



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR DECEMBER 21, 2017

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

FIVE HUNDRED AND SECOND

The five hundred and second meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, December 21, 2017, at 5:30 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER

Commissioner Harison 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 King and seconded by Commissioner Manley, the minutes of the December 5, 2017, meeting were approved.

Voted Yes: Commissioner King, Commissioner Manley

Abstained: Commissioner Harison

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 December 12, 2017, Board of Trustees meeting and noted the establishment of three classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 6 current classified recruitments. The *Positions Filled Report* reflected 4 positions filled and 12 positions pending. The *Upcoming Recruitments Report* included 7 upcoming recruitments. The *Classified Study Report* included 2 studies in progress.

A discussion ensued between Director Arnoldus and the Commissioners regarding current Classification Studies in progress.

D. Commissioners' Reports

Commissioner King welcomed Commissioner Harison as the new Chair and thanked Commissioner Manley for her service as Chair.

8. REVISION OF CLASSIFICATION SPECIFICATIONS

A. Human Resources Analyst II

Director Arnoldus discussed the proposed revision of the classification specification for Human Resources Analyst II. A discussion ensued among the Commissioners and Director Arnoldus regarding the proposed changes.

On motion by Commissioner Manley and seconded by Commissioner King, the revised classification specification for Human Resources Analyst II was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

B. Director of Employee Relations and Human Resources Operations

Director Arnoldus discussed the proposed revision of the classification specification for Director of Employee Relations and Human Resources Operations. A discussion ensued among the Commissioners and Director Arnoldus regarding the proposed changes.

On motion by Commissioner King and seconded by Commissioner Manley, the revised classification specification for Director of Employee Relations and Human Resources Operations was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

9. REVISION OF PERSONNEL COMMISSION RULES 292 AND 295 (SECOND READING)

Director Arnoldus gave a brief overview of the proposed amendments for rules 292 and 295.

On motion by Commissioner King and seconded by Commissioner Manley, the amendments to Personnel Commission Rules 292 and 295 were approved as presented.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

10. RECESS TO CLOSED SESSION

None

11. RECONVENE IN OPEN SESSION

N/A

12. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

13. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is January 21, 2018, 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.

14. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Manley, the meeting adjourned at 6:04 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, Suite 200, 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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