FOUR HUNDRED AND SEVENTY-NINTH

The four hundred and seventy-ninth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, September 17, 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; Clare Geisen, Public Relations and Marketing Specialist; Andrea Ingleit, Human Resources Analyst I; and Jillian Sturek, Executive Assistant.

3. MINUTES
On motion by Commissioner King and seconded by Commissioner Gonzales, the minutes of the Monday, August 31, 2015, meeting were approved with noted amendment.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

4. CORRESPONDENCE
None

5. OLD BUSINESS
None

6. REPORTS
   A. Classified Employees Representative’s Report
      None

   B. Board of Trustees Meeting Report
      Director Arnoldus stated he did not attend the September 8, 2015, Board of Trustees meeting and noted the establishment of four classified positions and the approval of the reclassification of the Instructional Design Specialist and Instructional Technologist positions that the Personnel Commission previously took action on and approved.
C. Director's Report
Director Arnoldus reviewed the Current Recruitments Report that included 13 current classified recruitments. The Positions Filled Report reflected 6 positions filled and 14 positions pending. The Upcoming Recruitments Report included 4 upcoming recruitments. The Classified Study Report included 3 studies in progress and 1 study on hold.

Discussion ensured between the Commissioners and Director Arnoldus regarding the process for the upcoming recruitment for the Vice Chancellor of Business Services.

D. Commissioners' Reports
None

7. REVISION OF PERSONNEL COMMISSION RULE 252 (SECOND READING)
Director Arnoldus recapped the change for Personnel Commission Rule 252. Director Arnoldus also noted he had received no correspondence regarding the rule change.

On motion by Commissioner Gonzales and seconded by Commissioner King, the amendment to Personnel Commission Rule 252 was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

8. REESTABLISHMENT OF CLASSIFICATION, TITLE CHANGE, AND REVISION OF CLASSIFICATION SPECIFICATION
From: Public Relations and Marketing Specialist / To: Public Information Officer
Director Arnoldus discussed the basis for the proposed title change to Public Information Officer as well as the changes to the classification specification. A discussion ensued among the Commissioners, Director Arnoldus and Ms. Geisen regarding the proposed changes.

On motion by Commissioner Gonzales and seconded by Commissioner King, the reestablishment of the Public Relations and Marketing Specialist, the title change from Public Relations and Marketing Specialist to Public Information Officer, and the revision to the classification specification was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

9. RECLASSIFICATION OF A POSITION
From: Instructional Assistant / Technology
To: Instructional Lab Technician I

Ms. Ingley presented on the proposed reclassification of an Instructional Assistant / Technology position at Oxnard College to Instructional Lab Technician I. A discussion ensued between Director Arnoldus, Ms. Ingley, and the Commissioners regarding the proposal.

On motion by Commissioner Gonzales and seconded by Commissioner King, the reclassification of the Instructional Assistant / Technology position occupied by Jeff Hiben to the classification of Instructional Lab Technician I and the reclassification of Mr. Hiben with the position was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King
10. **PERSONNEL COMMISSIONER SELECTION PROCESS**
Director Arnoldus provided an overview regarding the recruitment campaign. Director Arnoldus also noted that four applications had been received. Commissioner Harison gave an overview on how the joint Commissioner seat is selected. Commissioner Harison then conferred with Commissioner King regarding Commissioner Gonzales involvement in the process. After which the Commissioners reviewed the applications for consideration. Discussion ensued among the Commissioners regarding the applicants after which all four candidates were selected for an interview. Director Arnoldus then recommended that he would work with Commissioner Harison to develop the questions and would send them to the Commissioners prior to the next meeting. Director Arnoldus also stated he would bring the questions to the meeting and allow for changes to be made in open session prior to the interviews.

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**
On motion by Commissioner King and seconded by Commissioner Gonzales, the next regularly scheduled meeting of the Personnel Commission is October 15, 2015, at 4:30 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.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

15. **ADJOURNMENT**
On motion by Commissioner King and seconded by Commissioner Gonzales, the meeting adjourned at 6:16 p.m.