



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR NOVEMBER 21, 2013

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

#### FOUR HUNDRED AND SIXTY-SECOND

The four hundred and sixty-second meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, November 21, 2013, at 5:30 p.m.

#### 1. CALL TO ORDER

Commissioner King called the meeting to order at 5:32 p.m.

#### 2. ROLL CALL

In attendance were Commissioners David Gonzales, Barbara Harison, and James King. Others present included: Michael Arnoldus, Director of Employment Services/Personnel Commission; Michael Shanahan, Vice Chancellor, Human Resources; David Fuhrmann, Associate Vice Chancellor, Information Technology; Matthew Escobedo, Human Resources Analyst II; Sophia Spiteri, Human Resources Analyst I; and Jennifer Holst, Executive Assistant; Human Resources (note taker).

#### 3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

#### 4. MINUTES

##### A. Meeting Of October 17, 2013

On motion by Commissioner Gonzales, seconded by Commissioner Harison, the minutes of the Personnel Commission Meeting of October 17, 2013, were unanimously approved.

##### B. Meeting Of October 30, 2013

On motion by Commissioner Harison, seconded by Commissioner Gonzales, the minutes of the Personnel Commission Meeting of October 30, 2013, were unanimously approved.

#### 5. CORRESPONDENCE

None

#### 6. OLD BUSINESS

None

#### 7. REPORTS

##### A. Classified Employees Representative's Report

None

##### B. Board of Trustees Meeting Report

None

C. Director's Report

Director Arnoldus reported on current recruitments and positions filled and pending.

D. Commissioners' Reports

Commissioner King reported on his contact with Anita Morris, the former Interim Vice Chancellor, Human Resources, concerning her evaluation of Director Arnoldus, which she subsequently provided. Commissioner King also reported on his meeting with the Chancellor, which was meant to encourage good communication between the Personnel Commission and the Board of Trustees, Chancellor, and senior staff.

**8. EXAMINATION APPEAL HEARING**

Vice Chancellor, Business and Administrative Services (two appeals)

A. Ms. Iris Ingram presented on her appeal of the decision to not forward her name for interview. After the Commission listened to the presentation and discussed the matter with Ms. Ingram and Director Arnoldus, Commissioner Gonzales moved to deny the appeal and Commissioner Harison seconded the motion. The Commissioners voted unanimously to deny the appeal.

B. Dr. John al-Amin presented on his appeal of the decision to not forward his name for interview. After the Commission listened to the presentation and discussed the matter with Dr. al-Amin and Director Arnoldus, Commissioner Gonzales moved to deny the appeal and Commissioner Harison seconded the motion. The Commissioners voted unanimously to not sustain the appeal.

**9. RECLASSIFICATION OF POSITIONS**

A. Reclassification of an Information Technology Support Specialist II position occupied by Brian Akers

B. Reclassification of an Information Technology Support Specialist II position occupied by Aaron Kay

Ms. Spiteri presented on the proposed reclassification of two Information Technology Support Specialist II positions at Moorpark College and Oxnard College. After discussion of the recommendations, Commissioner Harison moved and Commissioner Gonzales seconded the motion to approve the reclassification actions. The Commissioners unanimously approved the motion.

**10. REVISION OF CLASSIFICATION SPECIFICATIONS**

A. Counselor Assistant

Director Arnoldus reported on the revision of the Counselor Assistant classification specification in light of an anticipated recruitment. After the Commission reviewed the proposed changes, Commissioner Gonzales moved and Commissioner Harison seconded the motion to approve the proposed revisions to the classification specification. The Commissioners unanimously approved the motion.

- B. Electrician  
Ms. Spiteri reported on the proposed changes to the licensing requirements and reported that all three colleges supported the changes. Commissioner King asked to eliminate the extra word "repair." Director Arnoldus stated he would review and remedy if necessary. After discussion and review, Commissioner Harison moved and Commissioner Gonzales seconded a motion to approve the revisions to the classification specification. The Commissioners unanimously approved the motion.
- C. Instructional Lab Technician II – Paramedic  
Ms. Spiteri reported on the proposed updates to the language and confirmed that both Ventura College and Oxnard College were in agreement with the proposed changes. Director Arnoldus said that he would verify the correct terminology: whether nurse practitioner or physician's assistant. Commissioner Harison moved to approve the changes to the classification specification upon verification of the title of nurse practitioner. Commissioner Gonzales seconded the motion. The Commissioners unanimously approved the motion.
- D. Instructional Lab Technician II – Nursing  
Ms. Spiteri reported on the clarification concerning instructional equipment that was discussed at the October 17, 2013, Personnel Commission Meeting. Upon reviewing the provision revisions and a suggestion to add nurse practitioner language, Director Arnoldus agreed to look into the issue and to bring the revision back to the Commission if necessary. Commissioner Gonzales moved and Commissioner Harison seconded approving the changes to the classification specification. The Commissioners unanimously approved the motion.
11. **RECESS TO CLOSED SESSION: (Public Employee Performance Evaluation: Gov. Code, § 54954.5)**  
A. Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)  
Title: Director of Employment Services/Personnel Commission  
B. Public Employee Discipline/Dismissal/Release (Pursuant to Government Code section 54957)  
Consideration of Disciplinary Action Appeal Hearing for Employee #900000558
12. **RECONVENE IN OPEN SESSION at 7:56 p.m.**  
Commissioner King reported that the Commission provided a formal written performance evaluation to Director Arnoldus in closed session and reviewed the Statement of Charges for the disciplinary action being appealed. The Commission took no action in closed session.
13. **DETERMINATION/SELECTION OF HEARING OFFICER FOR DISCIPLINARY ACTION APPEAL HEARING**  
Disciplinary Action Appeal Hearing for Employee #900000558 - Upon review of the information received from Director Arnoldus pertaining to potential hearing officers, Commissioner Harison moved that the Commission select the following individuals to contact to serve as hearing officers: David Hart, Edward Lacey and Kristine Kwong. Commissioner Gonzales seconded the motion. The Commissioners unanimously approved the motion.
14. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**  
None

**15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The next regularly scheduled meeting of the Personnel Commission will take place on December 19, 2013, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center of the Ventura County Community College District, 255 West Stanley Avenue, Suite 150, Ventura, California.

**16. ADJOURNMENT**

On motion by Commissioner Harrison and seconded by Commissioner Gonzales, the meeting of the Personnel Commission adjourned at 8:07 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 are public record not otherwise exempt from disclosure, will be available for inspection at the Ventura County Community College District, District Administrative Center, 255 West Stanley Avenue, Suite 150, Ventura, California 93001, 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