



**VENTURA COUNTY COMMUNITY COLLEGE
DISTRICT
PERSONNEL COMMISSION**

**PERSONNEL COMMISSION MEETING MINUTES
FOR OCTOBER 7, 2010**

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

**FOUR HUNDRED AND
TWENTY-NINTH**

The four hundred and twenty-ninth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, October 7, 2010 at 6:30 p.m.

1. CALL TO ORDER

Commissioner King called the meeting to order at 6:30 p.m.

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. RECESS TO CLOSED SESSION

The Personnel Commission recessed to closed session at 6:32 p.m.

4. RECONVENE IN OPEN SESSION

The Personnel Commission reconvened in open session at 6:53 p.m. Commissioner King stated that there was nothing to report from the closed session.

5. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

6. MINUTES

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the minutes of the August 19, 2010 meeting of the Personnel Commission were unanimously approved.



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7. CORRESPONDENCE

None

8. REPORTS

A. Classified Employees Representative's Report

Barbara Cogert, Classified Senate President of Ventura College, provided a written report. Ms. Cogert was not in attendance.

B. Board of Trustees Meeting Report

Director Arnoldus was not present at the Board of Trustees' meeting held on September 14, 2010. Therefore, he had nothing to report from the meeting.

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included no open recruitments and five closed recruitments. The *Positions Filled and Pending Report* reflected nine positions filled and three positions pending selection. Director Arnoldus indicated that he expects recruitment activity to increase in the near future due to recent resignations, retirements, and the establishment of new positions.

D. Update on Proposed Rule for the Abolishment of Classifications

Director Arnoldus discussed the proposed rule pertaining to the abolishment of classifications. Mr. Arnoldus indicated that the current practice is to include language in the recommendations that allows the Director to reestablish the classifications upon ratification by the Commission. Mr. Arnoldus also indicated that it is not common practice in other merit districts to have a rule addressing the abolishment of classifications; however, there is nothing to preclude the Commission from establishing a rule. The Commission asked Director Arnoldus to prepare a rule addressing the abolishment of classifications to clarify the reestablishment process and to stipulate the criteria by which classifications can be reestablished pending ratification by the Personnel Commission. Director Arnoldus said he will present a draft of the rule to the Commission in November.

E. Commissioners' Reports

None



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9. OLD BUSINESS

None

10. APPROVAL OF THE REESTABLISHMENT OF AN ABOLISHED CLASSIFICATION WITH REVISIONS TO THE CLASSIFICATION SPECIFICATION

Lead Human Resources Technician

Matthew Escobedo, Human Resources Analyst II, discussed the class concept and the proposed revisions to the classification specification. Mr. Escobedo and Director Arnoldus also discussed the need for reestablishing the proposed classification. Commissioner Harison made a motion to reestablish the abolished classification, Commissioner Gonzales seconded the motion, and the motion was unanimously approved.

11. APPROVAL OF THE ABOLISHMENT OF A CLASSIFICATION

Custodial Supervisor I

Mr. Escobedo presented the agenda item. He indicated that per his discussion with management at all three colleges, there is no foreseeable need for the classification in the future. Commissioner Gonzales made a motion to abolish the Custodial Supervisor I classification, Commissioner Harison seconded the motion, and the motion was unanimously approved.

12. APPROVAL OF A TITLE CHANGE AND CLASSIFICATION SPECIFICATION REVISION

Custodial Supervisor II – Title Change to Custodial Supervisor

Mr. Escobedo presented the proposed title change of the Custodial Supervisor II classification to Custodial Supervisor. The proposed title is more appropriate given that the classification is no longer part of a classification series due to the abolishment of the Custodial Supervisor I classification. Mr. Escobedo also discussed the minor revisions to the classification specification. Commissioner Gonzales made a motion to approve the title change and revised classification specification for the Custodial Supervisor II classification, Commissioner Harison seconded the motion, and the motion was unanimously approved.

13. APPROVAL OF NEW CLASSIFICATIONS AND PROPOSED SALARY RANGES

A. Benefits Assistant (Classified Employees Salary Schedule # 200)

Mr. Escobedo presented the proposed classification including a description of the responsibilities and the basis for salary placement. There was a discussion regarding the responsibilities of the classification and the required minimum qualifications. Commissioner Harison made a motion to approve the establishment of the proposed Benefits Assistant



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classification at Classified Employees Salary Schedule #200. Commissioner Gonzales seconded the motion, and the Commissioners unanimously approved the motion.

B. Benefits Analyst (Confidential) (Classified Confidential Employees Salary Schedule #300)

Mr. Escobedo presented the proposed Benefits Analyst (Confidential) classification. Mr. Escobedo indicated that the new classification will allow for consolidation of the highest-level duties currently associated with the existing classifications of Workers' Compensation Specialist and Employee Benefits Specialist (Confidential) into a single classification. Mr. Escobedo indicated that he based the salary recommendation on external market data. Commissioner Harison made a motion to approve the establishment of the proposed Benefits Analyst (Confidential) classification at Classified Salary Schedule # 300. Commissioner Gonzales seconded the motion, and the motion was unanimously approved.

C. Curriculum Technician (Classified Employees Salary Schedule #230)

Mr. Escobedo presented the proposed Curriculum Technician classification. Mr. Escobedo said that Moorpark College management requested the new classification to provide for the appropriate assignment of duties to personnel at the college. Mr. Arnoldus said there would be a study of positions having similar responsibility at the other two colleges to ensure the positions are classified appropriately. Commissioner Gonzales made a motion to approve the establishment of the proposed Curriculum Technician classification at Classified Employees Salary Schedule #230, Commissioner Harison seconded the motion, and the Commissioners unanimously approved the motion.

14. DISCUSSION REGARDING JOINT PERSONNEL COMMISSION/BOARD OF TRUSTEES MEETING

Commissioner King discussed the ongoing effort to organize a joint Personnel Commission and Board of Trustees meeting. Commissioner King said he had been working with Board Chair Bob Huber to coordinate a date and time for the meeting. Commissioner King and Chair Huber agreed to schedule the meeting on November 9, 2010. Director Arnoldus said he will work with Chancellor James Meznek to work out the specifics regarding the time of the meeting.

The Commissioners and Director Arnoldus discussed the content of the meeting, and they decided the meeting should last approximately 20 minutes. The Commissioners and the Director also discussed individual responsibilities pertaining to the presentation of information, including a presentation by Director Arnoldus regarding the competency modeling system currently used for classified testing.

15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None



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16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

Commissioner King requested to move the meeting scheduled for October 21, 2010 to October 28, 2010.

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, October 28, 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.

17. ADJOURNMENT

Commissioner Gonzales moved to adjourn the meeting, and the motion was seconded by Commissioner Harison. The meeting adjourned at 7:58 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