



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR AUGUST 18, 2016

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

FOUR HUNDRED AND EIGHTY-NINETH

The four hundred and eighty-ninth meeting of the Personnel Commission of the Ventura County Community College District was held on August 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, 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; Pamela Yeagley, Classified Senate President, Ventura College; Olivia Long, SEIU Chief Stewart.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. MINUTES

On motion by Commissioner Harison and seconded by Commissioner Manley, the minutes of the July 21, 2016, meeting were approved with the noted change.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

5. CORRESPONDENCE

Director Arnoldus acknowledged he had received correspondence from a classified staff member after the agenda was published. Commissioner King confirmed that a letter was received from Jennifer Lawler and Commissioner Harison commented that the letter would be discussed during the agenda item.

6. OLD BUSINESS

None

7. REPORTS

A. Classified Employees Representative's Report

Olivia Long, SEIU Chief Stewart gave a brief update regarding the timeline for SEIU contract negotiations. Ms. Long introduced the new Classified Senate Representative for Ventura College, Ms. Pamela Yeagley.

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the August 9, 2016, Board of Trustees meeting and noted the establishment of one classified position.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 11 current classified recruitments. The *Positions Filled Report* reflected 14 positions filled and 9 positions pending. The *Upcoming Recruitments Report* included 5 upcoming recruitments. The *Classified Study Report* included 2 studies in progress.

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

D. Commissioners' Reports

None

8. **REVISION OF CLASSIFICATION SPECIFICATIONS**

A. Network Administrator I

Ms. Crocker discussed the revision of the classification specification for Network Administrator I and Network Administrator II concurrently. A discussion ensued among the Commissioners, Director Arnoldus, and Ms. Crocker regarding the proposed changes.

On motion by Commissioner Harison and seconded by Commissioner Manley, the revision of the classification specification for Network Administrator I was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

B. Network Administrator II

On motion by Commissioner Harison and seconded by Commissioner Manley, the revision of the classification specification for Network Administrator II was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

C. Senior Programmer Analyst

Ms. Crocker discussed the revision of the classification specification for Senior Programmer Analyst. A discussion ensued among the Commissioners and Ms. Crocker regarding the proposed changes.

On motion by Commissioner Harison and seconded by Commissioner Manley, the revision of the classification specification for Senior Programmer Analyst was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

After the vote, Commissioner King suggested a brief recess. On motion by Commissioner Harison and seconded by Commissioner Manley the Commission recessed.

The meeting reconvened at 5:52 p.m.

9. AMENDMENT OF PERSONNEL COMMISSION RULE 138 (SECOND READING)

Director Arnoldus noted that the item to discuss Personnel Commission Rule 138 was tabled from the previous meeting. Director Arnoldus then introduced Ms. Crocker to present the changes. Ms. Crocker discussed the proposed amendment to Personnel Rule 138.

On motion by Commissioner Manley, and seconded by Commission Harison, the amendment of Personnel Commission Rule 138, was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

10. AMENDMENT OF PERSONNEL COMMISSION RULE 293 (FIRST READING)

A discussion occurred between the Commissioners, Director Arnoldus, and Ms. Crocker regarding the proposed amendment to Personnel Commission Rule 293. No action was taken.

Commissioner King read the letter received from classified employee Ms. Jennifer Lawler. A brief discussion occurred among the Commissioners. No action was taken.

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

Commissioner King confirmed the date and time of the next scheduled meeting of the Personnel Commission was September 15, 2016, at 5:30 p.m. The meeting will take place in the Campus Center Conference Room at Moorpark College located at 7075 Campus Road in Moorpark, California.

15. ADJOURNMENT

On motion by Commissioner Harison and seconded by Commissioner Manley, the meeting adjourned at 6:10 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
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