reflected nine positions filled and six pending selection.

D. Commissioners' Reports

Commissioner King reported that he heard a comment about reducing student enrollment at Moorpark College during a Simi Valley Youth Employment Advisory Board meeting. Director Arnoldus stated that Sue Johnson, Vice Chancellor of Business & Administrative Services, would be the best person to address the comment. A discussion ensued regarding the role of a community college.

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)

Director Arnoldus stated that the changes discussed during the last meeting were incorporated.

Commissioner Harison noted that these rules were deliberated on at length during the last meeting and she had no further comment. The other Commissioners concurred.

On motion by Commissioner Gonzales and seconded by Commissioner King, the Commissioners unanimously agreed to adopt the amended Personnel Commission Rules 192 - Permanent Employees and 193 - Rating Performance, and the establishment of Personnel Commission Rule 195 - Performance Evaluation Record.

11. TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION

From: Theater Technician

To: Performing Arts Center Technician

Matthew Escobedo, Human Resources Analyst II, stated that the existing classification specification had not been revised in fourteen years. The change was initiated by the college with the goal of better aligning the title with the job functions. Mr. Escobedo provided an overview of the proposed changes. Commissioner Harison inquired if there is a Performing Arts Center at Oxnard College. Mr. Escobedo replied in the affirmative and stated that it is new construction. Commissioner King noted that he has no questions or concerns with this proposal. A discussion ensued regarding the numerous and various duties from carpentry to basic clerical duties listed in this classification specification.

On motion by Commissioner Gonzales and seconded by Commissioner King, the title change of Theater Technician to Performing Arts Center Technician and revision of the classification specification were unanimously approved.

12. ABOLISHMENT OF UNUSED CLASSIFICATIONS

Painter

Welder

Director Arnoldus explained that we have other classifications that encompass the responsibilities of Painter and Welder. He noted it is typical in these trades to have a primary specialty but to be able to perform other trade work as well. Director Arnoldus stated that these two classifications have been on the books but are vacant. There is also a classification specification for locksmith but it is not vacant. Commissioner Gonzales noted that Maintenance Worker I would be at a general level whereas Maintenance Worker II/Welder would be at a journey level. Director Arnoldus replied in the affirmative and recommended that the Commission take action to abolish the classifications.

On motion by Commissioner King and seconded by Commissioner Gonzales, the abolishment of the classifications of Painter and Welder were unanimously approved.

13. RECLASSIFICATION OF POSITIONS

Director Arnoldus provided an overview of the basis for these studies. He stated that management at Ventura College specifically requested the study of three positions.

- A. Reclassification of a Matriculation Specialist I position occupied by Stephen Manriquez in the Matriculation and Assessment office at Ventura College

Director Arnoldus explained that the difference between the level one class concept and level two class concept for Matriculation Specialist is primarily outreach at local junior and senior high schools. He also noted that the Matriculation Specialist II works with a high level of autonomy. Director Arnoldus stated that a study of this position and incumbent was conducted in 2009 and that it was determined the incumbent was working out-of-class at that time. The decision made by management at that time was to reassign the higher-level duties and to leave the position classified as-is. The current study was initiated in the fall of 2011, and it was determined that the incumbent is still performing the higher-level duties affiliated with Matriculation Specialist II. Director Arnoldus noted that he does not have knowledge as to what extent the duties were reassigned when the position was studied in 2009. Mr. Arnoldus determined that Mr. Manriquez gradually accrued the duties associated with outreach over time. Director Arnoldus stated that Mr. Manriquez has been

in this position ten years or more with satisfactory or better reviews. A brief discussion ensued regarding the process of the 2009 study and the time elapsed between it and the current study. Director Arnoldus confirmed that management at Ventura College is in agreement with this reclassification.

On motion by Commissioner King and seconded by Commissioner Gonzales, the reclassification of Stephen Manriquez from Matriculation Specialist I to Matriculation Specialist II was unanimously approved.

B. Reclassification of a Clerical Assistant II position occupied by Angeles Rodriguez in the Matriculation and Assessment Office at Ventura College

Director Arnoldus stated that this position and incumbent was studied in 2006. He noted that in his meeting with the incumbent, she believes her job has not changed since 2006. Director Arnoldus stated that based on his review of her position, she should be reclassified to Clerical Assistant III. The primary reason is that the incumbent has the responsibility of monitoring and maintaining the budget with immediate direction coming from the dean. This responsibility requires critical thinking and analysis at the level of a Clerical Assistant III. The incumbent also provides clerical and secretarial support for the entire office. A brief discussion ensued regarding the 2006 study and the incumbents qualifications related to the Clerical Assistant III classification.

Director Arnoldus confirmed the Classification Review Committee (C.R.C.) reviewed the two reclassification recommendations on January 19, 2012. He noted there was not a representative from Oxnard College (O.C.) and that he informed Dan Casey of the need for a representative from O.C. Director Arnoldus provided a synopsis of the C.R.C. meeting that transpired earlier that day. Commissioner King noted that Director Arnoldus conducted the studies for these positions. Director Arnoldus confirmed and a discussion ensued regarding current projects in the Human Resources Department.

On motion by Commissioner Gonzales and seconded by Commissioner King, the reclassification of Angeles Rodriguez from Clerical Assistant II to Clerical Assistant III was unanimously approved.

14. SCHEDULE OF 2012 PERSONNEL COMMISSION MEETINGS

Director Arnoldus presented the 2012 Personnel Commission Meeting schedule. The meetings occur every third Thursday of each month. On motion by Commissioner King and seconded by Commissioner Gonzales, the 2012 Personnel Commission Meeting Schedule, with changes noted below was unanimously approved.

15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

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

Director Arnoldus stated that he will be unable to attend the Personnel Commission meeting scheduled for Thursday, February 16, 2012, at 6:00 p.m. and proposed moving it to Tuesday, February 21, 2012. The new date was unanimously approved.

Commissioner Gonzales stated he will be unable to attend the meeting on Thursday, July 19, 2012 and proposed moving the Personnel Commission meeting to Tuesday, July 17, 2012. The new date was tentatively approved and will be reviewed at the May meeting.

17. ADJOURNMENT

On motion by Commissioner Gonzales and seconded by Commissioner King, the meeting of the Personnel Commission adjourned at 7:29 p.m.

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