



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR DECEMBER 19, 2013
5:30 p.m.

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

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS REGARDING AGENDA ITEMS
4. ADMINISTRATION OF THE OATH OF OFFICE
Barbara Harison
5. MINUTES
Personnel Commission Meeting – November 21, 2013
6. CORRESPONDENCE
None
7. OLD BUSINESS
None
8. REPORTS
 - A. Classified Employees Representative's Report
 - B. Board of Trustees Meeting Report
 - C. Director's Report
 - Current Recruitments Report
 - Positions Filled & Pending Report
 - D. Commissioners' Reports
9. REVISION OF A CLASSIFICATION SPECIFICATION
Human Resources Technician, Confidential
10. SCHEDULE OF 2014 PERSONNEL COMMISSION MEETINGS
11. RECESS TO CLOSED SESSION
None

12. **RECONVENE IN OPEN SESSION**

N/A

13. **POTENTIAL PERSONNEL COMMISSION AGENDA ITEMS FOR 2014**

14. **ELECTION OF THE PERSONNEL COMMISSION CHAIR FOR 2014**

15. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

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

The date and time of the next regularly scheduled meeting of the Personnel Commission is January 16, 2014, at 5:30 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.

17. **ADJOURNMENT**

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 the District Administrative Center located at 255 West Stanley Avenue, Suite 150, Ventura, CA 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