



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR MAY 16, 2013

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

FOUR HUNDRED AND FIFTY-SEVEN

The four hundred and fifty seventh meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, May 16, 2013, at 5:30 p.m.

1. CALL TO ORDER

Commissioner King called the meeting to order at 5:30 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 Harison and seconded by Commissioner Gonzales, the minutes of the Thursday, April 18, 2013 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

Commissioner King noted that a letter was sent to the Board of Trustees which provided notice of the public hearing scheduled for the Personnel Commission budget.

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.

B. Board of Trustees Meeting Report

Mr. Arnoldus stated that he did not attend the May 14, 2013 Board of Trustees meeting.

Commissioner Gonzales attended the May 16, 2013 special meeting of the Board of Trustees that was held immediately prior to the Personnel Commission meeting. He noted that the Board came out of closed session and announced that Mr. Gillespie was selected as the next President of Ventura College.

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included two open recruitments and six closed recruitments. The *Positions Filled and Pending Report* reflected two positions filled and five pending selection. A brief discussion ensued regarding pending recruitments.

D. Commissioners' Reports

None

8. **PUBLIC HEARING OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2013-2014**

There were no comments or questions from the public. A brief discussion ensued amongst the Commissioners, after which Commissioner King closed the public hearing.

9. **ADOPTION OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2013-2014**

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the adoption of the Personnel Commission budget for fiscal year 2013-2014 was unanimously approved.

10. **AMENDMENT OF PERSONNEL COMMISSION RULES**

Personnel Commission Rule 292 – Initial Appointment

Personnel Commission Rule 293 – Salary Step Advancements within Class for Regular Employees and Restricted Employees

Director Arnoldus discussed the rationale for proposed amendment to PC Rule 292 and 293. This included a discussion of common practices at other similar organizations. Director Arnoldus mentioned that the proposed amendments were discussed with the Vice Chancellor, Business and Administrative Services and the Interim Vice Chancellor, Human Resources, who were both in support of the changes. During the discussion, Director Arnoldus stated that salary placement would remain at his discretion.

Commissioner Harison referenced the stricken paragraph on page 2 of the proposal above section 292.2 titled "Classified Management Employees." She stated that she would like the last sentence of that paragraph to remain. Director Arnoldus conceded that it would be clarifying language and agreed to keep it in.

Commissioner Gonzales inquired as to whether agreement from the hiring authority was required for the higher step placement. Director Arnoldus replied in the affirmative. Commissioner King expressed concern regarding the unintended consequences this amendment may have on morale, productivity, retention and internal equity. After a discussion between the Commissioners and Director Arnoldus regarding these issues, the Commissioners concurred that the proposed language that allowed consideration of current salary be removed. Other minor changes were also agreed to.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the Commissioners unanimously agreed to adopt the amended language for Personnel Commission Rule 292 with the changes that were agreed upon.

A discussion followed regarding the movement of 292.3 Restricted Classified Employees to 293.5 under Salary Step Advancements within Class for Regular and Restricted Employees.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the Commissioners unanimously agreed to move "Restricted Classified Employees" from 292.3 to 293.5.

11. APPROVAL OF A CLASSIFICATION SPECIFICATION
Vice Chancellor, Business and Administrative Services

Director Arnoldus presented the classification specification to the Commission for approval. Commissioner King inquired as to whether the classification specification was reviewed by the Chancellor. Mr. Arnoldus replied in the affirmative and added that it had also been reviewed by the current incumbent. A discussion ensued regarding the history of the classification specification, the length of service of the current incumbent, and the organizational structure of the District office.

Commissioner King inquired if this position was responsible for financial reporting. Mr. Arnoldus replied in the affirmative. After a brief discussion, the Commissioners requested that Director Arnoldus add the words "financial and" before "state reporting" in the first representative duty. Commissioner King also noted that the second representative duty on page two should have the word "assigned" moved prior to the word "administrators" rather than "staff." Director Arnoldus agreed to make both changes. A brief discussion transpired regarding the proposed education and experience language.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the classification specification for Vice Chancellor, Business and Administrative Services, with the aforementioned changes, was unanimously approved.

12. RECESS TO CLOSED SESSION
None

13. RECONVENE IN OPEN SESSION
N/A

14. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

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

A discussion ensued regarding rescheduling the July Personnel Commission Meeting.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the date of the July Personnel Commission Meeting from July 18 to July 11 was unanimously approved.

16. ADJOURNMENT

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the meeting of the Personnel Commission adjourned at 7:13 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