



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR MARCH 17, 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, March 17, 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, Sherry Manley and James King. Others present included Dave Fuhrmann Associated Vice Chancellor, Information Technology; Michael Arnoldus, Director of Employment Services/Personnel Commission and Jillian Sturek, Executive Assistant.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

Commissioner King stated that item ten from the March 17, 2016, agenda was being tabled and may return at a future date.

4. MINUTES

On motion by Commissioner Harison and seconded by Commissioner Manley, the minutes of the February 18, 2016, meeting were approved.

Voted Yes: Commissioner Harison, Commissioner Manley, Commissioner King

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 February 9, 2016, Board of Trustees meeting and noted the establishment of one classified position and one reclassification of a position.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 13 current classified recruitments. The *Positions Filled Report* reflected 9 positions filled and 8 positions pending. The *Upcoming Recruitments Report* included 11 upcoming recruitments. The *Classified Study Report* included 1 study in progress and 2 studies on hold.

A discussion ensued between Director Arnoldus and the Commissioners regarding the *Current Recruitment Report* and the workload capacity for each Human Resource Analyst.

D. Commissioners' Reports

Commissioner Manley reported on the CSPCA conference held February 25 – February 28, 2016. She noted that the presentations were well done and that the networking was noteworthy.

8. 2016 PERSONNEL COMMISSION MEETING LOCATIONS

Director Arnoldus discussed the proposed dates and campus locations for future Personnel Commission meetings.

The Commission reviewed the proposed dates and campus locations. A discussion ensued between the Commissioners and Director Arnoldus regarding holding meetings in the summer.

On motion by Commissioner Harison and seconded by Commissioner Manley, the dates and locations for future Personnel Commission meetings were approved as presented.

Voted Yes: Commissioner Harison, Commissioner Manley, Commissioner King

9. TITLE CHANGE OF THE CLASSIFIED EMPLOYEE HANDBOOK (SECOND READING)

A discussion ensued between the Commissioners and Director Arnoldus regarding the proposed title change of the *Classified Employee Handbook* to the proposed title of *Rules of the Personnel Commission for Classified Employees*.

On motion by Commissioner Manley and seconded by Commissioner Harison, the title change of the *Classified Employee Handbook* to the *Rules of the Personnel Commission for Classified Employees* was approved.

Voted Yes: Commissioner Harison, Commissioner Manley, Commissioner King

10. REVISION OF A CLASSIFICATION SPECIFICATION

This item was pulled from the agenda. No action was taken.

11. ESTABLISHMENT OF A NEW CLASSIFICATION

Director of Applications and Development

Matthew Escobedo, provisional Human Resources Analyst II, discussed the basis for the establishment of the proposed classification and the associated salary. A discussion ensued among the Commissioners, Director Arnoldus, Associate Vice Chancellor Fuhrmann and Mr. Escobedo regarding the new classification specification.

On motion by Commissioner Harison and seconded by Commissioner Manley, the establishment of the new classification with title of Director of Software Applications and Development at Management Salary Schedule #165 (\$107,127.96-\$143,562.00) was approved.

Voted Yes: Commissioner Harison, Commissioner Manley, Commissioner King

12. RECESS TO CLOSED SESSION

None

13. RECONVENE IN OPEN SESSION

N/A

14. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is April 21, 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.

16. ADJOURNMENT

On motion by Commissioner Manley and seconded by Commissioner Harison, the meeting adjourned at 6:03 p.m.

Voted Yes: Commissioner Harison, Commissioner Manley, Commissioner King

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
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