



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR JANUARY 29, 2015

Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001

FOUR HUNDRED AND SEVENTY-SECOND

The four hundred and seventy-second meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, January 29, 2015 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 David Gonzales, Barbara Harison, and James King. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission, Sophia Crocker, Human Resources Analyst II; and Jillian Sturek, Executive Assistant.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

Commissioner Harison stated that item nine was pulled from the January 29, 2015, Personnel Commission agenda and asked for comments. Director Arnoldus stated that there was a possibility for this item to return at a future date.

4. MINUTES

On motion by Commissioner King and seconded by Commissioner Gonzales, the minutes of the Thursday, December 11, 2014 meeting were approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

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 January 20, 2015, Board of Trustees meeting and noted the establishment of seven positions which included five classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 8 current classified recruitments. The *Positions Filled Report* reflected 5 positions filled and 2 positions pending. The *Upcoming Recruitments Report* included 12 upcoming recruitments.

Director Arnoldus also discussed changing the format of the current report which would allow for a more accurate account of the work in progress. Discussion ensued among the Commissioner and Director Arnoldus regarding other formatting changes.

Director Arnoldus also discussed the current and upcoming classification workload including the seven studies that were placed on hold due to insufficient staffing resources.

Director Arnoldus informed the Commission that discussions have taken place with the Vice Chancellor of Human Resources regarding a Human Resources Staffing Plan. The staffing plan is a multi-year plan that will be presented to the Board of Trustees at a future date. Director Arnoldus stated he will bring his portion of the plan back to the Commission at the next regularly scheduled meeting.

D. Commissioners' Reports

Commissioner Gonzales reported on the CSPCA conference held January 22 – January 25, 2015. He noted that the presentations were well done and that the event was well attended.

Commissioner Harison gave an update on a potential joint Board of Trustees and Personnel Commission meeting. Commissioner Harrison noted that after speaking with the Vice Chancellor of Human Resources it was determined that the joint meeting would be placed on a future Personnel Commission agenda for discussion.

8. 2015 PERSONNEL COMMISSION MEETING LOCATIONS

Ms. Sturek presented the proposed dates and campus locations for future Personnel Commission meetings.

The Commission reviewed the proposed dates and campus locations. No action was taken.

9. REESTABLISHMENT AND TITLE CHANGE OF A CLASSIFICATION

This item was pulled from the agenda. No action was taken.

10. ABOLISHMENT OF AN UNUSED CLASSIFICATION

Grant Developer/Writer

Director Arnoldus stated there were currently no positions assigned to this classification and there was no foreseeable need for this classification in the future. Consequently, the classification was recommended for abolishment.

Discussion ensued between the Commissioners and Director Arnoldus regarding the need for the classification and the history of the incumbents of the position.

On motion by Commissioner King and seconded by Commissioner Gonzales, the abolishment of the classification of Grant Developer/Writer was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

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

Director Arnoldus presented the Personnel Commission Rule 292 and 292 for a second reading. He noted that the minor changes requested by the Commission during the previous meeting were made.

The Commission allowed Ms. Nan Duangpun, Instructional Data Specialist from Ventura College to address the Commission. Ms. Duangpun expressed her gratitude and support for the proposed changes to Rule 292 and 295.

The Commission recapped the changes recommended from the previous meeting. Discussion ensured between the Commissioners and Director Arnoldus.

On motion by Commissioner Gonzales and seconded by Commissioner King, the revision of Personnel Commission Rule 292 and 295 was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

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 regularly scheduled meeting of the Personnel Commission is February 19, 2015 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.

16. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Gonzales, the meeting of the Personnel Commission adjourned at 6:14 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