



**VENTURA COUNTY COMMUNITY COLLEGE
DISTRICT
PERSONNEL COMMISSION**

**PERSONNEL COMMISSION MEETING MINUTES
FOR DECEMBER 16, 2010**

Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA93001

**FOUR HUNDRED AND
THIRTY-TWO**

The four hundred and thirty second meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, December 16, 2010, at 7:00 p.m.

1. CALL TO ORDER

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

2. ROLL CALL

In attendance were Commissioners James King, Barbara Harison, 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 Gonzales, the minutes of the November 16, 2010 meeting of the Personnel Commission were unanimously approved.

5. OATH OF OFFICE – BARBARA HARISON

Mr. Arnoldus administered the Oath of Office to Commissioner Harison for another term. Commissioner Harison thanked the classified staff and SEIU for supporting her for another term.

6. CORRESPONDENCE

None.



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7. REPORTS

A. Classified Employees Representative's Report

Dan Casey, SEIU Chief Steward, reported to the Commission that that SEIU Local 99 and the Ventura County Community College District reached a tentative agreement, and that he hoped the agreement would be ratified soon. Mr. Casey thanked Commissioner Harison for her service, and he welcomed her to another term. Commissioner King also thanked Commissioner Harison on behalf of the Personnel Commission for her dedicated service.

B. Board of Trustees Meeting Report

Mr. Arnoldus provided a summary of the Board of Trustees' meeting of December 14, 2010, that included interviews for the vacant trustee seat.

C. Director's Report

Mr. Arnoldus reviewed the monthly *Current Recruitments Report* that included two open recruitment and two closed recruitments. The *Positions Filled and Pending Report* reflected one position filled and six pending selection.

Commissioner's Reports

Commissioner Gonzales asked if there were funds available to allow for one of the Commissioners to attend the California State Personnel Commissioners' Association conference in February 2011. Mr. Arnoldus stated that given previous cuts made to the FY 2010-2011 budget prior to adoption, sufficient funds were not available to provide for attendance at the conference. Mr. Arnoldus stated that there were remaining funds available in the account, but the funds were allocated for staff development.

8. CORRESPONDENCE

None

9. OLD BUSINESS

None

10. ESTABLISHMENT OF NEW CLASSIFICATIONS AND PROPOSED SALARY RANGES

A. Instructional Design Specialist

Classified Employees Salary Schedule #285 (\$54,648 - \$75,324/annual)



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Mr. Arnoldus presented an overview of the proposed classification and provided clarification regarding the differences between the existing Instructional Technologist classification and the proposed classification. Commissioner Harison inquired as to how long the Title V Cooperative Grant would fund this classification. Director Arnoldus stated that the anticipated position would initially be grant funded and that he believes the college will sustain the position through other District funding upon termination of the grant. On motion by Commissioner Gonzales and seconded by Commissioner Harison the classification of Instructional Design Specialist was unanimously approved with minor changes to the classification specification.

B. Benefits Assistant (Confidential)

Classified Confidential Salary Schedule #200 (\$36,276 - \$50,196/annual)

Mr. Arnoldus discussed the rationale for the establishment of the proposed class. He indicated that the Benefits Assistant classification that was approved by the Personnel Commission at the October 7, 2010 Commission meeting did not reflect the full scope of responsibilities to be assigned to positions within the classification. Specifically, positions in the new classification will have access to information that will be used to contribute significantly to the development of management positions as they relate to matters of employer-employee relations. Consequently, a new classification representing the confidential nature positions within the subject classification was presented to the Commission for approval. Commissioner Gonzales suggested incorporating additional language into the classification specification indicating that positions within the classification will have access to collective bargaining information. On motion by Commissioner Harison and seconded by Commissioner Gonzales, the classification of Benefits Assistant (Confidential) was unanimously approved with minor changes to the classification specification.

Commissioner King made a recommendation to add language in the Personnel Commission rules to indicate that classifications designated as confidential are distinct classifications. Mr. Arnoldus agreed to present proposed language to the Commission at one of the upcoming Commission meetings.

11. **CLASSIFICATION SPECIFICATION REVISION**

Plumber

Director Arnoldus presented minor editorial changes made to the classification specification. On motion by Commissioner Gonzales and seconded by Commissioner Harison, the changes to the classification specification for Plumber were unanimously approved.

12. **ABOLISHMENT OF UNUSED CLASSIFICATIONS**

Benefits Assistant

Director Arnoldus explained that there is no need for the Benefits Assistant classification given the



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basis for the establishment of the Benefits Assistant (Confidential) classification. Therefore, he recommended that the Commission take action to abolish the classification. On motion by Commissioner Harison and seconded by Commissioner Gonzales, the abolishment of the classification of Benefits Assistant was unanimously approved.

13. SCHEDULE OF 2011 PERSONNEL COMMISSION MEETINGS

Director Arnoldus presented the 2011 Personnel Commission Meetings schedule. The meetings occur every third Thursday of each month. On motion by Commissioner Gonzales and seconded by Commissioner Harison, the 2011 Personnel Commission Meeting Schedule was unanimously approved.

14. ELECTION OF PERSONNEL COMMISSION CHAIR FOR 2011

Commissioner Harison nominated Commissioner Gonzales as Personnel Commission Chair for 2011. Commissioner King seconded the motion and all were in favor. The Commissioners thanked Commissioner King for his service during 2010.

15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None.

16. RECESS TO CLOSED SESSION

The meeting recessed to Closed Session at 7:54 p.m.

17. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to California Government Code section 54954.5
Title: Director of Employment Services/Personnel Commission

18. RECONVENE IN OPEN SESSION

Open Session reconvened at 8.32 p.m. Commissioner King stated the Commission completed the evaluation of the Director of Employment Services/Personnel Commission.

19. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regularly scheduled meeting of the Personnel Commission will take place on Thursday, January 20, 2010, at 7:00 p.m. in the Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California. **The January 20, 2010 Commission meeting was subsequently cancelled.**

20. ADJOURNMENT



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On motion by Commissioner King and seconded by Commissioner Harison, the meeting of the Personnel Commission adjourned at 8:33 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