



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR JUNE 21, 2012

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

FOUR HUNDRED AND FORTY-EIGHT

The four hundred and forty-eighth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, June 21, 2012, at 5:30 p.m.

1. CALL TO ORDER

Commissioner Harison called the meeting to order at 5:35 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

Commissioner Harison requested a motion to reorder the agenda, moving up item number eleven, "Recess to Closed Session" to follow item number four, "Minutes." On motion by Commissioner Gonzales and seconded by Commissioner King, the change to the order of the agenda, moving up item number eleven to follow item number four, was unanimously approved.

4. MINUTES

On motion by Commissioner Gonzales and seconded by Commissioner King, the minutes of the Thursday, May 17, 2012 meeting of the Personnel Commission were unanimously approved.

5. RECESS TO CLOSED SESSION

Existing Litigation (Gov. Code 54956.9 subd. (a)); Larry Guevara v. Ventura County Community College District, et al.; Ventura County Superior Court Case No. 56-2007-00285673-CU-WM-VTA

Closed session convened at 5:36 p.m.

6. RECONVENE IN OPEN SESSION

Open session reconvened at 5:48 p.m.

Commissioner Harison stated that it was moved by Commissioner Gonzales, seconded by Commissioner King, and carried on a three-zero vote, that the Personnel Commission of the Ventura County College District approve the proposed Settlement Agreement and General Release in connection with the case entitled Larry Guevara v. Ventura County Community College District, et al.; Ventura County Superior Court Case No. 56-2007-00285673-CU-WM-VTA.

7. CORRESPONDENCE

None

8. REPORTS

A. Classified Employees Representative's Report

Peder Nielsen, Classified Senate President of Ventura College, provided a written report summarizing the college's classified employee activities for the month of June 2012. Mr. Nielsen was not in attendance.

B. Board of Trustees Meeting Report

Mr. Arnoldus recapped various items that were discussed at the June 19, 2012 Board of Trustees meeting. Patricia Parham, Vice Chancellor, Human Resources, was present in the audience and provided an update with regard to the budget, accreditation, and the selection of the new Chancellor.

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included six open recruitments and one closed recruitment. The *Positions Filled and Pending Report* reflected sixteen positions filled and ten pending selection.

A brief discussion ensued regarding the classification of Foster Care Project Specialist.

D. Commissioners' Reports

None

9. OLD BUSINESS

Donation of Commissioners' meeting stipend for staff development purposes

Director Arnoldus shared a discussion he had with Sue Johnson, Vice Chancellor, Business and Administrative Services, regarding the donation of Commissioners' meeting stipend for staff development purposes. A dialogue ensued about the logistics and various methods for executing this goal. The conclusion was made to discuss this item at the next Personnel Commission meeting when Ms. Johnson is present.

10. ESTABLISHMENT OF A NEW CLASSIFICATION AND PROPOSED SALARY RANGE

Office Assistant (Seasonal)

Classified Salary Schedule #200 (\$34,548-\$50,458/annual)

Director Arnoldus stated that a request came from Oxnard College to establish an Office Assistant (Seasonal) classification. He stated that while the proposed classification is similar to the existing classification of Office Assistant with regard to representative duties, it is different in that employees in the proposed classification will perform the duties on a seasonal basis. The salary recommendation was based on internal alignment.

A brief discussion ensued regarding the rationale behind creating a separate classification for a seasonal positions.

On motion by Commissioner Gonzales and seconded by Commissioner King, the establishment of

the classification of Office Assistant (Seasonal) at the proposed salary range was unanimously approved.

11. REVISION OF A CLASSIFICATION SPECIFICATION
Instructional Lab Technician II – Physical and Applied Sciences

Director Arnoldus summarized the discussion that occurred at the last Personnel Commission meeting pertaining to the elimination of the requirement of the Class B driver license. Director Arnoldus stated that he confirmed that employees in the classification will not drive students in vehicles requiring the possession of a Class B license. He also indicated that he modified the language to indicate that employees in the classification will accompany rather than transport students. The revised language is more representative of the actual assigned responsibilities.

On motion by Commissioner King and seconded by Commissioner Gonzales, the revised classification specification for Instructional Lab Technician II – Physical and Applied Sciences was unanimously approved.

12. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

Helen Nielsen, an employee in the Accounts Payable department at the District Administrative Center, spoke as a member of the community and not as an employee of the District. Ms. Nielsen commented on the incoming Chancellor, Dr. Jamillah Moore.

13. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is July 17, 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 6:31 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