



**VENTURA COUNTY COMMUNITY COLLEGE
DISTRICT
PERSONNEL COMMISSION**

**PERSONNEL COMMISSION MEETING MINUTES
FOR APRIL 21, 2011**

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

**FOUR HUNDRED AND
THIRTY-FIVE**

The four hundred and thirty-fifth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, April 21, 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 March 17, 2011 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employees Representative's Report

Barbara Cogert, Classified Senate President of Ventura College, provided a written report summarizing the college's classified employee activities for the month of March 2011. Ms. Cogert was not in attendance. Director Arnoldus indicated that Barbara was recognized as the State Classified Employee of the Year. Commissioner Gonzales requested Mr. Arnoldus to pass along the Commissioners' congratulations.



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B. Board of Trustees Meeting Report

Director Arnoldus provided a summary of the March 17, 2011 Board of Trustees Meeting that included a synopsis of the discussion that occurred and actions taken regarding layoffs. Mr. Arnoldus also indicated that Ms. Johnson, Vice Chancellor, Business and Administrative Services, presented a study session pertaining to the District's budget. Commissioner Gonzales inquired as to the number of eliminated positions that were vacant and Director Arnoldus provided the information. Director Arnoldus also indicated that Jay Wysard, Director of Human Resources Operations, is in the process of meeting with affected employees to discuss their options with them. Commissioner Gonzales asked when the reductions and eliminations would be effective, and Mr. Arnoldus stated that most of them are effective at the end of this fiscal year.

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included no open recruitments and two closed recruitments. The *Positions Filled and Pending Report* reflected nine positions filled and eight pending selection.

B. Commissioners' Reports

None

7. **OLD BUSINESS**

None

8. **TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION**

From: Accountant (Classified Employees Salary Schedule #315)

To: Senior Accountant (Classified Employees Salary Schedule #315)

Mr. Arnoldus discussed the proposed title change of the classification of Accountant to Senior Account and the revision of the classification specification. Mr. Arnoldus stated that Business Services will be recruiting for this position soon. The title change is recommended in order to reflect the level of the responsibilities of the position and to improve the District's ability to attract potential candidates. Ms. Mary Anne McNeil, Director of Fiscal Services, was present to address the Commissioners' concerns and questions. Commissioner King inquired as to why a Certified Public Accountant (CPA) certification is listed as a minimum qualification for the Senior Accountant position, and Ms. McNeil and Mr. Arnoldus provided an in-depth response. Commissioner Harison asked whether the supervisor to the Senior Accountant is required to have a CPA, and Ms. McNeil confirmed that the supervisor must be CPA certified. After additional discussion regarding the minimum qualifications of the classification and salary level, the proposed classification specification was modified to indicate that a CPA license is desirable rather than



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mandatory. On motion from Commissioner Harison and seconded by Commissioner King, the Commissioners unanimously agreed to approve the title change and revision of the classification specification as amended.

9. REVISION OF CLASSIFICATION SPECIFICATION

Child Development Center Supervisor

Mr. Arnoldus discussed the proposed revision of the classification specification for Child Development Center Supervisor. Mr. Arnoldus stated the revised language also included a change in the minimum qualifications as the office experience requirement was not essential to be able to perform the duties of the classification. Commissioner King requested various edits be made to the specification. On motion from Commissioner King and seconded by Commissioner Harison, the Commissioners unanimously agreed to approve the revision of Child Development Center Supervisor with changes as requested.

10. RECLASSIFICATION OF AN EXISTING POSITION TO A NEW CLASSIFICATION

A. Establishment of a New Classification of Program Specialist – Career and Technical Education (Classified Employees Salary Schedule #260; \$47,772-\$65,892/annual)

Mr. Escobedo discussed the basis for the establishment of the new classification. He indicated that the new classification was being established to allow for the appropriate assignment of responsibilities to an incumbent who was found to be working out of classification. Mr. Arnoldus and Mr. Escobedo discussed the basis for setting the salary that included a review of market data and internal equity considerations. Ms. Swanberg, whose position was being reclassified, was present at the meeting and provided a brief historical summary of the program and the changes in her assigned responsibilities. Ms. Swanberg stated that reorganization of the program required her to perform other duties not covered in her current classification. Commissioner King asked if this action would affect the current incumbent, and Mr. Arnoldus stated that it would result in a salary reduction. Ms. Swanberg illustrated concern regarding the level of the position and corresponding salary reduction. She also presented her position that the salary data was not collected at the appropriate level. Mr. Escobedo addressed this concern by indicating great diligence was exercised in collecting the data for the analysis and assuring the commissioners data was collected at the appropriate level. Further discussion ensued regarding the salary range of 285 and Director Arnoldus stated that the allocation of the classification at this salary range would be inappropriate as the salary cannot be justified by the external market data, and the classification does not encompass duties of similar complexity to those of other classifications in the range. See item 10.B for motions.

B. Reclassification of a Performance Improvement Specialist (Classified Employees Salary Schedule #310; \$62,460 to \$86,232/annual) position at Ventura College occupied by Luann



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Swanberg to the proposed classification of Program Specialist – Career and Technical Education.

On motion from Commissioner King and seconded by Commissioner Harison, the Commissioners unanimously agreed to approve the both the establishment of the new classification of Program Specialist – Career and Technical Education at Classified Employees Salary Scheduled # 260 and the reclassification of the Performance Improvement Specialist position occupied by Luann Swanberg.

11. AMENDMENT OF PERSONNEL COMMISSION RULES

A. Amendment of Personnel Commission Rule 125, Veteran's Preference (third reading)

Per the Commission's request, Mr. Arnoldus said that he contacted Mr. George Cole, CSPCA President, and discussed the Commissioners' concerns with Mr. Cole. Mr. Arnoldus requested that Mr. Cole look into the issue as he believed this was a matter of interest to all merit districts. Mr. Cole agreed that the language was not clear, and he indicated that he had plans to review the issue during his next visit to Sacramento. Mr. Arnoldus also indicated that Mr. Cole expressed concern about changing the language to include any veteran, and he also indicated that a legal opinion would likely not be beneficial as there is no case law regarding this matter. Mr. Cole suggested that the Commission postpone taking action to amend the language until he has a chance to research the matter in May. Mr. Cole is scheduled to visit Sacramento in May and advised Mr. Arnoldus to wait until he has more information. The amendment of the Personnel Commission Rule 125 was tabled until Mr. Arnoldus has more information to present. No action was taken.

B. Amendment of Personnel Commission Rule 133, Eligibility (second reading)

Director Arnoldus stated that no additional changes have been made since the last reading and that the rule is presented to the Commission for the second reading and possible approval. On motion from Commissioner Harison and seconded by Commissioner King, the Commissioners unanimously agreed to approve the amendment of Personnel Commission Rule 133 - Eligibility.

12. PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2011-2012

Preliminary Review of the Personnel Commission Budget for Fiscal Year 2011-2012

Director Arnoldus presented the preliminary budget for fiscal year 2011-2012. Director Arnoldus provided an overview of the fiscal year 2010-2011 expenditures and discussed various figures on the adopted budget. Director Arnoldus stated that while the overall Personnel Commission budget increased, the increase was due primarily to a rise in costs for health and welfare benefits. The operational budget for FY 2012 was decreased significantly from the 2011 figures. Director



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Arnoldus stated that he worked with Ms. Sue Johnson, Vice Chancellor, Business and Administrative Services, to develop the budget, and that she supports the proposed budget.

13. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

14. RECESS TO CLOSED SESSION

PUBLIC EMPLOYEE/DISCIPLINE/DISMISSAL/RELEASE (Gov. Code, sec. 54957)

Consideration of Disciplinary Action Appeal Hearing for Employee #900381741

Closed session convened at 8:32 p.m. Commissioner Gonzales stated there was no action taken in closed session.

15. RECONVENE IN OPEN SESSION

Open session reconvened at 9:01 p.m.

16. SELECTION OF HEARING OFFICER FOR DISCIPLINARY ACTION APPEAL HEARING

Disciplinary Action Appeal Hearing for Employee #900381741

Commissioner Gonzales asked if the Commissioners if they would like to select a hearing officer or have the Personnel Commission administrate the hearing. Director Arnoldus presented a list of hearing officers used for arbitrations, and out of five, two were not available. The Commissioners reviewed the hearing officer qualifications and resumes. Commissioner Gonzales requested Director Arnoldus to provide a recommendation for a hearing officer and he stated that Mr. Hart is the recommended officer, who has been utilized previously for other hearings. Director Arnoldus stated that choosing a hearing officer is a Personnel Commission decision. Commissioner Harison motioned to appoint Mr. Hart as the hearing officer for the appeal of employee number 900381741 and Commissioner King seconded the motion. In the event that Mr. Hart is not approved, on motion from Commissioner King and seconded by Commissioner Harison, the Commissioners unanimously agreed to approve Mr. Dougherty as the second selection, with Mr. Woodward as the third selection. Commissioner Gonzales advised Director Arnoldus to ensure he communicates to the hearing officer, previous to the hearing, that the hearing officer completely understand the hearing officer's report is a recommendation and is not a binding decision. Commissioner Gonzales also noted that the Personnel Commission be given the opportunity to review the transcripts and to have them available prior to a decision made by the Personnel Commission.

17. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, June 16, 2011, at 7:00 p.m. The meeting will take place in the Multipurpose Room at



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the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

18. ADJOURNMENT

Commissioner Harison moved to adjourn the meeting and the motion was seconded by Commissioner King. The meeting adjourned at 9:13 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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