



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR SEPTEMBER 20, 2012

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

FOUR HUNDRED AND FIFTY-ONE

The four hundred and fifty first meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, September 20, 2012, at 5:30 p.m.

1. CALL TO ORDER

Commissioner Harison called the meeting to order at 5:32 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, August 16, 2012 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. OLD BUSINESS

Donation of Commissioners' meeting stipend for staff development purposes

Director Arnoldus recapped prior discussion regarding the donation of the Commissioners' meeting stipends to be used for staff development purposes. He stated that at this time there is sufficient funding for staff development. The Commissioners were pleased to hear that there is enough funding for this fiscal year and wished to thank Sue Johnson, Vice Chancellor of Business and Administrative Services, for her service. They wanted it noted for the record that their offer will be on the table for next year.

7. REPORTS

- A. Classified Employees Representative's Report
None

B. Board of Trustees Meeting Report

Mr. Arnoldus turned the meeting to Patricia Parham, Vice Chancellor of Human Resources. Ms. Parham recapped various items that were discussed at the September 11, 2012 Board of Trustees meeting.

C. Director's Report

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

D. Commissioners' Reports

Commissioner Harison reported that she will be presented with a "Distinguished Personnel Commissioner" award from the California School Personnel Commissioners Association (CSPCA) to recognize her fifteen years of service. The award will be presented to her at the business luncheon of the CSPCA annual conference on February 23, 2013.

8. **DISCUSSION OF PERSONNEL COMMISSIONER SELECTION PROCESS**

Joint appointment of Personnel Commission for 2013 – 2015

Chair Harison announced Commissioner Gonzales' term will end December 2, 2012. Chair Harison indicated that she and Commissioner King have the choice to reappoint Commissioner Gonzales for the 2013-2015 term or conduct a recruitment. Both Chair Harison and Commissioner King expressed their desire to reappoint Commissioner Gonzales, and Commissioner Gonzales said he was interested in serving another term. The reappointment of Commissioner Gonzales for the 2013-2015 term will be placed on the October 18, 2012 Personnel Commission meeting agenda for approval.

9. **REVISION OF CLASSIFICATION SPECIFICATIONS**

- A. Senior Programmer Analyst
- B. Systems Administrator

Matthew Escobedo, Human Resources Analyst II, stated that they had recently conducted two recruitments for Senior Programmer Analyst, and they have not been able to fill the position. He explained that some candidates who possess highly relevant and applicable experience could not be considered because they lacked the five or more years of experience required per the minimum qualifications. Mr. Escobedo stated that the recommendation to lower the experience requirement for both classifications was based on feedback from the Information Technology Department and a review of practices at other California community college districts. He noted that of the districts surveyed, none of them required more than four years of experience, and the average was three years of experience.

Mr. Escobedo fielded questions from the Commissioners' regarding the proposed changes and salary. A discussion also ensued regarding the recruitment process.

On motion by Commissioner King and seconded by Commissioner Gonzales, the revised classification specifications for Senior Programmer Analyst and Systems Administrator were unanimously approved.

10. **APPROVAL OF PERSONNEL COMMISSION ANNUAL REPORT**

2011 - 2012 Personnel Commission Report

Director Arnoldus presented the 2011-2012 Personnel Commission Annual Report and discussed the data provided in the report.

Commissioner Harison had one request for a change to the wording regarding the description of the geographical location of the District. Mr. Arnoldus confirmed the language would be revised.

On motion by Commissioner Gonzales and seconded by Commissioner King, the 2011-2012 Personnel Commission Annual Report was unanimously approved with one change noted.

11. DESIGNATION OF CONTINUOUS EXAMINATION

- A. Business Office Assistant I
- B. Business Office Assistant I (Seasonal)
- C. Office Assistant

Mr. Arnoldus stated that the Education Code provides for the continuous examination of eligible applicants for the purpose of ensuring the associated eligibility lists contain eligible candidates who are ready and willing to accept employment with the District. Continuous examination procedures provide for an examination to be conducted when a current eligibility list is not exhausted or expired. Mr. Arnoldus stated that this item is being presented to the Commission for approval so that there is public notice of the intent to implement continuous examination procedures for these classifications. These procedures will help ensure the eligibility lists contain candidates who are ready and willing to accept employment with the District. Mr. Arnoldus stated that he intends to conduct exams for these classifications every three to six months or as needs dictate.

A brief discussion ensued regarding the logistics associated with conducting continuous examinations.

On motion by Commissioner Gonzales and seconded by Commissioner King, the designation of continuous examinations for Business Office Assistant I, Business Office Assistant I (Seasonal), and Office Assistant was unanimously approved.

12. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

13. 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 6:08 p.m.

14. RECONVENE IN OPEN SESSION

Open session reconvened at 7:06 p.m.

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

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is October 18, 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.

16. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Gonzales, the meeting of the Personnel Commission adjourned at 7:06 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