



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR MAY 17, 2012

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

FOUR HUNDRED AND FORTY-SEVEN

The four hundred and forty-seventh meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, May 17, 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, April 19, 2012 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employees Representative's Report

Maureen Rauchfuss, Classified Senate President of Moorpark College, provided a written report summarizing the college's classified employee activities for the month of May 2012. Ms. Rauchfuss was not in attendance.

B. Board of Trustees Meeting Report

Director Arnoldus stated that the last Board of Trustees Meeting was held May 8th, and that he was not present during public comments. He stated that Sue Johnson, Vice Chancellor of Business and Administrative Services, provided a report on the budget. Commissioner Gonzales inquired about the Chancellor recruitment. Director Arnoldus replied that it was not discussed at the Board meeting, but there are interviews being conducted May 17th and May 18th.

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included two open recruitments and twelve closed recruitments. The *Positions Filled and Pending Report* reflected two positions filled and four pending selection. He noted that there are some recruitments on the horizon that are not reflected on this report.

D. Commissioners' Reports

Commissioner King stated that he spoke with Dr. Pam Eddinger, President of Moorpark College, regarding the possibility of donating their monthly meeting stipend to the foundation at Moorpark College for staff development purposes.

Commissioner Harison noted the Personnel Commission page on the District website needed to be updated to reflect her status as Chair and Commissioner King's status as retired. Director Arnoldus confirmed that the updates have been made.

7. OLD BUSINESS

Disciplinary Appeal Hearing for Employee #900000708

Director Arnoldus stated that the former employee rescinded his request for a disciplinary appeal hearing; consequently, the hearing was cancelled.

8. TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION

Instructional Lab Technician II – Physical Sciences

Matthew Escobedo, Human Resources Analyst II, addressed the Personnel Commission and discussed the proposed changes to the classification specification. Mr. Escobedo indicated that there are two anticipated vacancies in the classification.

A discussion ensued regarding the minimum qualifications and other components of the classification specification. This included a discussion concerning the requirement for a California Driver License and whether these individuals will be required to drive vehicles requiring a Class B license. Director Arnoldus said he would look into the issue and make the appropriate changes to the specification if necessary and bring the changes back to the Commission for approval. A discussion also ensued about driving record standards. Director Arnoldus stated that he will discuss this subject with Patricia Parham, Vice Chancellor of Human Resources and report back to the Personnel Commission.

On motion by Commissioner Gonzales and seconded by Commissioner King, the revision of the classification specification and title change from Instructional Lab Technician II – Physical Sciences to Instructional Lab Technician II – Physical and Applied Sciences was unanimously approved with the provision that Director Arnoldus review the driver license requirement and report back to the Commission if a change to the specification is warranted.

9. PUBLIC HEARING OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2012-2013

There were no comments or questions from the public.

10. ADOPTION OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2012-2013

Director Arnoldus stated that he spoke to Sue Johnson, Vice Chancellor, Business and Administrative Services, regarding the Commission's interest in reallocating their monthly meeting stipend to support staff development. Per Director Arnoldus, Ms. Johnson said it was likely possible, and she supported the idea. Director Arnoldus indicated that Ms. Johnson would look into the issue and advise the Commission as to the best manner by which to accomplish the Commission's request. Mr. Arnoldus

said he would report back to the Commission in June regarding this issue.

Director Arnoldus stated that there have been no changes to the proposed Fiscal Year 2012-2013 Personnel Commission Budget since the last meeting. Commissioner King stated that he had extensive discussion with District staff pertaining to SU1 and how the budget is developed.

On motion by Commissioner King and seconded by Commissioner Gonzales, the adoption of the Personnel Commission budget for fiscal year 2012-2013 was unanimously approved with the provision of the option to reclassify Commission members' stipend if possible to 5211 Conference Staff/Travel for fiscal year 2012-2013.

11. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

12. RECESS TO CLOSED SESSION

None

13. RECONVENE IN OPEN SESSION

N/A

14. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is June 21, 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.

Commissioner King noted that the meeting held March 29, 2012, began at 5:30 p.m., and that the public in attendance agreed the 5:30 p.m. start time is better than 6:00 p.m.

On motion from Commissioner Gonzales and seconded by Commissioner King, the Commissioners unanimously approved the change of time for future Personnel Commission meetings to begin at 5:30 p.m.

15. ADJOURNMENT

On motion by Commissioner Gonzales and seconded by Commissioner King, the meeting of the Personnel Commission adjourned at 6:48 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
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
(805) 652-5521