



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR JULY 15, 2010

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

#### **FOUR HUNDRED TWENTY SEVENTH**

The four hundred and twenty-seventh meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, July 15, 2010 at 7:00 p.m.

#### **ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION**

##### **1. CALL TO ORDER**

Commissioner King called the meeting to order at 7:00 pm.

##### **2. ROLL CALL**

In attendance were Commissioners Barbara Harison, James King, and David Gonzales. 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 King, the minutes of the May 20, 2010 meeting of the Personnel Commission were unanimously approved.

##### **5. CORRESPONDENCE**

None

##### **6. REPORTS**

###### **A. Classified Employees Representative's Report**

A written report was provided by Barbara Cogert, Classified Senate President of Ventura College. Barbara Cogert was not in attendance. Commissioner King discussed his intent to send



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a letter thanking Barbara Cogert for her diligence in communicating with the Commission with a request to add the Commissioners to the Ventura College Classified Senate's distribution list.

### B. Board of Trustees Meeting Report

Director Arnoldus provided a summary of the Board of Trustee's meeting held on May 20, 2010. Highlights included an overview of BoardDocs, an electronic web-based program recently implemented which will improve efficiency, reduce paper, and has the ability to show live voting during the Board meetings. The Ventura County Community College District's Masterplan was also discussed, and Director Arnoldus provided a copy of the plan to the Commissioners.

### C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included 2 open recruitments and 1 closed recruitment. The *Positions Filled and Pending Report* reflected 5 positions filled and 4 pending selection.

### D. Commissioner's Report

Barbara attended Ventura College Foundation's fireworks event and enjoyed it very much.

Commissioner King commended the Human Resources Analysts for their quality of work and the effort expended in producing such work.

## 7. APPROVAL OF NEW CLASSIFICATIONS AND PROPOSED SALARY RANGES

### A. Zoo Day Camp Aide

Classified Employees Salary Schedule #95 (\$1,644 - \$2,268/monthly)

The proposed classification of Zoo Day Camp Aide was initially presented to the Personnel Commission at the June 2010 Personnel Commission meeting under the proposed title of Zoo Day Camp Technician I. Additional salary research was conducted by Commission staff, and the classification was brought back to the Commission for approval. Romelle Renner, Human Resources Analyst I, discussed the class concept and basis for the proposed salary. Commissioner Gonzales motioned to approve the establishment of the new classification and the motion was seconded by Commissioner Harison. The motion was unanimously approved.

### B. Economic and Workforce Development Project Manager

Management Salary Schedule #90 (\$71,959.08-\$96,432.96)

The establishment of the Economic and Workforce Development Project Manager was presented by Matthew Escobedo, Human Resources Analyst II. Mr. Escobedo provided a summary of the proposed classification concept and salary. The proposed salary recommendation was based on a review external market data consisting of California



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Community College districts with economic and workforce development programs. Director Arnoldus provided additional background information regarding the history of the function within the District.

After discussion, Commissioner Harison motioned to approve the establishment of the Economic and Workforce Development Project Manager classification, Commissioner Gonzales seconded, and the Commission unanimously approved the establishment of the classification.

### 9. APPROVAL OF THE RECLASSIFICATION OF POSITIONS

- A. Incumbent:** Sharon Dwyer  
**Location:** Department of Economic Development (Districtwide)

**From:** Director, Resource Development  
Management Salary Schedule #105 (\$77,445-\$103,779.96/annual)  
**To:** Economic and Workforce Development Project Manager (new class)  
Management Salary Schedule #90 (\$71,959.08-\$96,432.96/annual)

Mr. Escobedo presented the recommendation to reclassify the Director, Resource Development position occupied by Sharon Dwyer. Commissioner Gonzales motioned to approve the reclassification of the position to the new classification of Economic and Workforce Development Project Manager, Commissioner Harison seconded the motion, and the motion was unanimously approved.

- B. Incumbent:** Eric Lopez  
**Location:** Moorpark College

**From:** Custodial Supervisor I  
Classified Supervisors Salary Schedule #240 (\$42,936-\$59,340/annual)  
**To:** Custodial Supervisor II  
Classified Supervisors Salary Schedule #255 (\$46,440-\$64,380/annual)

Mr. Escobedo presented the recommendedation to reclassify the Custodial Supervisor I position occupied by Eric Lopez. Mr. Escobedo discussed both classifications and the history of the position at Moorpark College. The Commissioners and Director Arnoldus agreed that the class specifications should be revised at some point in the future to better differentiate between the Custodial Supervisor I and Custodial Supervisor II classifications.

After discussion, Commissioner Gonzales motioned to reclassify the incumbent's position from Custodial Supervisor I to Custodial Supervisor II, Commissioner Harison seconded, and the reclassification was unanimously approved.



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### 10. APPROVAL OF A CLASSIFICATION TITLE CHANGE AND A REVISION OF THE CLASSIFICATION SPECIFICATION

#### Fiscal/Budget Technician

Title change to: Fiscal Analyst

Director Arnoldus discussed the recommendation to retitle the classification of Fiscal/Budget Technician to Fiscal Analyst and revise the classification specification. The proposed title is more consistent with the industry standard for this classification and better enables the District to recruit candidates for upcoming vacancies. Additionally, the classification title more accurately reflects the responsibilities of the classification.

Commissioner Harison motioned to approve the title change and revisions with stated changes, Commissioner Gonzales seconded the motion, and the title change and revision of the classification specification were unanimously approved.

### 11. APPROVAL OF A REVISION OF A CLASSIFICATION SPECIFICATION

#### HVAC&R Technician

Ms. Renner presented the proposed revision of the classification specification and provided a summary of the position's duties and requirements.

Commissioner Gonzales motioned to approve the revision of classification specification, Commissioner Harison seconded, and was the revision was unanimously approved.

### 12. APPROVAL OF THE ABOLISHMENT OF CLASSIFICATIONS

Mr. Escobedo presented the abolishment of the following classifications as there are no current incumbents in these positions.

Public Relations and Marketing Specialist  
College Public Relations and Marketing Specialist II  
Institutional Advancement Officer  
Lead Human Resources Technician  
Community College Administrative Lieutenant  
Community Services and Civic Center Supervisor  
Economic Development Marketing Specialist  
Economic Development Program Specialist  
Community Education Program Specialist  
Child Development Careers Project Specialist  
Grant Director, Industry Driven Regional Collaboratives/VESL Project  
Director, Institutional Research  
Director, Small Business Development Center



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### Aquatics Services Technician

There was discussion regarding whether a Personnel Commission rule should be created to address the abolishment of classifications. Director Arnoldus said he will research the issue.

Commissioner Gonzales motioned to approve the abolishment of the above classifications, Commissioner Harison seconded, and was abolishment of classifications was unanimously approved.

### 13. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

### 14. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, August 19, 2010, at 7:00 p.m. The meeting will take place in the Multipurpose Room at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

### 15. RECESS TO CLOSED SESSION

None

### 16. RECONVENE IN OPEN SESSION

None

### 17. ADJOURNMENT

Commissioner Gonzales moved to adjourn the meeting, and the motion was seconded by Commissioner Harison. The meeting adjourned at 8:48 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