



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR MAY 18, 2017

Thomas G. Lakin Board Room
District Administrative Center
761 E. Daily Drive, Suite 200
Camarillo, CA 93010

FOUR HUNDRED AND NINETY-SIXTH

The four hundred and ninety-sixth meeting of the Personnel Commission of the Ventura County Community College District was held on May 18, 2017, at 5:30 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER

Commissioner Manley 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 Michael Arnoldus, Director of Employment Services/Personnel Commission; Sophia Crocker, Senior Human Resources Analyst; Jillian Sturek, Executive Assistant.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. MINUTES

On motion by Commissioner King and seconded by Commissioner Harison, the minutes of the April 18, 2017, meeting were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

5. CORRESPONDENCE

Correspondence received by AFT Ventura County Federation of College Teachers, AFT Local 1828 AFL-CIO was reviewed by the Commission.

6. OLD BUSINESS

None

7. REPORTS

A. Classified Employees Representative's Report

Correspondence received by Dr. Pamela Yeagley, Classified Senate President of Ventura College, was reviewed by the Commission. Commissioner King commented that he appreciates the report provided by Dr. Yeagley.

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the May 9, 2017, Board of Trustees meeting and noted the establishment of three classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 9 current classified recruitments. The *Positions Filled Report* reflected 7 positions filled and 5 positions pending. The *Upcoming Recruitments Report* included 5 upcoming recruitments. The *Classified Study Report* included 5 studies in progress.

A discussion ensued between Director Arnoldus and the Commissioners regarding current Classification Studies in progress.

D. Commissioners' Reports

Commissioner King noted that he meet with Bernardo Perez, Board of Trustees Chair, who expressed interest in holding a joint meeting with the Commission.

8. PUBLIC HEARING OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2017-2018

There were no comments or questions from the public, after which Commissioner Manley closed the public hearing.

9. ADOPTION OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2017-2018

On motion by Commissioner King and seconded by Commissioner Harison, the adoption of the Personnel Commission budget for fiscal year 2017-2018 was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

10. ESTABLISHMENT OF NEW CLASSIFICATION

Research Coordinator

Ms. Crocker discussed the basis for the establishment of the proposed classification and the associated salary. A discussion ensued among the Commissioners, Director Arnoldus, and Ms. Crocker regarding the proposed classification.

Correspondence received by AFT Ventura County Federation of College Teachers, AFT Local 1828 AFL-CIO was received into record as a public comment. Commissioner King expressed his concern regarding AFT's correspondence and indicated that the Commission has authority granted by the State for determining titles for classified position. A discussion ensued regarding a more appropriate tile given the classified services existing structure and common practice at other organization.

On motion by Commissioner King and seconded by Commissioner Harison, the establishment of Senior Research Analyst at Classified Supervisor Salary Schedule #330 (\$74,340 - \$103,008) was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

11. ABOLISHMENT OF AN UNUSED CLASSIFICATION

Director of Communications and Chief of Staff

Director Arnoldus stated that there were currently no positions assigned to this classification and there was no foreseeable need for this classification in the future. Consequently, the classification was recommended for abolishment.

On motion by Commissioner Harison and seconded by Commissioner King, the abolishment of the classification for Director of Communications and Chief of Staff was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

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 June 15, 2017, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, in Camarillo, California.

16. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Harison, the meeting adjourned at 6:05 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 761 E. Daily Drive, Suite 200, Camarillo, CA 93010 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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Ventura County Community College District
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