



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR JANUARY 19, 2017

Thomas G. Lakin Board Room  
District Administrative Center  
255 W. Stanley Ave, Suite 150  
Ventura, CA 93001

#### FOUR HUNDRED AND NINETY-THIRD

The four hundred and ninety-third meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, January 19, 2017, at 5:30 p.m.

#### ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. **CALL TO ORDER**

Commissioner Manley called the meeting to order at 5:30 p.m.

2. **ROLL CALL**

In attendance were Commissioners Barbara Harison, Sherry Manley and James King. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; Sophia Crocker, Senior Human Resources Analyst; Andrea Ingle, Human Resources Analyst II; and Jillian Sturek, Executive Assistant.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

4. **MINUTES**

On motion by Commissioner King and seconded by Commissioner Harison, the minutes of the December 19, 2016, meeting were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

5. **CORRESPONDENCE**

None

6. **OLD BUSINESS**

None

7. **REPORTS**

A. Classified Employees Representative's Report

Correspondence received by Dr. Pamela Yeagley, Classified Senate President of Ventura College was reviewed by the Commission.

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the January 17, 2017, Board of Trustees meeting and noted the establishment of a Director of Economic and Workforce Development, Grants, and Contracts position.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 15 current classified recruitments. The *Positions Filled Report* reflected 3 positions filled and 18 positions pending. The *Upcoming Recruitments Report* included 1 upcoming recruitment. The *Classified Study Report* included 1 study in progress.

A discussion ensued between Director Arnoldus and the Commissioners regarding the positions pending.

D. Commissioners' Reports

None

**8. REVISION OF A CLASSIFICATION SPECIFICATION**

Ms. Ingley discussed the revision of the classification specification for EOPS/CARE Technician. A discussion ensued among the Commissioners, Director Arnoldus, and Ms. Ingley regarding the proposed changes.

On motion by Commissioner Manley and seconded by Commissioner Harison, the revision of the classification specification for EOPS/CARE Technician was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**9. AMENDMENT OF PERSONNEL COMMISSION RULES 214 AND 219 (FIRST READING)**

The Commissioners and Director Arnoldus discussed the proposed amendment to Personnel Commission Rules 214 and 219. No action was taken.

**10. CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE PRESENTATION**

Ms. Crocker and Ms. Ingley gave a presentation regarding the Classified Professional Development Committee. At the conclusion of the presentation, a discussion occurred among the Commissioners, Director Arnoldus, Ms. Crocker, and Ms. Ingley regarding the events and the committee.

**11. RECESS TO CLOSED SESSION**

None

**12. RECONVENE IN OPEN SESSION**

N/A

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

None

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

The date and time of the next scheduled meeting of the Personnel Commission is March 16, 2017, 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.

**15. ADJOURNMENT**

On motion by Commissioner Harison and seconded by Commissioner King, the meeting adjourned at 6:20 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 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  
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