



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR DECEMBER 19, 2016

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

FOUR HUNDRED AND NINETY-SECOND

The four hundred and ninety-second meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, December 19, 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.

Commissioner King asked the Commission if there was any objection to move closed session to an earlier time in the meeting.

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; and Michael Haberberger, Project Director, SEIU Local 99.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

Commissioner King acknowledged receiving a request from Mr. Haberberger to speak on items 12A and 12B. Commissioner King suggested that Mr. Haberberger speak at the time in which the items were discussed.

4. ADMINISTRATION OF THE OATH OF OFFICE

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

5. MINUTES

On motion by Commissioner Harison and seconded by Commissioner Manley, the minutes of the November 17, 2016, meeting were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

6. CORRESPONDENCE

None

7. OLD BUSINESS

None

8. **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 briefly attended the December 13, 2016, Board of Trustees meeting and noted the establishment of six classified positions and the reclassification of six classified positions from Instructional Data Specialist to Academic Data Specialist.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 12 current classified recruitments. The *Positions Filled Report* reflected 4 positions filled and 12 positions pending. The *Upcoming Recruitments Report* included 4 upcoming recruitments. The *Classified Study Report* included 1 study in progress.

A discussion ensued between the Commissioners and Director Arnoldus regarding the report.

D. Commissioners' Reports

Commissioner Harison confirmed that she was not able to attend the CSPCA conference at the end of January. A discussion between among the Commissioners and Director Arnoldus regarding alternates. No action was taken.

Commissioner King noted that he has accepted a position on the City Planning Commission for the city of Simi Valley.

9. **ESTABLISHMENT OF A CLASSIFICATION**

Information Security Analyst

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 new classification specification.

On motion by Commissioner Harison and seconded by Commissioner Manley, the establishment of the new classification with the title of Information Security Analyst at Classified Salary Schedule #365 (\$90,144 - \$124,284/annual) was approved with the noted changes.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

10. **REESTABLISHMENT OF A CLASSIFICATION AND REVISION OF A CLASSIFICATION SPECIFICATION**

Painter

Ms. Crocker discussed the need for reestablishing the proposed classification and recommended revisions to the classification specification. A discussion ensued among the Commissioners, Director Arnoldus and Ms. Crocker regarding the proposed classification.

On motion by Commissioner Harison and seconded by Commissioner Manley, the reestablishment and revisions to the classification specification for Painter was approved with the noted changes.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

11. **REVISION OF CLASSIFICATION SPECIFICATIONS**

- A. Carpenter
- B. Electrician
- C. HVAC&R Technician
- D. Locksmith
- E. Plumber

A discussion ensued among the Commissioners regarding the proposed changes previously discussed in agenda item 10.

On motion by Commissioner Manley and seconded by Commissioner Harison, the revision of the classification specifications for Carpenter, Electrician, HVAC&R Technician, Locksmith, and Plumber were approved with the noted changes.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

- F. Programmer Analyst
- G. Senior Programmer Analyst

A discussion ensued between the Commissioners and Director Arnoldus regarding the proposed changes discussed at the November 17, 2016, meeting.

On motion by Commissioner Harison and seconded by Commissioner Manley, the revision of the classification specifications for Programmer Analyst and Senior Program Analyst were approved with the noted changes.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

12. **TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATIONS**

- A. From: Matriculation Specialist I to Student Success and Support Specialist I
- B. From: Matriculation Specialist II to Student Success and Support Specialist II

After reconvening to open session at 6:15 p.m., Commissioner King opened public comments prior to discussion regarding items 12A and 12B.

Mr. Haberberger addressed the Commission regarding the proposed recommendations for Student Success and Support Specialist I and II. Discussion ensued among the Commissioners, Director Arnoldus, and Mr. Haberberger regarding the proposed recommendations.

Ms. Crocker discussed the basis for the proposed title change to Student Success and Support Specialist I and II, and the changes to the classification specifications. Discussion ensued among the Commissioners, Director Arnoldus, and Ms. Crocker regarding the classification specifications.

On motion by Commissioner Manley and seconded by Commissioner Harison, the title change from Matriculation Specialist I and II to Student Success and Support Specialist I and II, and the revisions to the classification specifications were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

C. From: Maintenance Worker II – Welder to Welder

Ms. Crocker discussed the basis for the proposed title change to Welder, and revisions of the classification specifications. Discussion ensued between the Commissioners and Director Arnoldus regarding the classification specification.

On motion by Commissioner Harison and seconded by Commissioner Manley, the title change from Maintenance Worker II - Welder to Welder, and the revisions to the classification specifications were approved with the noted changes.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

13. ABOLISHMENT OF AN UNUSED CLASSIFICATION

Roofer

Director Arnoldus stated 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.

Discussion ensued between the Commissioners, Director Arnoldus, and Ms. Crocker regarding the need for the classification.

On motion by Commissioner Manley and seconded by Commissioner Harison, the abolishment of the classification for Roofer was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

14. RECESS TO CLOSED SESSION

Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)

Title: Director of Employment Services/Personnel Commission

Directly following the approval of the minutes the Commission convened to close session at 5:34 p.m.

15. RECONVENE IN OPEN SESSION

Open session reconvened at 6:15 p.m.

Commissioner King stated that there was no action and nothing to report.

16. ELECTION OF THE PERSONNEL COMMISSION CHAIR FOR 2017

Commissioner King nominated Commissioner Manley as Personnel Commission Chair for 2017. Commissioner Harison seconded the motion and all were in favor. Commissioner Manley accepted the assignment.

17. SCHEDULE OF 2017 PERSONNEL COMMISSION MEETINGS

Director Arnoldus presented the proposed Personnel Commission meeting schedule for 2017. The meetings are scheduled to occur the third Thursday of each month.

On motion by Commissioner Harison and seconded by Commissioner Manley, the Personnel Commission meeting schedule for 2017 was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

18. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

19. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is January 19, 2017, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

20. ADJOURNMENT

On motion by Commissioner Manley and seconded by Commissioner Harison, the meeting adjourned at 7:15 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 Michael Arnoldus, Director of Employment Services/Personnel Commission
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