



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR AUGUST 17, 2017

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

FOUR HUNDRED AND NINETY-EIGHTH

The four hundred and ninety - eighth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, August 17, 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 Sherry Manley and James King. Others present included Michael Shanahan, Vice Chancellor of Human Resources; Michael Arnoldus, Director of Employment Services/Personnel Commission; Jillian Sturek, Executive Assistant.

Absent: Commissioner Barbara Harison

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

4. **MINUTES**

On motion by Commissioner King and seconded by Commissioner Manley, the minutes of the June 15, 2017, meeting were approved.

Voted Yes: Commissioner King, Commissioner Manley

5. **CORRESPONDENCE**

None

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.

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the July 11, 2017 or the August 8, 2017, Board of Trustees meetings and noted the establishment of 8 classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 20 current classified recruitments. The *Positions Filled Report* reflected 20 positions filled and 11 positions pending. The *Upcoming Recruitments Report* included 3 upcoming recruitments. The *Classified Study Report* included 2 studies in progress.

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

D. Commissioners' Reports

None

8. REVISION OF A CLASSIFICATION SPECIFICATION

Director Arnoldus discussed the revision of the classification for Assistant Registrar. A discussion ensued among the Commissioners and Director Arnoldus regarding the proposed changes.

On motion by Commissioner King and seconded by Commissioner Manley, the revisions of the classification for Assistant Registrar were approved as presented.

Voted Yes: Commissioner King, Commissioner Manley

9. REVISION OF A CLASSIFICATION SPECIFICATION AND TITLE CHANGE

Director Arnoldus discussed the revisions and title change for the Director of Human Resources Operations. A discussion ensued among the Commissioners, Vice Chancellor Shanahan and Director Arnoldus regarding the proposed changes.

On motion by Commissioner King and seconded by Commissioner Manley, the title change from Director of Human Resources Operations to the Director of Employee Relations and Human Resources Operations, and the revisions to the classification specification were approved with the noted changes.

Voted Yes: Commissioner King, Commissioner Manley

10. 2016 – 2017 PERSONNEL COMMISSION ANNUAL REPORT

Director Arnoldus presented the 2016 - 2017 Personnel Commission Annual Report. Director Arnoldus commented that the classification workload had increased significantly from the previous year. A discussion ensued between the Commissioners and Director Arnoldus regarding the report.

On motion by Commissioner King, and seconded by Commissioner Manley, the 2016 - 2017 Personnel Commission Annual Report was approved.

Voted Yes: 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

The date and time of the next scheduled meeting of the Personnel Commission is September 21, 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, Camarillo, California.

15. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Manley, the meeting adjourned at 6:08 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 Michael Arnoldus, Director of Employment Services/Personnel Commission
Ventura County Community College District
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