



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR JULY 17, 2012

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

FOUR HUNDRED AND FORTY-NINE

The four hundred and forty-ninth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, July 17, 2012, at 5:30 p.m.

1. CALL TO ORDER

Commissioner Harison called the meeting to order at 5:30 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, June 21, 2012 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. OLD BUSINESS

Donation of Commissioners' meeting stipend for staff development purposes

Sue Johnson, Interim Chancellor, spoke about the options available to the Commissioners in order to facilitate their desire to donate their stipend for staff development purposes. The Commissioners decided to consider the options Ms. Johnson presented and make a decision at a later date.

7. REPORTS

A. Budget Presentation

Ms. Johnson, speaking in her role as Vice Chancellor, Business and Administrative Services, provided a presentation to the Personnel Commissioners regarding the District's budget.

B. Classified Employees Representative's Report

None

C. Board of Trustees Meeting Report

Mr. Arnoldus recapped various items that were discussed at the July 10, 2012 Board of Trustees meeting.

D. Director's Report

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

E. Commissioners' Reports

None

8. **REVISION OF CLASSIFICATION SPECIFICATION**

Instructional Lab Technician I - Photography

Sophia Spiteri, Human Resources Analyst I, stated that Moorpark College requested the classification specification be revised prior to conducting a recruitment for their vacant position. She noted that the changes are necessary due to advances in technology. A discussion ensued between the Commissioners and Ms. Spiteri regarding the proposed changes.

On motion by Commissioner Gonzales and seconded by Commissioner King, the revised classification specification for Instructional Lab Technician I – Photography was unanimously approved.

9. **ABOLISHMENT OF UNUSED CLASSIFICATIONS**

Clerical Assistant I
Clerical Assistant I (Seasonal)
Clerical Assistant II
Clerical Assistant II (Seasonal)
Clerical Assistant III
Administrative Assistant I
Administrative Assistant I (Seasonal)
Administrative Assistant II
Administrative Assistant III
Administrative Assistant IV
Food Services Worker
Food Services Operations Specialist
Lead Employment Specialist
Instructional Lab Technician II/Electronics
Operations Supervisor
Supervisor of Accounting
Director of Technology Support Services

Director Arnoldus stated that there are no positions assigned to these classifications, and there is no foreseeable need for these classifications in the future. Consequently, the classifications were recommended for abolishment.

On motion from Commissioner Gonzales and seconded by Commissioner King, the Commissioners unanimously agreed to approve the abolishment of the seventeen unused classifications.

10. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

11. RECESS TO CLOSED SESSION

Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)

Title: Director of Employment Services/Personnel Commission

Closed session convened at 6:42 p.m.

12. RECONVENE IN OPEN SESSION

Open session reconvened at 7:10 p.m.

Commissioner Harison stated that was no action taken in closed session.

13. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is August 16, 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 King and seconded by Commissioner Gonzales, the meeting of the Personnel Commission adjourned at 7:11 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