



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR JUNE 30, 2016

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

FOUR HUNDRED AND EIGHTY-SEVENTH

The four hundred and eighty-seventh meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, June 30, 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 Gary Maehara, Director of Human Resources Operations; Michael Arnoldus, Director of Employment Services/Personnel Commission; Sophia Crocker, Senior Human Resource Analyst; and Jillian Sturek, Executive Assistant. Also in attendance were Christina Tafoya, Dean of Career and Technical Education at Oxnard College and Ms. Oliva Long, Chief Steward, SEIU.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

4. **MINUTES**

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

Ms. Long reported on behalf of Mr. Peder Nielsen, Classified Senate President from Ventura College. Ms. Long updated the Commission on various items concerning the classified employees.

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the June 14, 2016, Board of Trustees meeting and noted the establishment of a Supervising Financial Analyst. Director Arnoldus also mentioned the Board took action to approve the bilingual designation of a Student Health Center Assistant II.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 12 current classified recruitments. The *Positions Filled Report* reflected 11 positions filled and 9 positions pending. The *Upcoming Recruitments Report* included 4 upcoming recruitments. The *Classified Study Report* included 4 studies in progress. Director Arnoldus also discussed the status of the four classified studies in progress.

D. Commissioners' Reports

None

8. ESTABLISHMENT OF NEW CLASSIFICATIONS

A. Programmer Analyst

Sophia Crocker, Senior Human Resources Analyst, discussed the basis for the establishment of the proposed classification and the associated salary. A discussion ensued among the Commissioners, Director Arnoldus, and Ms. Crocker regarding the new classification specification.

On motion by Commissioner Manley and seconded by Commissioner Harison, the establishment of the new classification with the title of Programmer Analyst at Classified Salary Schedule #305 (\$65,316 - \$90,144) was approved with the noted changes.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

B. Instructional Lab Technician – Dental Hygiene

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, Dean Tafoya, and Mr. Escobedo regarding the new classification specification.

On motion by Commissioner Harison and seconded by Commissioner Manley, the establishment of the new classification with the title of Instructional Lab Technician – Dental Hygiene at Classified Salary Schedule #260 (\$51,300 - \$70,776) was approved with the noted changes.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

9. AMENDMENT OF PERSONNEL COMMISSION RULES 137 AND 138 (FIRST READING)

A discussion occurred between the Commissioners, Director Arnoldus, and Ms. Crocker regarding the proposed amendment to Personnel Commission Rule 137 and 138. No action was taken.

10. DISCUSSION OF PUBLIC COMMENTS FROM APRIL 20, 2016, PERSONNEL COMMISSION MEETING

Commissioner King provided a brief overview of the public comments presented at the April 20, 2016, Personnel Commission meeting, after which a discussion ensued between the Commissioners and Director Arnoldus regarding the issues raised. The Commissioners directed Director Arnoldus to move forward with developing the discussed amendments to the Personnel Commission rules. No action was taken.

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 July 21, 2016, at 5:30 p.m. The meeting will take place in Guthrie Hall at Ventura College located at 4667 Telegraph Road, Ventura, California.

15. ADJOURNMENT

On motion by Commissioner Manley and seconded by Commissioner Harison, the meeting adjourned at 6:40 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
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