



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR APRIL 20, 2016

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

#### FOUR HUNDRED AND EIGHTY - FIFTH

The four hundred and eighty-fifth meeting of the Personnel Commission of the Ventura County Community College District was held on Wednesday, April 20, 2016, at 5:30 p.m.

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

1. **CALL TO ORDER**

Commissioner King 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 and Jillian Sturek, Executive Assistant.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

4. **MINUTES**

On motion by Commissioner Harison and seconded by Commissioner Manley, the minutes of the March 17, 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

None

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the April 12, 2016, Board of Trustees meeting and noted the establishment of three classified positions and the approval of the contract for the President of Oxnard College Ms. Cynthia Azari.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 9 current classified recruitments. The *Positions Filled Report* reflected 11 positions filled and 3 positions pending. The *Upcoming Recruitments Report* included 6 upcoming recruitments. The *Classified Study Report* included 4 studies in progress which included a multiple position study and 0 studies on hold.

A discussion ensued between Director Arnoldus and the Commissioners regarding the Current Recruitments Report and positions pending being filled.

D. Commissioners' Reports

Commissioner Harison stated she had the pleasure of attending the Phoenix Scholarship Ceremony hosted by the Ventura Foundation held at the Wright Event Center. Commission Harison also stated that the event was well attended and more than thirty scholarships were awarded.

8. **2016 PERSONNEL COMMISSION MEETING LOCATIONS**

Ms. Sturek presented a flyer to the Commissioners highlighting the dates of future meetings to be held at the college campuses. Director Arnoldus requested potentially moving the June meeting and proposed some alternative dates. Commissioner King recommended a selection to move the June meeting be made at the next meeting.

9. **ESTABLISHMENT OF A NEW CLASSIFICATION**

Supervising Financial Analyst

Matthew Escobedo, provisional Human Resources Analyst II, discussed the basis for the establishment of the proposed classification and the associated salary. A discussion ensued among the Commissioners, Director Arnoldus and Mr. Escobedo regarding the new classification specification.

On motion by Commissioner Manley and seconded by Commissioner Harison, the establishment of the new classification with title of Supervising Financial Analyst at Classified Supervisors Salary Schedule #320 (\$68,304.00 - \$94,776.00) was approved with a noted change.

Voted Yes: Commissioner Harison, Commissioner Manley, Commissioner King

10. **PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2016-2017**

Director Arnoldus presented the proposed Personnel Commission budget for fiscal year 2016-2017. Discussion ensued between Director Arnoldus and the Commissioners regarding the proposed budget for fiscal year 2016 – 2017.

May 19, 2016, was selected for the public hearing for the Personnel Commission budget for fiscal year 2016-2017.

On motion by Commissioner Harison and seconded by Commissioner Manley, the public hearing date of the Personnel Commission Budget for fiscal year 2016-2017 was set for May 19, 2016, at 5:30 p.m.

Voted Yes: Commissioner Harison, Commissioner Manley, Commissioner King

**11. RECESS TO CLOSED SESSION**

None

**12. RECONVENE IN OPEN SESSION**

N/A

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

Ms. April Doud, Classified Senate Representative from Moorpark College addressed the Commission regarding various issues.

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

The date and time of the next scheduled meeting of the Personnel Commission is May 19, 2016, 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 Manley and seconded by Commissioner Harison, the meeting adjourned at 6:13 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 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