



# **VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

## **PERSONNEL COMMISSION**

---

### **PERSONNEL COMMISSION MEETING MINUTES FOR SEPTEMBER 15, 2016**

**Moorpark College  
Campus Center Conference Room  
7075 Campus Road  
Moorpark, CA 93021-1695**

#### **FOUR HUNDRED AND NINETIETH**

The four hundred and ninetieth meeting of the Personnel Commission of the Ventura County Community College District was held on September 15, 2016, at 5:30 p.m.

#### **ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION**

##### **1. CALL TO ORDER**

Commissioner King called the meeting to order at 5:54 p.m.

##### **2. ROLL CALL**

In attendance were Sherry Manley and James King. Commissioner Harison was not present during roll call but arrived later. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; Jillian Sturek, Executive Assistant.

##### **3. PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

##### **4. MINUTES**

On motion by Commissioner Manley, the minutes of the August 18, 2016 meeting were approved with a noted change.

Voted Yes: Commissioner King, Commissioner Manley

Not Present: Commissioner Harison

##### **5. CORRESPONDENCE**

Director Arnoldus acknowledged that he had received correspondence from Ms. Olivia Long, SEIU Chief Steward at Ventura College, after the agenda was published. Commissioner King confirmed that the Commissioners received a copy of the correspondence. The Commissioners reviewed the correspondence. No action was taken.

Commissioner King noted that Commissioner Harrison had arrived at 6:57 p.m.

##### **6. OLD BUSINESS**

None

**7. REPORTS**

**A. Classified Employees Representative's Report**

Correspondence received by Ms. Olivia Long, SEIU Chief Stewart of Ventura College was reviewed by the Commission. No additional comments were made.

**B. Board of Trustees Meeting Report**

Director Arnoldus stated he did not attend the September 13, 2016, Board of Trustees meeting and noted the establishment of four classified position. Director Arnoldus also confirmed that a purchase agreement was approved by the Board for a property in Camarillo, California to which the District Administrative Center would be relocated.

**C. Director's Report**

Director Arnoldus reviewed the *Current Recruitments Report* that included 13 current classified recruitments. The *Positions Filled Report* reflected 5 positions filled and 9 positions pending. The *Upcoming Recruitments Report* included 6 upcoming recruitments. The *Classified Study Report* included 3 studies in progress.

A discussion ensued between the Commissioners and Director Arnoldus regarding the current recruitments and the current classification studies.

**D. Commissioners' Reports**

None

**8. AMENDMENT OF PERSONNEL COMMISSION RULE 123 (FIRST READING)**

Director Arnoldus presented the proposed amendment to Personnel Commission Rule 123. A discussion ensued between the Commissioners and Director Arnoldus regarding the proposed amendment to Personnel Commission Rule 123. No action was taken.

**9. AMENDMENT OF PERSONNEL COMMISSION RULE 293 (SECOND READING)**

Director Arnoldus discussed the proposed amendment to Personnel Rule 293. Director Arnoldus also pointed out a typographical error in the third paragraph.

On motion by Commissioner Harison, and seconded by Commission Manley, the amendment of Personnel Commission Rule 293, was approved with noted changes.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**10. 2015 – 2016 PERSONNEL COMMISSION ANNUAL REPORT**

Director Arnoldus presented the 2015-2016 Personnel Commission Annual Report. Director Arnoldus commented that the classified workload had increased significantly from the previous year. A discussion ensued between the Commissioners and Director Arnoldus regarding the report.

On motion by Commissioner Manley, and seconded by Commissioner Harison, the 2015-2016 Personnel Commission Annual Report was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**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**

Director Arnoldus presented the need to schedule a special Personnel Commission meeting. Commissioner King suggested a brief recess. On motion by Commissioner Harison and seconded by Commissioner Manley the Commission recessed. The meeting reconvened at 6:36 p.m. A discussion ensued between the Commissioners and Director Arnoldus regarding possible dates for a special Personnel Commission meeting.

Commissioner King confirmed the date and time of the next scheduled meeting of the Personnel Commission was September 29, 2016, at 6:00 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 Harison and seconded by Commissioner Manley, the meeting adjourned at 6:40 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  
255 West Stanley Avenue, Suite 150  
Ventura, CA 93001  
(805) 652-5521