



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR FEBRUARY 21, 2013

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

FOUR HUNDRED AND FIFTY-FOUR

The four hundred and fifty fourth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, February 21, 2013, at 5:30 p.m.

1. CALL TO ORDER

Commissioner King called the meeting to order at 5:37 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

Commissioner King inquired as to the result of the wording in the classification specification for Research Analyst that referenced "scannable document design." Mr. Arnoldus replied that it had been redacted.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the minutes of the Thursday, December 13, 2012 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. OLD BUSINESS

None

7. RECOGNITION OF SERVICE

Patricia Parham, Vice Chancellor, Human Resources

Commissioner King requested to reorder the agenda, bypassing item number seven until Ms. Parham's arrival. All Commissioners were in support of the change. The item was discussed after Item 8B.

Commissioner King presented Ms. Parham with a plaque, and all three Commissioner's thanked

her for her years of service to the Commission. Ms. Parham thanked the Commissioner's for their support.

8. REPORTS

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

Mr. Arnoldus recapped various items that were discussed at the January 22, 2013 and February 13, 2013 Board of Trustees meetings.

Commissioner King noted for the record the arrival of Ms. Parham.

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included one open recruitment and four closed recruitments. The *Positions Filled and Pending Report* reflected eleven positions filled and seven 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. Commissioner King and Commissioner Gonzales offered their congratulations.

9. RECLASSIFICATION OF A POSITION

Location: Ventura College
Employee: Susan Royer
From: College Bookstore and Cashiering Supervisor
To: College Bookstore Manager

Matthew Escobedo, Human Resources Analyst II, stated that in April of 2010, the Vice President, Business Services at Ventura College assigned responsibility for supervising the Student Business Office to the College Bookstore Manager. As a result of the change in assigned duties, the position was subsequently reclassified to College Bookstore and Cashiering Supervisor. Recent organizational changes resulted in these duties being assigned to the Bursar with no direct or indirect oversight of the operation being provided by the College Bookstore and Cashiering Supervisor. Consequently, Mr. Escobedo recommended that the position be reclassified back to the classification of College Bookstore Manager. A brief discussion ensued regarding responsibilities related to contracted food service and vending machines,

Commissioner King noted the minimum qualifications for the two classifications were different and asked if the incumbent met the minimum qualifications for College Bookstore Manager. Mr. Arnoldus stated that the incumbent had been previously employed in the classification of College Bookstore Manager and that she would be grandfather in if it was the case that the qualifications were changed after she was hired thereby resulting in her not meeting current minimum qualifications.

Commissioner King inquired if the supervisor position were at all three colleges. Mr. Arnoldus replied the College Bookstore and Cashiering Supervisor position is unique to Ventura College.

Commissioner King noted there were no changes made to the College Bookstore Manager classification specification. Mr. Arnoldus confirmed that there were no changes to the classification specification and added that it was reviewed by Ms. Royer and Mr. Keebler, Vice President, Business Services, both of whom agreed it was representative of the duties performed. Commissioner King noted that the salary is the same for both classifications.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the reclassification of the position College Bookstore and Cashiering Supervisor to College Bookstore Manager was unanimously approved.

10. ESTABLISHMENT OF A NEW CLASSIFICATION

Performing Arts Center Technician I (Classified Salary Schedule #230: \$3,386-\$4,681/month)

Mr. Escobedo proposed the establishment of a new classification to perform technical support for a variety of events at a performing arts center. This proposed establishment was in response to a request for a new position at Ventura College for which there was no existing classification. Mr. Escobedo explained that the establishment of the proposed classification creates a classification series in which the proposed classification would be the lower class in the series. He also explained that a title change of the higher classification in the series was presented in conjunction with this agenda item. Mr. Escobedo discussed the salary recommendation which was based on internal alignment and parity with the external market. The Commissioners posed several questions regarding the existing classification structure as well as staffing patterns at each college. Commissioner King also noted the new approach to the minimum qualifications. Mr. Escobedo addressed the questions, including an explanation of the various advantages of adopting a new approach for presenting minimum qualifications.

Commissioner King noted that exposure to asbestos is listed on both classification specifications as a potential hazard. A discussion ensued regarding the origin and appropriateness of such language.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the proposed classification specification for Performing Arts Technician I at Salary Schedule level 230 with one amendment regarding the removal of the term asbestos was unanimously approved.

11. TITLE CHANGE AND REVISION OF A CLASSIFICATION SPECIFICATION

From: Performing Arts Center Technician

To: Performing Arts Center Technician II

Mr. Escobedo stated that the recommendation was being presented in conjunction with the establishment of the proposed classification of Performing Arts Center Technician I. Mr. Escobedo explained that the subject classification specification was the second-level classification within the Performing Arts Center Technician classification series given the establishment of Performing Arts Center Technician I. Therefore, a title change was required to reflect the level of the subject classification within the series.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the title change and revised classification specification for Performing Arts Center Technician II with one amendment regarding the removal of the term asbestos was unanimously approved.

12. RECESS TO CLOSED SESSION

None

13. RECONVENE IN OPEN SESSION

N/A

14. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is March 21, 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.

16. ADJOURNMENT

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the meeting of the Personnel Commission adjourned at 6:27 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