



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR SEPTEMBER 17, 2015

Oxnard College  
Black Box Theater  
4000 S. Rose Avenue  
Oxnard, CA 93033

#### 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 Ingley, 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 ensued 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.

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  
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Ventura, CA 93001  
(805) 652-5521