



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR AUGUST 6, 2015

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

FOUR HUNDRED AND SEVENTY-SEVENTH

The four hundred and seventy-seventh meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, August 6, 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: Commissioners David Gonzales and Barbara Harison. Absent: Commissioner James King. Others present: Michael Arnoldus, Director of Employment Services/Personnel Commission; Sophia Crocker, Human Resources Analyst II; Jillian Sturek, Executive Assistant.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

Mr. Jeff Hiben, Instructional Assistant/Technology from Oxnard College addressed the Personnel Commission regarding his request for a classification study and the recruitment for Instructional Lab Technician I/Automotive.

4. **MINUTES**

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the minutes of the Thursday, June 18, 2015, meeting were approved.

Voted Yes: Commissioner Gonzales and Commissioner Harison

5. **CORRESPONDENCE**

Correspondence was reviewed from Olivia Long, Chief Steward, SEIU Local 99 referenced the classification study for Mr. Hiben. Director Arnoldus confirmed that the classification study for Instructional Assistant/Technician was currently on hold and was the next study to be initiated.

6. **OLD BUSINESS**

None

7. **REPORTS**

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

Director Arnoldus noted that the Board of Trustees took action on July 14, 2015, to establish eight new positions and reclassify one position.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 18 current classified recruitments. The *Positions Filled Report* reflected 19 positions filled and 8 positions pending. The *Upcoming Recruitments Report* included 8 upcoming recruitments. The Classification Studies Report included 2 studies in progress and 3 studies on hold.

Director Arnoldus stated there were updates to the Director's Report since it was published. Director Arnoldus noted the addition of the Vice President of Administrative and Business Services recruitment and the updated status of several classification specification studies.

A discussion ensued between the Commissioners and Director Arnoldus regarding the Interim Vice Chancellor of Administrative and Business Services and the minimum qualifications for the position.

D. Commissioners' Reports

Commissioner Harrison reported on a possible joint Personnel Commission and Board of Trustees meeting. Director Arnoldus recommended placing an item on the next agenda for further discussion.

8. **DISCUSSION OF PERSONNEL COMMISSIONER SELECTION PROCESS**

Commissioner Gonzales regrettably announced that he would not seek another term. Commissioner Harrison gave a historical background of Commissioner Gonzales' time with the Personnel Commission. Director Arnoldus recommended researching the past recruitment process for a future meeting.

9. **REVISION OF PERSONNEL COMMISSION RULE 252 (FIRST READING)**

Director Arnoldus stated that the Education Code provides for a 60 day notice to be provided to an employee being laid off. When the law changed from 45 days to 60 days, the Commission rules were not revised. The revision being presented will bring Personnel Commission Rule 252 in alignment with the education code.

10. **ESTABLISHMENT OF A CLASSIFICATION**

Human Resources Technician II

Ms. Crocker discussed the basis for the establishment of the proposed classification and the associated salary. Director Arnoldus further explained that the Human Resources Technician II was part of the Human Resources Staffing Plan previous presented to the Commission. A discussion ensued between Director Arnoldus and the Commissioners regarding the minimum qualifications for the classification specification being presented.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the establishment of the new classification of Human Resources Technician II at Classified Confidential Salary Schedule #260 (\$49,800-\$68,700/annual) was approved.

Voted Yes: Commissioner Gonzales and Commissioner Harison

11. DESIGNATION OF POSITIONS AS SENIOR CLASSIFIED ADMINISTRATIVE EXEMPT FROM THE REQUIREMENTS OF EDUCATION CODE SECTION 88091

Director Arnoldus explained the historical background of the designation of positions as Senior Classified Administrative Exempt from the requirements of Education Code section 88091. Director Arnoldus further explained that although it appeared this item had been previously reviewed by the Personnel Commission, there was no record that it had previously been requested by the Board of Trustees. Director Arnoldus then explained he was now presenting it to the Commission for documentation and approval following the request being made by the Board.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the designation of the Vice President of Business Services positions at Moorpark College, Oxnard College and Ventura College as Senior Classified Administrative exempt per Education Code section 88091 upon vacancy was approved.

Voted Yes: Commissioner Gonzales and Commissioner Harison

12. RATIFICATION OF THE REESTABLISHMENT OF AN ABOLISHED CLASSIFICATION

Director Arnoldus indicated that the Interim Vice Chancellor of Administrative and Business Services requested the reestablishment of the District Budget Officer to assign the duties to an employee on a temporary basis. A discussion between the Commissioners and Director Arnoldus ensued regarding the status of the recruitment to fill the position of the Budget Director position.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the ratification of the reestablishment of the District Budget Officer was approved.

Voted Yes: Commissioner Gonzales and Commissioner Harison

13. RECESS TO CLOSED SESSION

None

14. RECONVENE IN OPEN SESSION

N/A

15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

Patricia Mazuca, Admissions and Records Technician from Ventura College addressed the Personnel Commission regarding the appropriate process to request a review of her classification specification. Director Arnoldus explained to Ms. Mazuca as to how to submit a request.

16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

A discussion ensued between the Commissioners and Director Arnoldus regarding the next meeting to be held on August 31, 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.

17. **ADJOURNMENT**

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the meeting adjourned at 6:24 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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