



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR MARCH 15, 2012

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

FOUR HUNDRED AND FORTY-FOUR

The four hundred and forty fourth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, March 15, 2012, at 6:00 p.m.

1. CALL TO ORDER

Commissioner Harison called the meeting to order at 6:02 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 Gonzales and seconded by Commissioner King, the minutes of the Tuesday, February 21, 2012 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

Mr. Arnoldus indicated a letter requesting a disciplinary appeal hearing was received on February 21, 2012. The item is on the agenda for closed session.

6. REPORTS

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

Director Arnoldus discussed the regular meeting of Tuesday, March 13, 2012. He discussed the presentation provided by Sue Johnson, Vice Chancellor of Business and Administrative Services, regarding the budget. Mr. Arnoldus also indicated that there were public comments regarding the closure of the college cafeterias and the corresponding impact to District personnel. A brief discussion ensued regarding the closure of the cafeterias.

C. Director's Report

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

positions filled and three pending selection. Commissioner King inquired about the report header "Number of Applicants," and asked if the number consists of those that pass or all who have applied. Director Arnoldus replied that it is everyone who has applied and noted that the number may increase for those positions that have a status of open. Commissioner Harison noted that the status for Community College Police Officer I is reopened. A discussion ensued regarding the difficulties associated with recruiting police officers and if there is any relationship to compensation.

D. Commissioners' Reports
None

7. OLD BUSINESS

None

8. RECLASSIFICATION OF POSITIONS

Reclassification of an Instructional Lab Technician II – Learning Resources (VCU463) position occupied by Cynthia Hulce in the Learning Resources Center at Ventura College

Matthew Escobedo, Human Resources Analyst II, stated that a request came from management to study various positions in the Learning Resources Center at Ventura College. Based on the information collected during the course of the study, HR staff determined that the subject position was not classified appropriately. Mr. Escobedo stated that the primary distinguishing characteristics between an Instructional Lab Technician I – Learning Resources and an Instructional Lab Technician II – Learning Resources is the responsibility for installing software packages in a networked environment and performing advanced troubleshooting for both software and hardware. He said that Ms. Hulce is not assigned or performing either of these functions. Consequently, the position should be reclassified to Instructional Lab Technician I – Learning Resources.

A discussion ensued between the Commissioners and Mr. Arnoldus regarding the impetus of the study, organizational structures at the other colleges, and the length of time during which the employee was working out-of-class.

On motion by Commissioner Gonzales and seconded by Commissioner King, the reclassification of the Instructional Lab Technician II – Learning Resources position occupied by Cynthia Hulce to the classification of Instructional Lab Technician I – Learning Resources was unanimously approved.

9. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

10. RECESS TO CLOSED SESSION

Closed session convened at 6:37 p.m.

A. Public Employee Discipline/Dismissal/Release (Pursuant to Government Code section 54957)
Consideration of Disciplinary Action Appeal Hearing for Employee #900000708

B. Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)
Title: Director of Employment Services/Personnel Commission

11. RECONVENE IN OPEN SESSION

Open session reconvened at 7:37 p.m.

With regard to Item 10A, Commissioner Harison indicated that the Commission would take action with

regard to this item in Item 12. Commissioner Harison stated that no action was taken in closed session with regard to item 10B.

12. SELECTION OF HEARING OFFICER FOR DISCIPLINARY ACTION APPEAL HEARING

Disciplinary Action Appeal Hearing for Employee # 900000708

The Commissioners reviewed and discussed the resumes of potential hearing officers provided by Mr. Arnoldus. On motion by Commissioner King and seconded by Commissioner Gonzales, the Personnel Commission requested that Mr. Arnoldus secure the services of a hearing officer in the following order: Mr. David Hart; if he is not available, Mr. Walter F. Daugherty; if he is not available, Mr. Joseph J. Woodford; if none of these individuals are available, then Mr. Arnoldus will bring this item back to the Personnel Commission. All Commissioners voted in favor of the motion.

13. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

On motion by Commissioner Gonzales and seconded by Commissioner King, the 6:00 p.m. time of the Thursday, March 29, 2012 meeting of the Personnel Commission was changed to 5:30 p.m. via unanimous approval.

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, March 29, 2012, at 5:30 p.m. The 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.

14. ADJOURNMENT

On motion by Commissioner Gonzales and seconded by Commissioner King, the meeting of the Personnel Commission adjourned at 7:48 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
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Ventura, CA 93001
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