



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR DECEMBER 5, 2017

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

FIVE HUNDREDTH AND FIRST The five hundredth and first meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, December 5, 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 Arnoldus, Director of Employment Services/Personnel Commission; Jillian Sturek, Executive Assistant

Absent: Commissioner Barbara Harison

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. ADMINISTRATION OF THE OATH OF OFFICE

Director Arnoldus administered the Oath of Office to Commissioner King for a three year term.

5. MINUTES

On motion by Commissioner King and seconded by Commissioner Manley, the minutes of the October 26, 2017, meeting were approved.

Voted Yes: Commissioner King, Commissioner Manley

6. CORRESPONDENCE

None

7. OLD BUSINESS

None

8. REPORTS

A. Classified Employees Representative's Report
None

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the November 14, 2017, Board of Trustees meetings and noted that the Board of Trustees took action to approve the establishment of two positions with the abolishment of two positions and the reclassification of a position previously approved by the Personnel Commission.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 13 current classified recruitments. The *Positions Filled Report* reflected 7 positions filled and 16 positions pending. The *Upcoming Recruitments Report* included 6 upcoming recruitments. The *Classified Study Report* included 2 studies in progress.

D. Commissioners' Reports

Commissioner King reported that he met with Trustee Perez to discuss scheduling a joint meeting between the Personnel Commission and the Board of Trustees.

9. ATTENDANCE AT THE 2018 CSPCA CONFERENCE

A discussion ensued among the Commissioners regarding attendance at the conference. Commissioners King and Commissioner Manley both indicated they were unable to attend. Commissioner King and Commissioner Manley stated that they would like Director Arnoldus to attend. No action was taken.

10. REVISION OF PERSONNEL COMMISSION RULES 292 AND 295 (FIRST READING)

A discussion occurred between the Commissioners and Director Arnoldus regarding the proposed amendment of Personnel Commission Rule 292 and 295. No action was taken.

11. ELECTION OF THE PERSONNEL COMMISSION CHAIR FOR 2018

Commissioner King nominated Commissioner Harison as Personnel Commission Chair for 2018. Commissioner Manley seconded the motion and all were in favor.

12. SCHEDULE OF 2018 PERSONNEL COMMISSION MEETINGS

Director Arnoldus presented the proposed Personnel Commission meeting schedule for 2018. The meetings are scheduled to occur the third Thursday of each month.

On motion by Commissioner King and seconded by Commissioner Manley, the Personnel Commission meeting schedule for 2018 was approved.

Voted Yes: Commissioner King, Commissioner Manley

13. RECESS TO CLOSED SESSION

None

14. RECONVENE IN OPEN SESSION

N/A

15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is December 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.

17. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Manley, the meeting adjourned at 6:22 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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