



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR JUNE 18, 2015

Ventura College  
Guthrie Hall  
4667 Telegraph Road  
Ventura, CA 93003

#### FOUR HUNDRED AND SEVENTY-SIXTH

The four hundred and seventy-sixth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, June 18, 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; Jillian Sturek, Executive Assistant. Also in attendance were Ms. Oliva Long, Chief Steward, SEIU, and Ms. Judith Vega, Senior Organizer, SEIU.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

4. **MINUTES**

On motion by Commissioner Gonzales and seconded by Commissioner King, the minutes of the Thursday, May 21, 2015, meeting were approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

5. **CORRESPONDENCE**

None

6. **OLD BUSINESS**

Director Arnoldus noted that the Ventura County Office of Education approved the Personnel Commission Budget for fiscal year 2015-2016. Director Arnoldus then noted that the Board of Trustees took action on June 16, 2015, to establish the Senior Human Resources Analyst position.

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 reported that at the June 16, 2015 Board of Trustees meeting, Ms. Linda Kamaila, Academic Senate President for Oxnard College, publicly recognized Ms. Jillian Sturek for her great work in Human Resources and on the collaboration and scheduling of the District-wide Equivalency Committee meetings.

Ms. Long also reported on her attendance at the Classified Leadership Institute which offered an in depth overview of the participatory governance process.

B. Board of Trustees Meeting Report

Director Arnoldus stated he was in attendance at the June 16, 2015, Board of Trustees meeting and noted the establishment of seven positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 17 current classified recruitments. The *Positions Filled Report* reflected 5 positions filled and 7 positions pending. The *Upcoming Recruitments Report* included 5 upcoming recruitments. The Classification Studies Report included 4 studies in progress and 3 studies on hold.

A discussion ensued between the Commissioners and Director Arnoldus regarding the formatting of the report. Director Arnoldus suggested using a zero in the column for current recruitments when there are no applicants.

D. Commissioners' Reports

The Commissioners thanked everyone for attending the meeting.

**8. RECLASSIFICATION OF A POSITION**

From: Office Assistant

To: Administrative Assistant

Ms. Crocker presented on the proposed reclassification of an Office Assistant position at Oxnard College to Administrative Assistant. A discussion ensued between Director Arnoldus, Ms. Crocker, and the Commissioners regarding the proposal.

On motion by Commissioner Gonzales and seconded by Commissioner King, the reclassification of the Office Assistant position to the classification of Administrative Assistant was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

**9. RECESS TO CLOSED SESSION**

None

**10. RECONVENE IN OPEN SESSION**

N/A

**11. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

Ms. Long expressed her gratitude to the Commission for hosting a meeting at Ventura College. Ms Long then introduced Ms. Judith Vegas, SEIU Representative.

Ms. Barbara Cogert, Administrative Assistant from Ventura College, expressed her gratitude for the Commissioner and the service they provide to the district. Ms. Cogert also noted the importance of filling the Benefit Analyst position and how important the position is to the classified staff and retirees.

**12. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next regularly scheduled meeting of the Personnel Commission is July 16, 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.

**13. ADJOURNMENT**

On motion by Commissioner King and seconded by Commissioner Gonzales, the meeting adjourned at 6:07 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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Ventura, CA 93001  
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