



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR MARCH 17, 2011

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

FOUR HUNDRED AND THIRTY-FOUR

The four hundred and thirty-fourth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, March 17, 2011, at 7:00 p.m.

1. CALL TO ORDER

Commissioner Gonzales called the meeting to order at 7:00 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 February 16, 2011 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

There was no correspondence to present; however, Mr. Arnoldus indicated a letter requesting a disciplinary appeal hearing was received on March 17, 2011. This item will be agendized for the Personnel Commission meeting on April 21, 2011. Mr. Arnoldus stated he would obtain a list of hearing officers for review at the next meeting.

6. REPORTS

A. Classified Employees Representative's Report

Dan Casey, Chief Steward, SEIU Local 99, reported that SEIU Local 99 ratified the collective bargaining agreement with the District, with approximately 77% of the represented employee in favor of the new contract. Mr. Casey stated SEIU and the District have received a preliminary rate quote from Anthem Blue Cross, and he noted that SEIU would soon be negotiating a 4/40



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summer schedule with the District.

Barbara Cogert, Classified Senate President of Ventura College, provided a written report summarizing the college's classified employee activities for the month of February 2011. Ms. Cogert was not in attendance. Commissioner Harison noted in the report that Ms. Cogert has been nominated as State Classified Employee of the Year. Commissioner Gonzales asked Mr. Casey for clarification of the nomination process, and Mr. Casey provided a summary of the procedure.

B. Board of Trustees Meeting Report

Mr. Arnoldus provided highlights from the March 8, 2011 Board of Trustees meeting that included a study session presentation by Dr. Calote regarding the Alternate Text Production Center at Ventura College. Mr. Arnoldus said that there were public comments regarding this matter. Mr. Arnoldus also stated that a study session was facilitated by the college presidents during which they discussed the accreditation recommendations and the actions being taken to address the recommendations.

C. Director's Report

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

D. Commissioners' Reports

Commissioner King stated that he was pleased to see Ms. Cogert nominated for State Classified Employee of the Year. Commissioner King said that the Personnel Commission holds Ms. Cogert in high regard and wished her luck in winning the award.

7. OLD BUSINESS

None

8. ABOLISHMENT OF UNUSED CLASSIFICATIONS

Instructional Assistant/Agricultural Sciences
Instructional Assistant/Language Lab
Workers' Compensation Specialist
Training and Development Specialist

Mr. Escobedo stated that there are no positions assigned to these classifications and that there was no foreseeable need for these classifications in the future. Consequently, the classifications were recommended for abolishment. Commissioner Gonzales requested clarification pertaining to the Workers' Compensation Specialist classification and the incumbent who previously filled the position. Mr. Arnoldus addressed Commissioner Gonzales's concerns. On motion from



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Commissioner Harison and seconded by Commissioner King, the Commissioners unanimously agreed to approve the abolishment of the four unused classifications.

9. AMENDMENT OF PERSONNEL COMMISSION RULES

A. Amendment of Personnel Commission Rule 211, Position Classifications (second reading)

Mr. Arnoldus stated that this was the second reading of the proposed rule revision as initially presented at the February 16, 2011 Personnel Commission meeting. He indicated there were no changes to the proposed language, and that the rule was being presenting for second reading and possible approval. On motion from Commissioner King and seconded by Commissioner Harison, the Commissioners unanimously agreed to adopt the amended language for Personnel Commission Rule 211, Position Classifications.

B. Amendment of Personnel Commission Rule 125, Veteran's Preference (second reading)

Mr. Arnoldus indicated that the proposed amendment of Personnel Commission Rule 125, Veteran's Preference, was being presented to the Commission for second reading. Mr. Arnoldus stated that per the Commission's request, he surveyed other merit districts to determine if other districts have expanded the criteria by which veterans qualify for additional examination points. Mr. Arnoldus indicated that no districts responded indicating they had expanded the criteria and that one director responded indicating that such a change could be legally problematic. Discussion ensued between the Commissioners and Mr. Arnoldus regarding the criteria by which someone may be eligible for additional exam credit. Commissioner Gonzales asked if the Personnel Commission budget had funds available for a legal opinion, and Director Arnoldus stated there is a small amount available in the budget. Commissioner Gonzales also inquired as to how many individuals have requested the additional credit in the past. Mr. Escobedo responded that this has occurred only once during his experience with the District. Director Arnoldus stated the he would ask the President of the California State Personnel Commissioner's Association (CSPCA) for clarification regarding this matter since this is an issue affecting all merit districts. Commissioner King stated that he would like the CSPCA to review the issue, and for Mr. Arnoldus to report back to the Commission at the next meeting on April 21, 2011, as to the recommendation of CSPCA. No action was taken.

C. Amendment of Personnel Commission Rule 133, Eligibility (first reading)

Mr. Escobedo provided a brief overview of the proposed amendment to Personnel Commission Rule 133, Eligibility, which defines the conditions under which applicants may retake examinations. Mr. Escobedo explained the benefits of the proposed amendment, which indicates that unsuccessful candidates cannot retest within 90 days, and indicated that the proposed amended rule provides clarification when candidates request a written rule regarding this issue. Mr. Escobedo provided explanation regarding why the provision does not apply to performance exams, which requires a demonstration of practical skills such as keyboarding, and indicated that it is plausible to assume the candidate can practice these types of skills and improve upon their score when retaking the performance examination concerning skills testing.



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No action was taken, as this is a first reading of the proposed amended rule.

10. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

11. RECESS TO CLOSED SESSION

There were no closed session items.

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, April 21, 2011, 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.

13. ADJOURNMENT

Commissioner Harison moved to adjourn the meeting and the motion was seconded by Commissioner King. The meeting adjourned at 7:49 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