



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR AUGUST 16, 2012

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

FOUR HUNDRED AND FIFTY

The four hundred and fiftieth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, August 16, 2012, at 5:30 p.m.

1. CALL TO ORDER

Commissioner Harison called the meeting to order at 5:31 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, July 17, 2012 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. OLD BUSINESS

None

7. REPORTS

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

Mr. Arnoldus recapped various items that were discussed at the August 14, 2012 Board of Trustees meeting.

C. Director's Report

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

D. Commissioners' Reports
None

8. ESTABLISHMENT OF A NEW CLASSIFICATION AND PROPOSED SALARY RANGE

Grant Director - Title V Grant

Management Salary Schedule #105 (\$77,445-\$103,780/annual)

Matthew Escobedo, Human Resources Analyst II, stated that Ventura College has been awarded a Title V grant. The establishment of this classification is necessary for the college to administer this program. He also stated that the salary recommendation was based on internal alignment with the existing classification of Grant Director - STEM Grant. He noted that he also investigated the external market and the proposed salary is both appropriate and competitive. Mr. Escobedo fielded questions from the Commissioners' regarding the duration of the grant and other details related to the awarding of the grant. A discussion ensued about the various duties listed in the classification specification.

On motion by Commissioner Gonzales and seconded by Commissioner King, the establishment of the classification of Grant Director – Title V Grant at the proposed salary range was unanimously approved, with one correction noted to the classification specification.

9. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

10. 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 5:49 p.m.

11. RECONVENE IN OPEN SESSION

Open session reconvened at 7:06 p.m.

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

12. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is September 20, 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.

13. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Gonzales, the meeting of the Personnel Commission adjourned at 7:07 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