



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR OCTOBER 26, 2017

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

FIVE HUNDREDTH

The five hundredth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, October 26, 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, Barbara Harison and James King. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; Andrea Ingley, 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 September 21, 2017, meeting were approved with a noted change.

Voted Yes: Commissioner Harison, 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 October 17, 2017, Board of Trustees meetings and noted that the Board of Trustees took action to reappointment Commissioner James King for another term.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 14 current classified recruitments. The *Positions Filled Report* reflected 9 positions filled and 8 positions pending. The *Upcoming Recruitments Report* included 4 upcoming recruitments. The *Classified Study Report* included 2 studies in progress.

A discussion ensued between Director Arnoldus and the Commissioners regarding current classified recruitments and classification studies.

D. Commissioners' Reports

Commissioner King reported that he attended the October 17, 2017, Board of Trustees meeting and was reappointed for another term.

8. ESTABLISHMENT OF CLASSIFICATIONS

Upward Bound Coordinator

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

On motion by Commissioner King and seconded by Commissioner Harison, the establishment of Program Coordinator II – Upward Bound was approved at Classified Supervisor Salary Schedule #295 (\$61,404 - \$85,284/annual) was approved with a noted change.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

9. RECESS TO CLOSED SESSION

None

10. RECONVENE IN OPEN SESSION

N/A

11. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

12. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is November 16, 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.

13. ADJOURNMENT

On motion by Commissioner Harison and seconded by Commissioner King, the meeting adjourned at 6:00 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
761 E. Daily Drive, Suite 200
Camarillo, CA 93010
(805) 652-5521