



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR JUNE 15, 2017

Thomas G. Lakin Board Room
District Administrative Center
761 E. Daily Drive, Suite 200
Camarillo, CA 93010

FOUR HUNDRED AND NINETY-SEVENTH

The four hundred and ninety-seventh meeting of the Personnel Commission of the Ventura County Community College District was held on June 15, 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; Luis Sanchez, President, Moorpark College; Sophia Crocker, Senior Human Resources Analyst; Andrea Ingley, Human Resources Analyst II; 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 May 18, 2017, 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 June 13, 2017, Board of Trustees meeting and noted the establishment of 10 classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 11 current classified recruitments. The *Positions Filled Report* reflected 6 positions filled and 13 positions pending. The *Upcoming Recruitments Report* included 4 upcoming recruitments. The *Classified Study Report* included 6 studies in progress.

A discussion ensued between Director Arnoldus and the Commissioners regarding current recruitments.

D. Commissioners' Reports

None

8. ESTABLISHMENT OF A CLASSIFICATION

Director of Institutional Advancement, Community Relations, and Marketing

Director Arnoldus discussed the basis for the establishment of the proposed classification and the associated salary. A discussion ensued among the Commissioners, Director Arnoldus, and President Sanchez regarding the proposed classification.

On motion by Commissioner Manley and seconded by Commissioner King, the establishment of Director of Institutional Advancement, Community Relations, and Marketing at Management Salary Schedule #140 (\$97,667.04 - \$103,878.96) was approved.

Voted Yes: Commissioner King, Commissioner Manley

Voted No: Commissioner Harison

9. TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATIONS

A. Job Placement Specialist

Ms. Crocker discussed the basis for the title change to Career Services Specialist. Discussion ensued among the Commissioners, Director Arnoldus, and Ms. Crocker regarding the proposed changes.

On motion by Commissioner King and seconded by Commissioner Harison, the title change from Job Placement Specialist to Career Services Specialist, and the revisions to the classification specification were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

B. Performing Arts Center (PAC) Assistant

Ms. Crocker discussed the basis for the title change to Performing Arts Center Assistant. Discussion ensued among the Commissioners, Director Arnoldus, and Ms. Crocker regarding the proposed changes.

On motion by Commissioner Harison and seconded by Commissioner King, the title change from Performing Arts Center (PAC) Assistant to Performing Arts Center Assistant, and the revisions to the classification specification were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

10. RECLASSIFICATION OF POSITIONS, TITLE CHANGE, AND ABOLISHMENT OF CLASSIFICATIONS

A. Student Services Assistant I

B. Student Services Assistant II

Ms. Ingley discussed the basis for the reclassification, title change and abolishment of the classifications and the associated recommendations. A discussion ensued among the Commissioners, Director Arnoldus, and Ms. Ingley regarding the proposed recommendations.

- A. On motion by Commissioner King and seconded by Commissioner Harison, the reorganization of the Student Services Assistant series was approved consolidating the Student Services Assistant I and Student Assistant II into the new classification of Student Services Assistant. The reclassification of all Student Assistant I positions and personnel to the new classification of Student Services Assistant was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

11. RECLASSIFICATION OF A POSITION AND ABOLISHMENT OF CLASSIFICATION

Support Services Assistant - Disabled Students

Ms. Crocker presented on the proposed reclassification of the Support Services Assistant – Disabled Students position occupied by Obalid Younan and the reclassification of the incumbent with the position. A discussion ensued between Director Arnoldus, Ms. Crocker and the Commissioners regarding the proposal.

On motion by Commissioner King and seconded by Commissioner Harison, the reclassification of the Student Services Assistant – Disabled Students position occupied by Obalid Younan to the classification of Disability Services Technician and the reclassification of Ms. Younan with the position was approved.

The abolishment of the Support Services Assistant – Disabled Students was presented in error and was not approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

12. RECESS TO CLOSED SESSION

None

13. RECONVENE IN OPEN SESSION

N/A

14. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is July 20, 2017 at 5:30 p.m. The meeting will take place in the Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.

16. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Harison, the meeting adjourned at 6:05 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 761 E. Daily Drive, Camarillo, CA 93010 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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