



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR MARCH 21, 2013

5:30 p.m.

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

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**
4. **MINUTES**
Personnel Commission Meeting of February 21, 2013
5. **CORRESPONDENCE**
None
6. **OLD BUSINESS**
None
7. **REPORTS**
 - A. Classified Employees Representative's Report
 - B. Board of Trustees Meeting Report
 - C. Director's Report
 - Current Recruitments Report
 - Positions Filled & Pending Report
 - D. Commissioners' Reports
8. **REVISION OF CLASSIFICATION SPECIFICATIONS**
 - A. College Fiscal Services Supervisor
 - B. Custodian
 - C. Instructional Lab Technician II – Physical and Applied Sciences
 - D. Vice President, Business Services
9. **TITLE CHANGE AND REVISION OF A CLASSIFICATION SPECIFICATION**
From: Accounting Technician I – Accounts Payable
To: Accounts Payable Technician

- 10. RESCISSION OF ACTION TO RECLASSIFY A POSITION**
Action taken by the Personnel Commission on February 21, 2013
Employee: Susan Royer, College Bookstore Manager
- 11. ABOLISHMENT OF UNUSED CLASSIFICATIONS**
College Bookstore and Cashiering Supervisor
Supervisor of Student Business Office/Fiscal Services
- 12. REALLOCATION OF SALARY**
College Fiscal Services Supervisor
- 13. RECESS TO CLOSED SESSION**
Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)
Title: Director of Employment Services/Personnel Commission
- 14. RECONVENE IN OPEN SESSION**
- 15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**
- 16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**
The date and time of the next regularly scheduled meeting of the Personnel Commission is April 18, 2013, 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.
- 17. ADJOURNMENT**

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 the District Administrative Center located at 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 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