



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR APRIL 18, 2013

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

**FOUR HUNDRED AND
FIFTY-SIX**

The four hundred and fifty sixth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, April 18, 2013, at 5:30 p.m.

1. CALL TO ORDER

Commissioner King 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 Gonzales and seconded by Commissioner Harison, the minutes of the Thursday, March 21, 2013 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. OLD BUSINESS

None

7. REPORTS

A. Classified Employees Representative's Report

Peder Nielsen, Classified Senate President of Ventura College, attended the meeting and provided an update on senate activities. He expressed his gratitude to the Commissioners for their service. Commissioner King thanked Mr. Nielsen for his attendance and for the work performed by the Classified Senate.

B. Board of Trustees Meeting Report

Mr. Arnoldus stated that he did not attend the April 9, 2013 Board of Trustees meeting.

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included six open recruitments and three closed recruitments. The *Positions Filled and Pending Report* reflected

six positions filled and three pending selection. A brief discussion ensued regarding pending recruitments.

D. Commissioners' Reports
None

8. **REVISION OF CLASSIFICATION SPECIFICATIONS**

Admission and Records Technician

Matthew Escobedo, Human Resources Analyst II, stated that due to an upcoming recruitment, he met with the department to discuss the minimum qualifications for the classification. During the process it became evident that the classification specification needed updating to clearly articulate the representative duties of the classification. He stated that in collaboration with the Registrars from all three colleges, the classification specification underwent significant revision. Mr. Escobedo discussed the rationale for the proposed changes. Mr. Escobedo also noted that Susan Bricker, Registrar for Ventura College was in attendance.

Commissioner King stated that he was very impressed with how clean and precise the language was. A few minor changes were noted.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the revised classification specification for Admission and Records Technician was unanimously approved.

9. **TITLE CHANGE AND REVISION OF A CLASSIFICATION SPECIFICATION**

A. From: Network Engineer To: Network Administrator

Mr. Escobedo stated that the proposed title change and classification specification revision are more reflective of what is common in the industry and the duties assigned to position. He also stated that a survey was conducted regarding the minimum qualifications, and that the results of such survey revealed that our current requirements were higher than what is required at other districts. After discussing the minimum qualifications with the hiring authority, it was decided that the minimum qualifications should be lowered. Mr. Escobedo noted that Dave Fuhrmann, Associate Vice Chancellor, Information Technology was in attendance.

Commissioner Gonzales inquired about the salary. Mr. Escobedo replied that there would be no change to salary. Commissioner King noted the frequency of revisions needed for the technology-related classifications.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the title change and revised classification specification for Network Administrator was unanimously approved.

B. From: Telecommunications Engineer To: Telecommunications Administrator

Mr. Escobedo stated that the proposed title change and classification specification revisions were needed for many of the same reasons presented previously (see Item 9A above). The duties had been reworded to be more reflective of the position. In addition, the minimum qualifications were revised, and the antiquated licensure requirements were removed. Commissioner King directed a question to Mr. Fuhrmann regarding the difference between a Network Administrator and a Telecommunications Administrator. Mr. Fuhrmann discussed the differences, and he noted that given the direction technology is headed, he could foresee that these two classifications will eventually merge into one.

A brief discussion ensued regarding the term *engineer*. Commissioner King inquired if Mr. Fuhrmann was comfortable lowering the minimum qualifications. Mr. Fuhrmann replied in the

affirmative and added that it would improve recruitment. He noted that the biggest challenge he faces is with regard to step placement. He stated that lowering the experience from 5 years to 3 years is appropriate given the rapid change in technology. Commissioner Gonzales inquired about the location and supervision of the position. Mr. Fuhrmann replied that he is the direct supervisor, and that the positions are assigned to the District Administrative Center but travel to all three campuses.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the title change and revised classification specification for Telecommunications Administrator was unanimously approved.

10. PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2013-2014
Preliminary Review of Personnel Commission Budget for Fiscal Year 2013-2014

Director Arnoldus presented the preliminary budget for fiscal year 2013-2014. Mr. Arnoldus explained that the majority of the increase in budget was due to updated management estimates of the relative amount of time spent by shared staff performing duties in support of the classified service that fall under the purview of the Personnel Commission. A brief discussion ensued regarding legal expenses and professional development. Commissioner King requested more information with regard to SUI. Mr. Arnoldus said he would obtain the information and provide it to the Commission. Mr. Arnoldus also stated that a notice will be sent to the Board of Trustees informing them a public hearing will be held regarding the budget.

Director Arnoldus stated that he worked with Ms. Sue Johnson, Vice Chancellor, Business and Administrative Services, to develop the budget, and that she supports the proposed budget.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, to set the date for the public hearing as May 16, 2013, was unanimously approved.

11. CUSTOMER SATISFACTION SURVEY

Mr. Escobedo stated that a survey was developed and administered to all hiring supervisors who filled a position over the last 2 years in order to identify strengths and potential areas for improvement. He reviewed the results of the survey with the Commission and noted a high percentage of satisfaction with the candidates placed on eligibility lists and communication throughout the process. Mr. Escobedo also discussed areas for improvement that were identified by the survey, including a need to strengthen recruitment efforts. A discussion ensued regarding the survey results. Director Arnoldus noted that there are not sufficient resources allowing for effective recruitment campaigns.

Commissioner King noted that the results of the survey reflect well on Mr. Arnoldus and staff. He stated that he appreciated all the work performed by this department.

12. ABOLISHMENT OF UNUSED CLASSIFICATIONS
Scholarship Technician

Mr. Escobedo stated that there are no positions assigned to this classification, and there is no foreseeable need for this classification in the future. Consequently, the classification was recommended for abolishment.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the abolishment of the classification of Scholarship Technician was unanimously approved.

13. RECESS TO CLOSED SESSION

None

14. RECONVENE IN OPEN SESSION

N/A

15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

Mr. Nielsen expressed gratitude to the Commission for the work that they do. He stated he has been with the District for thirty years as a classified employee and has witnessed the merit system in action. He declared that it works and he stated his appreciation for all the effort put forth by the Commissioners. A brief discussion ensued regarding the perception of the Personnel Commission. Commissioner Gonzales stated to Mr. Nielsen that the Commissioners are willing to attend events to discuss the role of the Commission.

16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is May 16, 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.

Commissioner Harison stated she may have a conflict on the date of the regularly scheduled meeting in July. It was agreed to add an item to the next agenda to revise the calendar.

17. ADJOURNMENT

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the meeting of the Personnel Commission adjourned at 6:55 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