



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR OCTOBER 27, 2011

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

FOUR HUNDRED AND FORTY

The four hundred and fortieth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, October 27, 2011, at 6:00 p.m.

1. CALL TO ORDER

Commissioner Gonzales called the meeting to order at 6:00 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 King and seconded by Commissioner Harison, the minutes of the Thursday, September 29, 2011 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. REPORTS

A. CLASSIFIED EMPLOYEES REPRESENTATIVE'S REPORT

Dan Casey, SEIU Chief Steward, stated that due to the budget situation and an anticipated eleven to thirteen million dollar budget shortfall, classified employees are nervous about what the budget shortfall means. He also stated that he met with Patricia Parham, Vice Chancellor of Human Resources, on Wednesday, October 26, 2011, to discuss some of his concerns. In addition, Mr. Casey stated that he was informed of a potential Personnel Commission rule amendment that will be addressed at the November Personnel Commission meeting regarding performance evaluations. He is looking forward to reviewing this proposal and providing feedback. All three Commissioners stated that they appreciated Mr. Casey's attendance.

B. BOARD OF TRUSTEES MEETING REPORT

Director Arnoldus noted that the October 11th Board meeting included a lengthy comment



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session from the public regarding program discontinuance at the colleges. Director Arnoldus stated that Dave Fuhrmann, Associate Vice Chancellor of Information Technology, presented the strategic technology plan. Director Arnoldus was pleased to announce that the Board of Trustees recommended Commissioner King for reappointment, and will take action to confirm reappointment at the November 8th Board meeting.

C. DIRECTOR'S REPORT

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

D. COMMISSIONERS' REPORTS

Commissioner King thanked Commissioner Gonzales for attending the Board of Trustees Meeting on his behalf. Commissioner Gonzales stated that he found the meeting interesting and that he enjoyed being there. Commissioner Gonzales also stated that the comments made by the Board demonstrate that the Board has confidence in how the Personnel Commission conducts business and that they are confident in Mr. King's role on the Commission.

7. OLD BUSINESS

None

8. TITLE CHANGE OF A CLASSIFICATION

From: Grant Assistant

To: Grant Accounting/Administrative Assistant

Director Arnoldus stated that the last recruitment conducted for this classification was unsuccessful. He stated that he believed there were several contributing factors, including his belief that the classification title did not reflect the nature of the classification; consequently, the district was not attracting the appropriate applicants. He also stated the Grant Assistant is a blended class concept consisting of duties associated with classifications in the accounting technician series and administrative assistant series, and that it has been difficult to find someone with experience in both areas and who is willing to do both types of work. Director Arnoldus stated that he was only recommending a change to the title at the present time as he is planning a future revision of the Accounting Technician series at a later date and would like to revise the rest of the specification at that time.

Commissioner Harison asked if the title will change again after the series review. Director Arnoldus answered in the negative. Commissioner Gonzales noted seventy percent of the job specification is related to accounting. Commissioner King inquired as to whether the recruitment is for a specific position and whether it was grant or general funded. Director Arnoldus stated the recruitment is being conducted for a position in the Economic and Workforce Development Department. Director Arnoldus was not certain as to how the position was funded.

On motion by Commissioner Harison and seconded by Commissioner King the title change of Grant Assistant to Grant Accounting/Administrative Assistant was unanimously approved.



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9. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

10. RECESS TO CLOSED SESSION

Public Employee Performance Evaluation (Pursuant to California Government Code section 54954.5)

Title: Director of Employment Services/Personnel Commission

11. RECONVENE IN OPEN SESSION

Commissioner Gonzales stated that the Commission concluded the evaluation process of the Director of Employment Services/Personnel Commission.

12. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, November 17, 2011, at 6:00 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.

13. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Harison, the meeting of the Personnel Commission adjourned at 6:38 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

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