



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR APRIL 19, 2012

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

FOUR HUNDRED AND FORTY-SIX

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

1. CALL TO ORDER

Commissioner Harison called the meeting to order at 6:00 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 Gonzales, the minutes of the Thursday, March 29, 2012 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employees Representative's Report

There were no reports. Director Arnoldus stated that he contacted the Classified Senate Presidents and invited them to attend the Personnel Commission meetings or to send something in writing. He will continue to reach out to them.

B. Board of Trustees Meeting Report

Director Arnoldus stated that the last Board of Trustees Meeting was held April 10th, and he noted the primary item of interest was the reduction and elimination of positions. He also stated that action was taken regarding a contract for employee health benefits consultant services and that Keenan will now be providing the service instead of Fickworth and Associates.

C. Director's Report

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

positions filled and two pending selection. He shared that there is likely to be an increase in recruitment activity in the future due to the retirement incentive and impacts of the action taken by the Board in April. He noted that the intent is to provide opportunity for employees who are being laid off to be considered for other employment with the District. A discussion of the Tucker decision ensued and the process the District follows as a result of it.

D. Commissioners' Reports
None

7. **OLD BUSINESS**
None

8. **REVISION OF CLASSIFICATION SPECIFICATION**
Tutorial Services Specialist I

Sophia Spiteri, Human Resources Analyst I, addressed the Personnel Commission. She stated that a request came from Ventura College to revise the classification specification for Tutorial Services Specialist I for the purpose of removing the references to supervising. She noted that she also updated the remainder of the classification specification including the minimum qualifications. A brief discussion ensued regarding the characteristics of supervisory positions and suggested changes to the specification.

On motion by Commissioner Gonzales and seconded by Commissioner King, the revision of the classification specification for Tutorial Services Specialist I, with one change as stated to the fourth representative duty, was unanimously approved.

9. **PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2012-2013**
Preliminary Review of Personnel Commission Budget for Fiscal Year 2012-2013

Director Arnoldus presented the preliminary budget for fiscal year 2012-2013. Director Arnoldus provided an overview of the fiscal year 2011-2012 expenditures and discussed various figures on the proposed budget for fiscal year 2012-2013. Director Arnoldus stated that the decrease in classified salaries is a result of the elimination of the Lead Employment Specialist position in the Human Resources Department that is partially funded with Personnel Commission funds. He also noted funds for conference attendance and staff travel have been eliminated. Director Arnoldus stated that he worked with Ms. Sue Johnson, Vice Chancellor, Business and Administrative Services, to develop the budget, and that she supports the proposed budget. A discussion ensued regarding the allocation of funds, unemployment insurance, and funds for staff development.

10. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**
None

11. **RECESS TO CLOSED SESSION**
None

12. **RECONVENE IN OPEN SESSION**
N/A

13. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is May 17, 2012, at 6:00 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.

On motion by Commissioner King and seconded by Commissioner Gonzales, a public hearing for the Personnel Commission budget for fiscal year 2012-2013 will occur at the May 17th meeting of the Personnel Commission.

14. ADJOURNMENT

On motion by Commissioner Gonzales and seconded by Commissioner King, the meeting of the Personnel Commission adjourned at 6:54 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