



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR FEBRUARY 19, 2015

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

#### FOUR HUNDRED AND SEVENTY-THIRD

The four hundred and seventy-third meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, February 19, 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; Michael Shanahan, Vice Chancellor of Human Resources; Dave Fuhrmann, Associate Vice Chancellor of Information Technology; Sophia Crocker, Human Resources Analyst II; and Jillian Sturek, Executive Assistant.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

4. **MINUTES**

On motion by Commissioner Gonzales and seconded by Commissioner King, the minutes of the Thursday, January 29, 2015 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 February 10, 2015, Board of Trustees meeting and noted the establishment of eleven positions which included ten classified positions.

Discussion ensued among the Commissioners and Director Arnoldus regarding the positions established and any potential workload issues.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 11 current classified recruitments. The *Positions Filled Report* reflected 1 positions filled and 5 positions pending. The *Upcoming Recruitments Report* included 9 upcoming recruitments.

Director Arnoldus discussed formatting changes to the current report which included adding Recruitments in Progress and Classification Study Requests to the *Current Recruitments Report*. Discussion ensued among the Commissioner and Director Arnoldus regarding additional formatting changes.

D. Commissioners' Reports

None

8. **HUMAN RESOURCES / PERSONNEL COMMISSION STAFFING PLAN**

Director Arnoldus presented a proposed staffing plan for the Human Resources Department. Director Arnoldus also discussed timing and next steps.

Discussion ensued between the Commissioners, Director Arnoldus, and Michael Shanahan, Vice Chancellor of Human Resources, regarding the staffing plan, associated budget, workload impact and next steps. No action was taken.

9. **2015 PERSONNEL COMMISSION MEETING LOCATIONS**

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

Commissioner King suggested advertising the upcoming meetings. Director Arnoldus stated that staff would prepare an advertisement flier for distribution. No action was taken.

10. **REESTABLISHMENT AND TITLE CHANGE OF A CLASSIFICATION**

Abolished Classification: Director, College Technology Services

Reestablish and Title Change To: Director of College Information Technology Services

Ms. Sophia Crocker, Human Resources Analyst II, discussed the need for reestablishing the proposed classification and recommended title change. Ms. Crocker also discussed the proposed revisions to the classification specification. A discussion ensued between David Fuhrmann, Associate Vice Chancellor of Information Technology, Ms. Crocker, Director Arnoldus, and the Commissioners regarding the proposed classification.

On motion by Commissioner Gonzales and seconded by Commissioner King, the reestablishment and title change of Director of College Information Technology Services at Classified Management Salary Schedule #140 (\$93,218.04-\$124,917.96/annual) was approved with the stated changes.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

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 regularly scheduled meeting of the Personnel Commission is March 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.

**15. ADJOURNMENT**

On motion by Commissioner King and seconded by Commissioner Gonzales, the meeting of the Personnel Commission adjourned at 7:01 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  
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