



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR FEBRUARY 18, 2016

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

#### FOUR HUNDRED AND EIGHTY - FOURTH

The four hundred and eighty-fourth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, February 18, 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 5:30 p.m.

2. **ROLL CALL**

In attendance were Commissioners Barbara Harison, James King and Sherry Manley. Others present included Dave Fuhrmann, Associate Vice Chancellor, Information Technology; 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 Harison and seconded by Commissioner Manley, the minutes of the December 17, 2015, meeting were approved.

5. **CORRESPONDENCE**

None

6. **OLD BUSINESS**

None

7. **REPORTS**

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the January 19, 2016, Board of Trustees meeting and noted the establishment of 38 new positions which included 9 classified positions.

Director Arnoldus also stated he did not attend the February 16, 2016, Board of Trustees meeting and noted the establishment of 12 new positions which included 3 classified positions.

Discussion ensued between Director Arnoldus and the Commissioners regarding the new positions and the impact on workload.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 20 current classified recruitments. The *Positions Filled Report* reflected 32 positions filled and 6 positions pending. The *Upcoming Recruitments Report* included 9 upcoming recruitments. The *Classification Study Report* included 1 study in progress and 2 studies on hold.

D. Commissioners' Reports

None

**8. 2016 PERSONNEL COMMISSION MEETING LOCATIONS**

Discussion ensued among the Commissioners and Director Arnoldus regarding scheduling off site meetings at each of the college campuses.

On motion by Commissioner Harison and seconded by Commissioner Manley, the directive for staff to research upcoming dates for offsite meetings at each of the college campuses was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**9. DISCUSSION OF CLASSIFICATION SPECIFICATION FORMAT**

Director Arnoldus shared his concerns regarding the current format of classification specifications. A discussion ensued between Director Arnoldus and the Commissioners regarding possible changes. The Commission instructed Director Arnoldus to exercise discretion when determining what information should be included in the future. No action was taken.

**10. REVISION OF A CLASSIFICATION SPECIFICATION**

Student Success and Support Services Supervisor

Director Arnoldus discussed the revision of the classification specification for Student Success and Support Services Supervisor. A discussion ensued among the Commissioners and Director Arnoldus regarding the proposed changes.

On motion by Commissioner Manley and seconded by Commissioner Harison, the revision of the classification specification for Student Success and Support Services Supervisor was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**11. TITLE CHANGE AND REVISION OF A CLASSIFICATION**

From: Network Administrator to Network Administrator II

Director Arnoldus stated the proposed title change and revision of the classification specification was being brought back for approval as it was not properly listed on the December 17, 2015, meeting agenda.

On motion by Commissioner Harison and seconded by Commissioner Manley, the title change from Network Administrator to Network Administrator II, and the revisions to the classification specification was approved with the noted changes.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**12. TITLE CHANGE OF THE CLASSIFIED EMPLOYEE HANDBOOK**

Director Arnoldus proposed a title change to the Classified Employee Handbook to better reflect the content of the document. After discussion, the Commission requested the item be placed on a future agenda for a second reading and that the change be discussed with SEIU in the meantime. No action was taken.

**13. RECESS TO CLOSED SESSION**

None

**14. RECONVENE IN OPEN SESSION**

N/A

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

None

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

The date and time of the next scheduled meeting of the Personnel Commission is March 17, 2016, 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 Harison and seconded by Commissioner Manley, the meeting adjourned at 6:14 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